



# Santa Rosa United Soccer Club Handbook 2022

Version (1)

## Table of Contents

Mission	3
Vison	3
Club Philosophy	3
Values	3
Fair Play	4
Codes of Conduct	4
Possible Penalties	4
Santa Rosa United Soccer Club Shall	4
Santa Rosa United Soccer Club Coaches Shall	5
Santa Rosa United Soccer Club Players Shall	6
SRU Captains Oath	6
Santa Rosa United Soccer Club Parents Shall	8
Team Organization	9
Uniform & Gameday	10
Player Try Outs and Evaluation Process	12
In Season Evaluation Process	12
Registration and Fees	12
Coach Selection	14
Coaching Education	15
Weather, Cancellations and Rescheduling	15

Tournaments	16
Drug and Alcohol	17
Safety, Medical and First Aid	17
Player Participation Levels	20
Playing Time	20
Private Training (1on1)	21
Resolution Chain	22
Athletic Development (Sports Performance)	22
Club Communication	22
Player/Adult Protection Guidelines	23
Internet Safety	25
Medical Protocol and Emergency Procedures	26
Guest Players	26
Fundraising	29
Board Members	29
Club Administrative Staff	29
Social Media	29
Sponsorships	30
Hall of Fame	30
Annual Events	30
Club Calendar	30
Facilities	30
League Affiliation	31
Coach Reimbursement	31

**Mission:** Utilize the sport of soccer to enhance the social, emotional, and physical well-being of our players and positively impact our community.

**Vision:** To become a world class nonprofit, where we cultivate excellence on and off the field by providing the highest quality administration, coaching, programs, facilities, and a positive, inclusive environment for those we serve.

**Club Philosophy:** Inspire all involved to have a lifelong love of the game, and understand the club is bigger than any one player, coach, administrator, or team. We will be focused on the holistic development of our players both as athletes and people.

**Values:**

**C**OMMUNITY

We have Compassion, show Courtesy, practice Inclusion, demonstrate Loyalty, honor Tradition, and Trust one another to achieve Unity.

**A**MBITION

We develop a strong Work Ethic with the relentless will to Compete and play with Desire, Passion, and Perseverance.

**P**ROFESSIONALISM

We conduct ourselves with Integrity, are fully Accountable, engage in Collaboration and provide a Safe environment for all.

**E**DUICATION

We provide for growth and support innovation.

**S**PORTSMANSHIP

We practice Humility and Respect for others and the game.

Parents, players, coaches, and spectators represent the Santa Rosa United Soccer Club when our teams take the field for either training sessions, games, or tournaments. Additionally, there is an association with the club when attending social events wearing the shield, at a hotel, or even walking through the mall. The actions of any one person can affect the image of the entire Club. The below Codes of Conduct encourage players and parents to work together to demonstrate good sportsmanship and to treat players, coaches, referees, and other parents with respect. It also identifies the potential consequences encountered when the appropriate behavior is not observed on the sideline.

Santa Rosa United will have a ZERO TOLERANCE for ANY abusive behavior or bullying.

## **Fair Play**

SRU believes in the spirit of Fair Play, and we believe winning will be meaningless if achieved unfairly. The game is played to win, but if we lose, we will do so with class. We will congratulate the winners, learn lessons from the game and strive to win the next time. The five pillars of Fair Play are:

- Respect the rules.
- Respect the opponents.
- Respect the officials and their decisions.
- Create an inclusive, team environment.
- Always maintain self-control.

*Players-Play / Coaches-Coach / Referees-Referee / Parents-Praise*

## **Codes of Conduct**

Santa Rosa United Soccer Club Code of Conduct for Parents & Spectators. The following standards of conduct outline a philosophy that is paramount to the game of soccer. Soccer is a sport which belongs to the players. While soccer games are exciting for parents and spectators, parent and spectator excitement and enthusiasm must be both positive and controlled.

## **Possible Penalties**

Failure to comply with the Codes of Conduct will result in disciplinary action from SRU. Such action may be issued in the form of a warning, parental suspension, and/or player suspension. Suspensions could range from portions of a game, games, season, indefinite, or a permanent ban from the club. SRU's goal is to provide all who participate and are involved with an enjoyable and safe experience. We sincerely hope that the parents and guests will enjoy themselves as much as the players and coaches do and will accept the program for what it is – a chance for children to have fun and play the game.

## **Santa Rosa United Soccer Club Shall**

- Use the club values, mission, vision, and philosophy as a guide for conducting all business.
- Provide a safe environment in which the player can learn and develop without fear of failure or abuse.
- Provide seasonal evaluations and support for the player to help with their development.
- Provide a structured soccer learning program, appropriate to the age, ability and growth of the player.

- Provide a trained, background screened, and qualified coaching staff.
- Carry out all duties in the best interest of all Santa Rosa United Soccer Club members.
- Not discriminate between the interests of each team.
- Treat all members with respect.
- Ensure proper player development and enjoyment for the game before sacrificing those for a full winning team mentality
- Ensure all critical comments are constructive.
- Ensure a balance between praising and critical comments.
- Ensure Coaches lead by example.
- Ensure Coaches exercise their authority to substitute, sit-out, or suspend any player who is in violation of our players code of conduct.

## **Santa Rosa United Soccer Club Coaches Shall**

- Present themselves with a professional attitude and appearance (wear approved club apparel) at all club events and activities.
- Support all SRU club policies and always follow the guidelines in both the Club and Employee handbooks.
- Address all parent concerns in a timely manner and where not answerable, bring these concerns to the attention of the director of coaching or director of operations for resolution.
- Never Ignore any problem or not respond to parent and player concern.
- Be an engaged, positive, and an inspirational figure for your players.
- For the duration of your training and games remove all outside distractions. Put your phone away out of reach and focus on the players.
- Never Swear.
- Be on time and prepared for training sessions, games, and other club activities.
- Always have their cones, balls, pennies, coaching board, notebook and any other needed items with them at every practice and game.
- Prior to the start of each season, each coach is expected to work with their respective director and prepare a schedule/season plan for the year which includes, training, scrimmages, league play, tournaments, player evaluation info, team meetings, team bonding, and state cup information.
- Follow the Private Training Policy as part of their employment agreement.
- Adhere to NorCal rules regarding training players from another club & obtain written permission from the players director before performing training.
- Not use club resources such as SportsEngine or other club platforms to advertise upcoming private training sessions or private camps/clinics.
- Not provide one on one training to players on their own roster or players that are hoping to try out for that specific coach's team.

## **Santa Rosa United Soccer Club Players Shall**

- Players must understand the mission, vision, values, and philosophy of the club.
- Players are reminded that they represent SRU and should behave in an appropriate manner both on and off the field.
- All players should recognize the physical demands of being an elite athlete and keep themselves always fit through a sensible nourishing diet, exercise and appropriate rest.
- All scheduled team events are mandatory during the seasonal year. Players should arrange their schedules according around the breaks that are given throughout the year.
- Players should be punctual to all meeting times. This means arriving to training before the designated time. Attendance and commitment will be a major factor when determining player placement.
- Players that do not show to team events jeopardize playing time and/or losing their position within the club.
- Players must understand that their commitment to SRU is a full- time commitment for the duration of the season. For most teams, the season runs from June...until June
- Players should focus on execution in training sessions and matches. Respect for coaches, opponents, match officials and administrative personnel are expected at all times.
- Players are required to wear club-issued gear for all training sessions (this includes sock and shin guards) and matches. NIKE is our official supplier; any supplemental gear should be NIKE or non-branded if it can be seen outside your uniform or training kit.
- Jewelry must not be worn for matches or training sessions for personal safety and that of other players. The club will not accept responsibility for jewelry or valuables brought to training sessions or matches.
- If a player is unable to attend a training session or game, it is the responsibility of the player to contact the coach as far in advance as possible so that appropriate plans can be made in the player's absence.
- It is the responsibility of the players to help with the collection of all equipment after training. Players will not be finished with their session until all gear is accounted for and put away.
- Act in an appropriate manner and not bring discredit upon the club.
- Foster an environment of respect for referees, other players, coaches and spectators.
- Show respect for property of others.
- Attend school regularly and punctually, complete school assignments and behave in a respectful manner while at school.
- Understand that any use of drugs or alcohol, breaking of curfew, or

breaking other team travel rules will result in the player being sent home immediately at the player's expense.

- She or he is making a commitment for the full year and will not be released to another club without repaying all expenses related to his participation for the seasonal year.
- Put sportsmanship first.
- Must always bring a bottle with water or sports drink of their choice.
- Always talk to the coach for any concerns or difficulties they might have.
- Be supportive of their teammates, especially when they make a mistake and not complain or show negativity towards them whatever happens.
- Never use abusive language either on or off the pitch.
- Never get involved in violent conduct.
- Always accept the decision of the referee.

## ***SRU Captain's Oath***

Although it is true the "*Captain*" has no special status or privileges under the *Laws of the Game*, outside of the "*coin toss*" and communicating with the referee regarding the behavior of players on the team...SRU Captains are expected to take on more responsibility and a leadership role as the "*coach on the field*."

It is a huge honor to be selected as a Captain and acceptance of the role should not be taken lightly. Therefore, SRU asks that you consider the commitment and if you do decide to accept the role, please read aloud to your teammates/coaches the following conditions, and then sign below.

1. ***I will encourage my teammates, show compassion, courtesy, and understand a leader is still a team player.***
2. ***I will have a strong work ethic and set a good example whether we win or lose.***
3. ***I will look to share the credit and acknowledge the contributions of ALL members of the team.***
4. ***I will be respectful to referees and those in authority at all times.***
5. ***I will make the effort to bond with every team member, including new and existing players.***
6. ***I will be trustworthy, and consistently strive to do the right thing for the right reasons.***
7. ***I will observe and respect all team and club rules as well as the laws of the game.***
8. ***I will not allow bullying or humiliating behavior.***
9. ***I will lead by example on and off the field.***
10. ***I will practice humility and respect for others and the game.***
11. ***I will work with the coach to identify a vice-captain who can fill the role when needed.***

I understand and accept the role of Captain and will bring honor to this tradition, my team, family, club and community. I look forward to being accountable and leaving a legacy of excellence.

## Santa Rosa United Soccer Club Parents Shall

- Understand the mission, vision, values, and philosophy of the club the philosophy and methods of the club.
- Encourage and support the player to meet targets, rules, and guidelines set forth by the club.
- Support player without pressure, praise good work and refrain from criticizing or critiquing.
- Not approach any other club regarding a transfer during the tenure of the player's registration with the club.
- Communicate any concerns to the coach at the appropriate time (24 hour cooling off period) away from the playing location and player.
- Foster an environment of respect for referees, players, coaches and spectators.
- Parents must register with SportsEngine and install application on their smart phones (available for both Android and iPhone) to receive club updates about training, games, tournaments and inclement weather.
- Parents are expected to ensure that players get to practices and games on time and be prepared and ready to play. Parents are also expected to pick up children on time after practice.
- Parents are encouraged to Praise/Cheer rather than coach from the sidelines.
- Understand they are responsible for their guest's behavior.
- Sign up for the club newsletter.
- Understand that SRU reserves the right to suspend or terminate a player's participation if her or his parent is a persistent or extreme distraction to the training or gameday environment.
- Always inform the coach or manager if he/she cannot make it to a training session or a game at the earliest possible time to allow the coach to adjust or obtain a guest player.
- Only talk to the coach or team administrator for any concerns or questions about their kid(s) or the team. **Do NOT "blow up" the team chat with judgements or concerns.**
- Refrain from shouting Player Actions at their (or other) children during training session or games. Examples of PA's or (Player Actions) are "dribble, shoot, pass," etc.
- Never get involved in confrontational situations with parents from other teams.
- Never verbally abuse the referee.
- Support the Kids. All kids. Make positive comments to players, not negative ones. After a loss or a mistake, don't malign the players on your or the other team. Comments should be unfailingly positive and supportive. Kids take even the mildest criticism as a sign you don't support them. Your job on the sidelines is to cheer positively for all players and to offer a shoulder or hug when everything doesn't go positively.



- Support the Coaches. Your child's coach isn't perfect. Don't yell instructions to the players; that's the coach's job and players shouldn't hear instructions from multiple, often conflicting, sources. Don't complain during the game. If you have an issue, take it up with the coach at least 24 hours after the game (after reflection), out of earshot of your child, other players, and parents. Let the coach do the coaching; parents do the cheering.
- Support the Referee. Referees make mistakes. If you want your child to learn sportsmanship, learn to respect authority and have fun, never criticize the referee.
- Will remember that the game is for my child and not for me.
- Will realize that our club reputation and/or perception to other clubs or teams or players can be tarnished or strengthened by our parental behavior(s) before, during, or after a game.
- Will acknowledge that during the annual soccer season, if my child is invited to play with another soccer team, I must notify my child's SRU coach and get permission.

## **Team Organization**

The Head Coach will be designated for each SRU team. That Coach will have overall responsibility for the team, and he or she should be your first contact in the event of a problem. The coach is responsible for the selection of the team, training sessions, team/player discipline, player lineups, substitutions, and game tactics. Other SRU Staff/Cover Coaches may participate, from time to time, in your team practices and games. Staff or Cover coaches are selected by the Directors and SRU expects them to be treated with respect when filling in.

Although it is rare, SRU may assign Assistant Coaches to teams. This could be due to expected conflicts throughout the upcoming season or other reasoning like the professional development of coaches.

**Team Manager:** The Team Manager is an invaluable member of the team organization. The Manager handles many of the administrative aspects of the team, such as team telephone list, tournament travel plans, and other items to help the Coach. If you are interested in becoming a Team Manager, or assisting the Team Manager, please contact your Coach.

**Other Volunteer Positions:** The demands of running a successful soccer program are tremendous. If you have a desire to serve, we probably have an opportunity for you! Positions range from: social organizer, statistician, video recording of games (VEO), game day set up (helping set up tents, banners, or benches) assisting with transportation, organizing refreshments, volunteering as a chaperon during tournament trips, and other opportunities are just a few of the many ways in which a parent/guardian can make a very important contribution to our teams.

## Uniform & Game Day

The club's official apparel and equipment sponsor is NIKE. This relationship is critical to the success of both on and off-site programming. Players are required to wear appropriate SRU gear to each training session, game and during travel. There are no exceptions to this policy. Players are responsible for the upkeep of this gear. Any items that will show outside the training gear or competition uniforms (cold weather garments, sliders, etc.) should be NIKE or non-branded. Players should plan purchases appropriately. Players will be expected to purchase any gear lost during the season.

Whenever an SRU player is in uniform, she/he is representing the Club and he/she should wear the uniform properly and with pride. SRU reminds players of the importance of a dress code in meeting the professional behavior, performance, and appearance expectations in our assigned training sessions, games, tournaments, events, etc. mandates that only the appropriate attire is worn by all its players during the pre-season, regular season, and post-season. Any deviation from this uniform dress code shall be considered a violation of the uniform policy stated here.

- Jerseys will always be tucked into shorts whenever you are wearing the uniform (not just during the game).
- Sliding pants should be the same color as the shorts and should not extend below the uniform shorts.
- Uniform socks will be pulled up whenever you have them on. Shin guards must always be covered by socks.
- Sock wraps/elastic bands must be the same color as the socks.
- Have your equipment bag with you at all practices and games.
- Put bags carefully in a row (numbers facing the field) on the sidelines at all games. Keep bags in a proper team location at practice.
- Leave your rings, watches, necklaces, bracelets, earrings, other jewelry at home or in your equipment bags.
- The following items should be always kept in your equipment bag: socks, alternate uniforms, shin guards.

Only Coaches and players will be allowed on the bench during games. No friends, family or siblings will not be allowed on the field or bench area during games.

Santa Rosa United is striving to project a sense of professionalism and unity within the Club by demonstrating greater respect for the uniform and an 'academy' look at training. Every player should adhere to the following practice and game uniform policies. Only official SRU Nike uniform sets, SRU practice gear and SRU cold weather gear should be worn. There are times when SRU may allow "variations" to the club uniform. For instance, by creating special kits to support Cancer Awareness or memorialize a community member. At no time should a player or team "create" uniforms (even including warmup or travel items as a fundraiser) without club approval aside from "BooFest" team costumes.

**Practices:**

- All players should arrive wearing their gold practice tee, blue shorts, and blue socks. All players should bring their soccer bag and water or a sports drink.
- Shin guards should be worn for the entirety of all practices. Players should train the way they will play.
- Soccer bags should be lined up in an orderly fashion at the sideline of the practice area. Goalkeepers may also wear their keeper jersey during practice.
- Compression under-shirts and under-shorts that are visible should match the color of the practice tee or practice shorts. During cold weather, players may wear their SRU Nike sweatsuit during practice.

**Game Uniforms:**

- Game uniforms consist of two kits: blue jersey, blue shorts, and blue socks or gold jersey, blue shorts, and gold socks.
- All players should have both game uniform kits and their practice tees with them, along with their soccer bag, and water or sports drinks. Soccer bags should be lined up in an orderly fashion on the sideline behind the bench.
- Compression under-shirts (blue or gold - should match the main color of the game jersey) and under-shorts (blue – should match color of game shorts) may be worn.

**Cold weather gear:**

- SRU Nike sweatsuit (if required to be purchased in team uniform kit) should be worn to all games/tournaments when the weather allows it and uniformly by all players.
- Hats or beanies are discouraged; gloves are ok.
- Cold weather under-shirts (blue or gold - should match the main color of the game jersey) and under-shorts (blue – should match color of game shorts) may be worn.

**Standard Uniform Kit****ECNL, NorCal, Premier & Elite**

- 2 game jerseys
- 1 game short
- 1 pair of blue socks
- 1 pair of gold socks
- 1 training shirt
- Backpack (optional)
- Training jacket & pants (pants optional)

**Select Program**

- 2 game jerseys
- 2 game shorts
- 2 pairs of socks
- 1 training shirt

**Personal Wear:**

The following items are considered personal wear items and not required to be Nike branded:

- Soccer shoes (any color)
- Goalkeeper attire (gloves, goalkeeper under shorts/goalkeeper pants)
- Compression/cold weather under-shirts and under-shorts (subject to color requirements above)
- Headbands, leggings, etc.

**Jersey Number:**

In the case where two players joining the same team have the same jersey number, when they have previously been on different teams, the following will determine who wears which numbers. A whole age group needs to be free of duplicate numbers. Example 2009's ECNL, Premier, Elite and Select no two players in this single age group should have a duplicate number.

- Both players are encouraged to come to an agreement, ideally with 1 player offering to change their number for one that is not currently taken on the team.
- If this is not possible, the player who has been a SRU player for the longer period of time shall keep the number.
- If both players joined the club in the same season, then the matter will be decided on the toss of a coin; the loser picks a new number.
- Should neither player want to decide the matter by the toss of a coin, then both players will be required to take a new number from those not currently taken by the team.
- Any costs incurred with re-printing numbers, or purchasing new jerseys, should be shared between the 2 or more players who had the same jersey number.
- If there are 2 or more players on a team who need to choose a new number, they will draw lots to decide who picks their number first, from those remaining.
- If it is not possible to resolve the issue through the above steps, the DSO shall make the final & binding decision.

In the event a player does not conform to these policies, it is up to the coach to enforce the policy using their best judgment; this should include taking away playing time for repeated or serious violations. In the event coaches do not enforce the policy, the Club will use its best judgment to develop appropriate sanctions.

Uniforms can be purchased from the Kombat Soccer Website... password if prompted is kombatsoccer

<https://www.kombatsoccer.com/store/SRU-2021-c78122091>

## **Player Tryouts & Evaluation Process**

To provide players with the best possible development environment, we believe they should be playing with (and against) players of similar ability. It is the objective of the Club to group players and to organize teams based on skill and ability. To group players by ability, they must be evaluated. SRU evaluates players and selects teams based on a combination of In-Season Evaluations and Tryout Evaluations. The process is designed to be as thorough, accurate and fair as possible, while keeping costs and the administrative burden down. When grouping players and assigning them to a team, here are some of the factors that are considered:

- Whether the player is an active SRU player, as well as his/her performance during the past season.
- The player's commitment to the program, as reflected by practice and game attendance.

- The relative ranking and evaluation the player receives from the trainers and coaches during in-season as well as tryout evaluations.
- Whether the player is a “legacy” (family member previously played in the club).
- Whether the player has siblings that currently or previously played in the club.
- Whether the player had either previously played in the club and left or had been given an opportunity to join the club after tryouts and rejected the offer.
- Players are evaluated on skill/technique, athleticism, and attitude. They must either demonstrate or be willing to learn and utilize our club values as their guide.

Tryouts are held in May for each age group – thus giving all players within or without the club an equal opportunity to demonstrate their abilities in an unbiased and thorough atmosphere. “IF” there are openings on a team or in an age group, a tryout can also be granted at any time throughout the year. Tryouts are publicized on the Club website and via correspondence through our existing club members including our SRU Junior Academy development program and various other efforts. The try out dates (windows) are determined in accordance with NorCal rules.

## **In-Season Evaluation Process**

The director of coaching and the coaching staff will conduct three (3) evaluations throughout the season. The first is conducted in the fall and is more of a self-assessment to determine a baseline as well as objectives/goals for the remainder of the fall season. A second more in-depth evaluation will address the objectives/goals and what progress the player may or may not have made in relation to the initial assessment. Additional comments may be provided by both the coach and director to help the player clearly understand where they stand, and their trajectory on the team. Details are usually provided regarding areas where the players should concentrate. The third In-Season evaluation will be provided in the spring to give players a clear understanding of where the coach believes they stand to continue making improvements prior to open tryouts. There should be NO surprises to parents or players in May during open tryouts with regards to their standing on the team or future involvement on that team.

- Each Coach evaluates each player on their team each season using consistent and comparable evaluation forms.
- Players are evaluated for skill, athleticism, attitude, team commitment etc.
- The coaches and directors will provide comments about each player.

## **Registration and Fees**

The Club is administratively responsible for registering each of its teams and the players on those teams. Each player on an SRU travel team is simultaneously registered with US Club Soccer and Norcal and may also be registered with the ECNL. Registration is evidenced by a picture ID card retained by the coach and required to be shown to the referee before each

game as well as being rostered for the team. Registration fees for each team are paid by the players on the team to the Club. Questions about registration may be directed to the Club Registrar.

In addition to completing the online registration process each year and paying the annual registration and membership fee (and any other uniform or equipment fees), all players must complete and provide to the Club Registrar a Medical Release Form that includes customary consents for medical treatment and legal disclaimers. Coaches should maintain copies in the event of an injury during a game or practice session. In addition to the Medical Release Form, new players must provide to the Club Registrar a copy of a birth certificate. Through the registration process, parents agree to abide by the rules of US Club Soccer, NorCal and the ECNL including rules governing parental behavior at games and practices.

Each parent, player, coach must review the SRU Code of Conduct. Each player on a travel team pays registration fees to the Club that cover Club-related expenses including team registration fees, equipment, insurance, and others. Additional fees for travel or other events may be collected by the team treasurer to cover those costs. Be it known that on alternating years (i.e. every 2 years) all registered players must purchase new club uniforms and parents are responsible for paying for their uniforms (i.e. home jersey, away jersey, shorts and socks). The Board reviews the Club's budget on an annual basis to ensure that the registration fee structure reflects the expenses anticipated to be incurred by the Club for player participation and operational expenses. Financial aid is available in cases where a family might otherwise have difficulty paying for the cost of participation.

## **Coach Selection**

Santa Rosa United Soccer Club will continuously seek out and retain top quality coaches. The criteria and focus will not only be on a coach's soccer acumen, but also on their leadership qualities and the ability to not only teach the game of soccer, but also to mentor our youth and teach valuable life lessons. By using SRU's values as a guide, our coach's will help players prepare for adulthood. Coaches at SRU can either be an employee or a volunteer.

Due to current labor laws, a coach may not be a paid employee and volunteer their time to do the same job for the club. Employees may fall under both exempt and nonexempt employee status, which will impact how many hours or how often they can work. A guide or plan is laid out for each coach at the beginning of the year, which fits within the board approved annual budget, and will allow the club to run as a fiscally responsible organization.

SRU cannot always predict when coaching changes will need to happen and must do what the leadership believes to be in the best interest of all involved when those changes are made. Be it known that California is an "at will" state when it comes to employment. If you have questions regarding coach's duties, please reach out to the Director of Soccer Operations.

SRU is working to ensure coaches are slated or placed with teams that suit their talents, skill level, education, and temperament. Just like in our educational system, there are coaches that do very well communicating with and developing young players but may struggle with the challenges of coaching older players. The opposite can also be true. Our goal is to have great coaches at every level in the club with a high emphasis and focus on ensuring our youngest players get a great start to their soccer careers.

## **Coaching Education**

All SRU coaches must complete a myriad of training to be eligible to coach in the club. This ranges from the initial DOJ fingerprinting and background check as well as SafeSport Certifications. As employees, coach's also complete sexual harassment training, mandatory reporter training and may also continue their soccer education through licensing and certifications. SRU coaches are encouraged to attend more advanced coaching courses and to achieve more advanced coaching certifications. SRU also requires staff to participate in CPR, First Aid, and AED training. Some of the training is required annually while other aspects must be completed every two years.

Coaches and directors are responsible to ensure that an SRU certified coach is present at all practices and games, and that parents and others who do not have active SRU coaches passes remain on the spectator side of the playing field and do not coach during games. On rare occasions, team managers that have completed the club coaching requirements may be asked to substitute for a coach.

From time to time, SRU may distribute "Coach Evaluations" to players and their parents to educate our coaching staff. This allows a coach to receive direct feedback from parents and players. Coaches are evaluated on several items including, but not limited to, their ability to teach skills effectively, employ positive coaching principles and treat each child fairly using the club values as a guide.

## **Weather, Cancellations and Rescheduling**

Soccer games and training sessions are played in a variety of weather conditions. Depending on the weather, field conditions and always considering the safety of all involved, training sessions and games may be canceled. SRU will do everything in the club's power to communicate the status of games and fields through each team's SportsEngine chat as well as club social media accounts as quickly as possible when changes occur. The club and coaches will make every effort to re-schedule games called for weather or any other reason. SRU will always closely monitor the weather and err on the side of caution when deciding.

## Heat and Air Quality

The SRU Heat & Air Quality policy serves as a guide for coaches and players about unsafe training and game playing conditions as it relates to heat & air quality. For Air Quality, we will use the national standards as established by [PurpleAir.com](http://PurpleAir.com) which is live and the EPA [airnow.gov](http://airnow.gov) which gives an average across the day.

Air Quality Index Levels of Health Concern	Numerical Value	Meaning
Good	0-50	Air quality is considered satisfactory, and air pollution poses little or no risk.
Moderate	51-100	Air quality is acceptable; however, for some pollutants there may be a moderate health concern for a very small number of people who are unusually sensitive to air pollution.
Unhealthy for Sensitive Groups	101-150	Members of sensitive groups may experience health effects. The general public is not likely to be affected.
Unhealthy	151-200	Everyone may begin to experience health effects; members of sensitive groups may experience more serious health effects.
Very Unhealthy	201-300	Health alert: everyone may experience more serious health effects.
Hazardous	> 300	Health warnings of emergency conditions. The entire population is more likely to be affected.

1. Practices and games will continue at all times in the 0-100 range
2. Practices and games may be canceled for players under 10 years old when air quality is over 100.
3. Practices and games will be canceled for all ages when air quality is 150 or higher
4. Players who choose **not to attend** practices or games when the AQI is above 100 will not be penalized.

NB: It is a parent's choice to keep their child home as the air quality becomes challenging especially for those groups sensitive to this 100-150 level of Air Quality.

## Tournaments

Tournaments are an important part of our program here at SRU. Prior to each season, the directors and coach's meet to create a season plan which includes the proposed tournaments teams will attend. Attending tournaments can be both beneficial and detrimental, and therefore much consideration is given before deciding to participate. Depending on the age and level of a team, the club will plan to participate in 2 tournaments in fall and one in spring and may enter additional competitive tournaments if felt needed by the director of coaching.



There may be some required tournaments like those of the ECNL. Because of the importance of tournament play to the development of a team and in older ages the observation/recruiting of college coaches, all SRU players are expected to participate. This means that all players will share in team tournament expenses unless they are injured and cannot attend. To aid you in planning, you should know that there are several major tournaments which take place every year and in which SRU teams participate. Please plan your player's schedule to allow them to be available to participate in these tournaments. NOTE: Tournaments will allow players to participate on one team only – compared to players that can play on multiple teams during league play.

## **Drug & Alcohol**

It is the firm commitment of SRU to take an active role in the prevention of drug and alcohol abuse. Our policy is no drugs, no alcohol, no tobacco/smoking, and no destructive behavior. We will involve ourselves with the player and parents any time that a situation has an impact on our Club or its members. It is important that we can trust our players to obey Club rules, because of the responsibilities that we assume when we travel. Violation of this policy may be the basis for suspension or dismissal from the team, or for requiring that a player return home early from an out-of-town tournament. As our players get older, they are expected to be positive role models for the younger players, not only on the soccer field, but in all areas of social behavior.

## **Safety/Medical/First Aid**

To help ensure the health and safety of young athletes, CDC developed the Heads Up: Concussion in Youth Sports initiative to offer information about concussions to coaches, parents, and athletes involved in youth sports. The Heads-Up initiative provides important information on preventing, recognizing, and responding to a concussion. When in doubt we will sit them out – SRU will not allow any player to continue playing a game if they have suffered a head injury. The coach will assess the player and will not allow she/he to play for the rest of the game. We strongly recommend you become familiar with the following website:

<http://www.cdc.gov/headsup/youthsports/parents.html> But most importantly download and have the following Fact Sheet available:

[http://www.cdc.gov/headsup/pdfs/youthsports/parents\\_eng.pdf](http://www.cdc.gov/headsup/pdfs/youthsports/parents_eng.pdf)

[http://www.cdc.gov/headsup/pdfs/youthsports/esp/youth\\_sports\\_parents\\_fact\\_sheet\\_spanish\\_v3\\_508.pdf](http://www.cdc.gov/headsup/pdfs/youthsports/esp/youth_sports_parents_fact_sheet_spanish_v3_508.pdf)

### **CONCUSSIONS---**

While not all SRU Club competitions take place in California, Santa Rosa United takes its standard in accordance with the [California Assembly Bill No. 379, Chapter 174](#) which reads (in part):

*An athlete who is suspected of sustaining a concussion or other head injury, or who has passed out or fainted, in an athletic activity shall be immediately removed from the athletic activity for the remainder of the day and shall not be permitted to return to any athletic activity until the athlete is evaluated by a licensed healthcare provider. The athlete shall not be permitted to return to athletic activity until the athlete receives written clearance to return to athletic activity from a licensed healthcare provider. If the licensed healthcare provider determines that the athlete sustained a concussion or other head injury, the athlete shall also complete a graduated return-to-play protocol of no less than seven days in duration under the supervision of a licensed healthcare provider.*

**and**

*On a yearly basis, the youth sports organization shall offer concussion and head injury ... education ... to each coach, administrator, and referee, umpire, or other game official of the youth sports organization.*

No athlete may play, train or even join Santa Rosa United without acknowledging the club's Concussion Protocol requirements which reads:

*Any player may be removed from play by a referee, event medical staff or their coach(es) for suspicion of a concussion or other significant injury. A player removed from the field of play for a suspected concussion or other significant injury may not return to training or play until cleared in writing by their medical professional(s). In cases of head injuries, this includes specific "Return to Play" procedures, protocols and milestones as determined applicable by the player's medical provider(s).*

Every player who registers for a Santa Rosa United program completes an electronic waiver which provides this acknowledgement of the club concussion protocol.

## **Return to Play**

As stated above, no player removed from training or competition may resume athletic activity without the approval of their medical provider(s). In the event of a diagnosed concussion, recovery and return to play will need to adhere to a 'Return to Play' protocol as determined applicable by the player's medical professional(s).

Any unauthorized return to play may result in suspension or removal from Santa Rosa United for a player or coach known to have allowed such unauthorized return to play.

Santa Rosa United can provide outline return to play protocols and procedures based upon US Soccer and other industry standards, upon request. However, such protocols are for informational purposes only and **DO NOT** substitute the examination of the player's medical professional(s).

### **Summary:**

**Players should be removed from play if they have...**

- Loss of consciousness
- Seizure
- Vomiting
- Confusion or Amnesia

-Neurologic symptoms: numbness/weakness/dizziness

**If players fail questions or have these signs during sideline testing, they should be removed from play!**

-Balance, stand toe to heel with arms down and eyes closed for 20 seconds

-Abnormal pupil size

-Double vision or Nystagmus (abnormal movements of eyes when looking to the right/left)

-Unable to answer simple questions: Where are we playing? What's the score? What did you eat for breakfast or lunch?

-High suspicion for concussion given mechanism or change of player baseline behavior

**Return to Play** is more complicated and involves medical and coach direction. The CDC says you must follow the following 6 steps, California says no less than 7 days. There is a graduated return to play in which they must complete each step without recurrence of symptoms.

Step 1) return to school/work

Step 2) light aerobic 5-10 min, no contact

Step 3) moderate aerobic, no contact

Step 4) heavy aerobic, no contact

Step 5) normal practice

Step 6) return to play

**References**

1. <https://norcalpremier.com/resources/player-health-safety/>
2. [US Soccer Recognize and Recover Head and Brain Conditions](#)
3. [Concussion Legacy Foundation](#)
4. [CDC Heads Up to Youth Sports](#)
5. [CDC Fact sheet for Coaches](#)
6. [CDC Fact sheet for Officials](#)
7. [CDC Training for Coaches](#)

Each team should have a first aid kit with them at all practices and games. At Trione Fields, there are first aid kits in the coaches connex trailer as well as an AED. During all home ECNL games, an athletic trainer is on hand per the ECNL rules.

## Player Participation Levels

Santa Rosa United Soccer Club offers a variety of opportunities for players at different ages and abilities to pursue their love of the game. Entry level teams are identified as SELECT. They are generally less expensive and do not have a year-round commitment. In addition, SRU has both Grassroots and Junior Academy programs at the introductory level. There are multiple dates throughout the year to participate and in the case of the Junior Academy, they run in 6-week cycles. ELITE teams are generally second and third level teams. These teams do have a year-round commitment and have a mix of players that range from those who play multiple sports throughout the year to those who make soccer their primary sport and have expectations to move onto first teams. PREMIER teams are usually second level teams but can also be first level in some instances. ECNL teams are always first teams and are usually the six (6) oldest age groups.

## Playing Time

Playing time is one of the primary sources of conflict between coaches, parents, and players on an ongoing basis in soccer clubs throughout the world. Santa Rosa United encourages coaches to remember that these are youth soccer players, and they deserve playing time to aid their development. Santa Rosa United is committed to developing each player in our program and recognizes they all develop at different rates. Players in our program will be given fair and approximately equal playing time, **except for ECNL teams**. The reasoning for this distinction is ECNL teams can be relegated due to their performance. To clarify this position for both parents and coaches, the directors have established the following guidelines:

- Players should get equal playing time in all in house scrimmage games.
- Players should get approximately equal playing time in all scrimmages against other clubs.
- Players should get approximately equal playing time across all regular season games (League and Cup competitions) for U6-U14 ages.
- Players should get fair playing time across all regular season games (League and Cup competitions) for U15-U19 ages. **(Except ECNL teams)**
- Actual time each player is on the field may vary from game to game but should be approximately equal over the course of the season. The directors recommend that coaches keep a log as situations of conflict may arise.
- Coaches are strongly encouraged to communicate with parents and players when playing time clearly falls below equality on an ongoing basis. Failure to communicate is not acceptable.
- Coaches can deviate from the guidelines under “extenuating circumstances or situations,” such as a player repeatedly missing practice, player behavioral problems, player injuries, etc.

## **Private Training**

Private training (also known as One-on-One training) could be a single player or a group of players that a coach trains outside of their normal work schedule/hours and is compensated directly by those who participate, rather than being paid through the Club.

To ensure there are NO conflicts of interest, Coaches are NOT to charge any player for outside training who are currently rostered on a team with “said” coach. Additionally, Coaches are not to train/charge players who are preparing to try out for “said” coaches’ team/teams.

As a courtesy, SRU staff coaches do not pay a rental fee for private sessions (5 players or fewer, see below) BUT those sessions must be scheduled through the proper channel (field scheduler/Coaching Director) in advance and NOT within the team training window, which is usually an hour before/after practices/games. SRU must consider and give priority to the Club when it comes to field rentals, club scheduling requirements, club sanctioned activities, as well as other needs such as grooming. Trainings/sessions that are scheduled (this includes camps) will be subject to

We also require the coach who is performing the personal training to communicate with the player/players current club coach to ensure there are no conflicts due to overuse or team preparation/planning.

ALL coaches who would like to schedule private camps should communicate with their director to ensure there are no conflicts of interest or with their work schedule. In addition, coaches may not schedule competing camps at SRU fields during the same time as a sanctioned SRU camp.

### **Key Takeaways:**

- All SRU coaches must follow the Private Training Policy as part of their employment agreement.
- All SRU coaches must adhere to NorCal rules regarding training players from another club & obtain written permission from the players director before performing training.
- All SRU coaches must not use club resources such as SportsEngine or other club platforms to advertise upcoming private training sessions or private camps/clinics.
- Any private trainings which exceed 5 players are considered a camp and similar to SRU camps will incur a \$35 per hour rental fee, which will be collected by SRU and is paid to Sonoma Soccer Complex the nonprofit body charged with replacing and maintenance of the field.
- Collaborate with other coaches who provide one on one training to ensure all players who need one-on-one training can obtain a solution that also fits within our framework.

## **Resolution Chain**

When a problem arises that a parent/player needs to resolve, SRU recommends the following chain of communication:

1. Discuss the problem with the Head Coach. If not resolved, then...
2. Discuss the problem with the Girls/Boys Director. If not resolved, then...
3. Discuss the problem with the Director of Soccer Operations. If not resolved, then...
4. Discuss the problem with the Board of Director's.

If a problem arises between a parent or player and the coach, the parent and player must abide by the 48-hour rule. Do not approach a coach during a training session or game. You may contact the coach 48 hour after the problem to give everyone involved that cooling off period.

Emails and chats should be used to distribute factual information to the teams. They should not be used to air problems and opinions or distribute complaints. Please follow the chain of communication, and do not skip steps as Directors and Board Members will not respond until the proper chain of communication has been adhered to.

## **Athletic Development (Sports Performance)**

SRU's pilot athletic development program will be built into the annual periodized training plan where players will develop athletic strength, speed and agility in a variety of ways. We are in year 2 of the original 3-year pilot program and are serving 3 boys and 3 girl's teams currently. The club will be evaluating the program and will determine how to proceed.

## **Club Communication**

- The primary source of communication from the club will be through SportsEngine.
- You can also find other important information like game schedules and information contained in this handbook by going to our website <https://www.srunited.com/>
- Email (club newsletters, updates, and information) will be used as a follow up when necessary. For this purpose, it is very important that we have a valid Email address for each player.
- All team specific communication will usually be originated and forwarded by the coach or manager.
- If a player is going to miss a training session, game, or other event he/she must email the coach as far in advance as possible. If an emergency arises and you must miss a training session you must contact your coach via text/email PRIOR to missing the session.
- Any cancellation of training or home games due to weather or field conditions will first be posted via SportsEngine as well as on social media platforms.

- We realize at times that communication must come from parent to coach outside of practice or game time. In which case we would ask that this communication is respectful and held at a reasonable hour.

## **Player/Adult Protection Guidelines**

At SRU, we strive to provide an environment that is fun, developmentally appropriate and will help your child be the best that she/he can be. But no item is of greater concern than the safety of every player involved with our club. To that end, we want to reiterate some of our key safety policies as we begin our season. These policies are designed to protect your child. Your support of the policies is not only appreciated but necessary to ensure that we keep kids safe.

### **I. Pick Up Policy**

Our coaches are required to stay on the field until the last player has been picked up. This policy is designed to ensure your child's safety. We ask that all parents work with us to ensure your child's safety by dropping off and picking up your child on time. While we understand that many parents have hectic schedules and getting to and from practices can present challenges, it is important to note that we have professional coaches who similarly have demanding schedules and often need to leave immediately following your child's practice.

Should a coach need to leave the field area while children are still present, children may only be left with a staff member. In the event of an emergency involving a staff member during training or games, player's parents will be contacted immediately.

### **II. Stranger Danger**

It is unfortunate, but on occasion children are approached by unknown adults at both practice and game facilities. Should such an occasion occur, please err on the side of caution and report any such incidents or suspicious behavior to your coach, to us here at the club and to the police. If a player is approached by a stranger, she/he should report it to a coach immediately. If you see a suspicious person please report it to the coach, to the police and to club staff immediately. Please speak with your child about these procedures and tell them not to get in a car or to leave the field area with another adult without your permission.

### **III. Social Media, Electronic and Communications**

Online, social media and other electronic communication tools such as text messaging have become a prevalent and effective means of personal and professional communication and have fundamentally changed the way many people and organizations interact. This policy sets forth our expectations with respect to the use of online and social media, as well as other forms of electronic communications, by all SRU coaches, players, parents, staff and administrators. The term "social media" as used in this policy encompasses a wide array of online media and communications and their scope is constantly

evolving. For purposes of this policy, the terms “online media” and “social media” are to refer to internal and external websites, blogs, online social networks (e.g., Facebook, Twitter, Instagram, LinkedIn), wikis, video and photo sharing sites and other forms of personal online publishing and discourse.

Social media forums are typically public. Even when using social media for purely personal purposes, a person’s public expressions might affect their professional identity and the organizational interests of SRU. Accordingly, anyone participating in social media must ensure that their participation is consistent with SRU’s policies. That said, SRU fully respects the interest our employees, contractors and coaches may have in participating in online and social media on a personal basis. What our employees, contractors and coaches do outside of work on their own time is normally their own business. However, activities of SRU staff and coaches outside of work that affect the organization's reputation, the staff or coach’s job performance, the safety of our players, or other SRU personnel, are within the scope of this policy. With these objectives in mind, all SRU staff and coaches must be familiar with and adhere to this policy, regardless of whether they personally use social media, and must share this policy with parents and players.

#### **IV. INTERNET AND COMMUNICATION POLICIES FOR COACHES:**

All social media communications must be public, and all communications on or through them must be public. Being “public” means no private channels. For example, private Facebook groups, direct messaging or private invitations to personal Facebook pages, invite-only YouTube channels, or Twitter direct messaging to individual players, and the like shall not be permitted between coaches and players. This enables administrators to monitor all communication and help ensure there is no inappropriate communication between coaches (including assistants and volunteers) and players. This also serves to protect coaches.

Coaches will abide by a “two-deep” policy for all communications and activities. This means at least two SRU affiliated adults, or one SRU affiliated adult and a parent, must be included or at least “copied” on all messages to players. There should be no private messages and no one-on-one direct contact through Facebook messages, Twitter, direct messaging, Skype, chats, instant messaging (Including but not limited to Google Messenger, AIM, and the like) or other similar messaging features provided through social media sites without the parents’ consent. This two-deep policy also applies to all activities, outings, excursions, or other meetings between an adult and a player. A coach may respond to a direct inquiry from a player regarding logistics of practice times, cancellations, schedules, etc. but our coaches should strive to include another adult on messages whenever possible. Coaches and team representatives should only use text messages on issues that are soccer related and all communications should include a parent or guardian copied on the message.



All SRU players registered with the club sign consent to use their pictures, names and likeness on social media and for promotions. Coaches and staff must obtain consent from non-registered guest players before posting video, photos or images. Failing to do so places responsibility on the poster to promptly take down or otherwise edit the posting to protect their privacy.

If your coach or any other adult sends or shows you email or any type of direct message/wall post or text message with images or words that make you feel uncomfortable, do not respond. Tell a parent or trusted adult about the message or what happened.

- Tell a parent or guardian about any calls or texts you receive from a coach that discuss more than just soccer related issues.
- If your coach or any other adult tells you to keep what's going on between the two of you secret, tell a parent or guardian immediately.
- Be careful to whom you talk to on the Internet. If someone starts talking about subjects that make you feel uncomfortable, tell a parent or guardian. Keep in mind that a person you don't know who is trying to talk to you on the Internet could be an adult posing as a kid.
- Pay attention if someone tells you things that don't fit together. Trust your gut. If one time an online "friend" says he/she is 12, and another time says she/he is 14. That is a warning that this person is lying and may be an adult posing as a kid.
- Unless you talk to a parent about it first, never talk to anybody by phone or text message if you know that person only online. If someone asks you to call—even if it's collect or a toll-free, 800 number — that's a warning. That person can get your phone number this way, either from a phone bill or from caller ID.
- Never agree to meet someone, including a coach or SRU staff member, at any place off-line in the real world, unless you have a parent's permission.

## **Internet Safety**

- Discuss Internet safety, and the "Internet Safety for Players," section above, with your children.
- Let your children know that their coach, and other adults, should not communicate with them without your explicit knowledge and approval.
- Review your child's online and electronic communications as appropriate to minimize risk.
- Report any suspicious online or electronic communications to the club director as soon as possible.
- If appropriate, report any suspicious online or electronic communications to the appropriate authorities as soon as possible.

## Medical Protocol and Emergency Procedures

- Medical history forms and copies of insurance cards will be collected for all players prior to the beginning of the season. Families must notify the club if their player does not have health insurance.
- The SRU training sessions will not be covered by athletic trainers, therefore, the coaching staff will act as the primary assessment and communication point in case of an on-field injury in these situations.
- If a parent is present, they will be immediately consulted. In cases where parents are not present the coaching staff will assess the situation and call in appropriate medical experts.
- Parents will then be notified of the situation using the emergency contact number on file.
- Any player who has been seen by a doctor for an injury should be cleared in writing before they will be permitted to return to activity.

## Guest Players

From time to time, there is a need to utilize **Guest Players** to ensure a team can compete in each game or tournament. The use of guest players should not be the norm, but rather the exception and simply provides a solution for instances of sickness, injury, scheduling conflicts, etc. In some instances, guest playing can also be a part of a player's individual development plan.

As a healthy practice, teams should normally carry enough players to ensure they can meet the requirements of the season and having a “short roster” with the idea of depending on guest players to fill the void is not an appropriate strategy.

This policy will help players and parents who are considering accepting a guest player opportunity, make a well-informed decision. In addition, the guest player policy will guide coaches and directors when they are determining whom and when to ask guest players to join their teams. Finally, it will also provide clarity regarding the expectations for the other players and parents on a team, who will be the beneficiaries of guest players.

SRU should make every effort to only utilize players from within the club as guest players. It will be the rare exception, where an outside of club player is offered a guest play opportunity. SRU is aware that there are scenarios where players who are interested in joining the club may want to experience a guest playing opportunity, players may be relocating, or someone who is currently not aligned with a club is deserving of an opportunity. All of these instances will be considered, but the request still needs to go through the Director to ensure we are doing the right thing for the right reason and protecting everyone involved.

The following process should be followed:

1. Coaches are responsible for determining the need of a guest player or players. This responsibility can also be assigned to the director, but should not be delegated to the team manager or anyone else. *(Items to take into consideration: weather, number of existing players available, event length, number of games, position (goalkeepers) distance to travel versus opportunity to play minutes, financial commitment.)*
2. When in need of a player or players, please confirm with your director as to the potential availability of specific players, as there may be other discussions/considerations regarding player involvement going on within teams or the club that would impact a particular player's inclusion.
3. As previously mentioned, it is imperative that we always look within SRU first for guest players. One of the first considerations will be to keep players within an age group, followed by providing play up opportunities. It is in the rarest of occasions that a player who is currently playing up successfully in age, will be asked to play down in their age as a guest player. This is especially true with ECNL level players and teams.
4. Although it may seem a great solution to utilize the same guest players over and over, we should make every effort to utilize various players to guest. This allows the benefits of guest playing to be spread to as many players as possible throughout the club.
5. Finally, coaches must get approval from the relevant Director before inviting a player to guest play. There also may be *"player loan paperwork"* that needs to accompany the request depending on where the player comes from.

**\*\*\*\*The approval of SRU players that want to guest play for other teams outside of our club must be granted by the Director. If another coach or club wishes for you to guest play, please have them contact your current SRU Coach or Director to ensure the appropriate release/loan paperwork is provided and the guest appearance is documented correctly.**

**IMPORTANT NOTE:** It is up to the discretion of the coach as to how many minutes guest players will play while with the team. With that said, the coach and player/parents need to have clear expectations as to the reason or opportunity for the guest playing experience. For instance, it could be that a goalkeeper is needed and will play every minute. It could also be that a backup goalkeeper is needed in case of emergencies, and the guest player/parents are aware that they may not get playing time, but then can determine if they are willing to accept the invite.

In other instances, it may be important for the coach to spread the minutes around evenly between guest players and regular team players to protect against fatigue, due to inexperience in positions, injuries, or to support strategic/tactical effectiveness. Again, that is why the coach will make the determination as to how many minutes all players (regular and guest) will play. **NO GUARANTEES** of minutes played should be made by coaches, and none should be anticipated by guest players and their parents.

This policy should be shared with the regular team players and their families...and MUST be shared with potential guest players and their families prior to agreeing to any guest player appearances.

Prior to accepting a guest player, the player and parents need to acknowledge this policy and understand that they may make time and financial commitments without the guarantee of receiving a specific amount of playing time.

If a player or their family does not wish to accept the guest player opportunity due to the commitment versus possible playing time dynamic, the club will be understanding and not penalize the player, but future guest playing opportunities may be offered to other players.

Guest playing opportunities are a privilege, not a right.

**SRU player(s) that guest play:**

SRU player(s) incurs no cost for local tournaments where there is no coaching expense for hotel and food. *\*It is assumed that the guest player is needed to fill out the roster and the guest player has his/her own team entry fee expenses to pay for the year.*

SRU player(s) incur their portion of team expenses for tournaments that incur coaching expenses for flights, rental car, food, etc...for events outside the area.

**DSO and DOC Comment:**

Players should pay a percentage of costs. Exceptions can be made in advance of acceptance of guest playing opportunities but must be clearly defined with all parties involved. It is the DOC & Coach with the team manager/team treasurer responsibility to communicate this in advance of asking a guest player to participate.

**Non-SRU player:**

For guest players outside the club, they will pay their portion of team expenses (entry fee, coach's expenses, team expenses, meals, hotel). It is only in a dire or extreme circumstance that SRU will ask a player from outside the club to guest play with a team.

In rare circumstances, Discovery Players can also be used to fulfill guest player requests and the coach must follow the above procedures and make a request to the Director prior to making an offer.

**Rules for ECNL Discovery Players:**

10,09,08,07,06,05/04 can have 2 DPs

**Factors to consider for Guest Playing:**

- Numbers of current players on roster available
- Emergency (last minute sickness or injury)
- IDP plan of each player – is it best for Individual Development for player (s)

**Please note:** SRU DSO and DOC's will always strive to work within the Guest Player Policy. But there may be instances where due to the lack of time, ability to communicate properly with specific parties, team scheduling conflicts or availability (example: a sibling or coaches' child is attending a tournament, but not scheduled to play when a need arises) that the SRU Directors can make an "in the moment" decision which they feel is best for the player/s, team, family, and club.

## **Fundraising**

Throughout the year, the Club, as well as individual teams will participate in fundraising events to offset the cost of participation. A new fundraising policy will be in place soon and included in this handbook to ensure all parties are protected when undertaking any fundraising activity.

## **Board Members**

President – Adam Brand  
Vice President – Josh Sterling  
Treasurer – James Elliott  
Secretary – Brandon (Zippy) DeShazer  
Historian – Derek Grimes  
At Large – Rosa Mandeville  
At Large – Ashle Crocker  
At Large – Nick Abbott  
At Large – Katie Schwan

## **Club Administrative Staff**

Director of Soccer Operations – Duane Cummings  
Administrator/Registrar – Kimi Wright  
Director of Boys Soccer – Ben Langwith  
Director of Girls Soccer – Ralph Montes  
Girls Academy Coordinator – Steve Cumberton  
Boys Academy Coordinator – Jordan Anderson  
Junior Academy/Grass Roots Coordinator – Emily Scanlon  
Game Scheduling – Steve Cumberton  
Training Scheduling – Emily Scanlon

## **Social Media**

SRU utilizes primarily two platforms for social media interactions, Instagram and Facebook. At times the club will ask that you # hashtag your posts to help bring recognition to a player,

coach, team or the club. Some of the long-standing hashtags are #srustrong #srucommunity #srufamily During events such as the Fall Festival, we will ask that you share using those hashtags. IF you would like something posted on the club social media sites, please forward the request/info to either the office administrator or the director of soccer operations. All post must be approved and any tagging of SRU in personal posts that are derogatory in nature may be asked to be removed. In addition, please see the ***Player/Adult Protection Guidelines*** section of this handbook for more information regarding social media.

## **Sponsorships**

SRU is grateful to have many sponsors/partners as the team and club level. SRU has an official partnership with NIKE as the uniform provider and that partnership is fulfilled via another partnership with KOMBAT SOCCER. We are grateful for our ongoing sponsorships and support from Recology as well as Redwood Credit Union.

## **Hall of Fame**

As of October 2022, SRU will establish a Hall of Fame. Details to follow soon.

## **Annual Events**

SRU has several events on the annual club calendar. The club also is working to bring back many annual events that took place prior to the 2017 fires and the COVID outbreak. For instance, the golf tournament fundraiser, Harvest Tournament, Human Walk to name a few.

- Fall Festival
- 5 Aside League
- Club Celebration
- Boo Fest

## **Club Calendar**

The new club calendar will be posted shortly here and can usually be found on the website.

## **Facilities**

SRU's main home field is Trione. The club also plays many games as well as hosting our playdate at Place 2 Play. The club also utilizes many different facilities to train at around the area. Slater Middle School, El Molino, Sonoma Academy, etc.

We ask the players, coaches and parents leave the facilities better than you found them. Please don't leave food, drinks, trash, equipment, etc. at any location. IF you find some piece of

equipment to be dangerous or broken, please notify your coach immediately. Trione fields are groomed each week, so again, NO food, sunflower seeds, gum, etc. on the fields.

## **League Affiliations**

- NorCal
- ECNL
- NPL
- US Club Soccer

## **COACH REIMBURSEMENT**

Teams are expected to only reimburse reasonable actual expenses for their coaches for games outside of Sonoma County. For example, games in Region VI (e.g., Sacramento) and Region VII (Fresno) would be covered. The coach is part of the team and should utilize similar lodging and transport used by the rest of the team. For example, if a fair number of families are staying overnight, the coach should feel free to request to stay overnight, but if almost none of the team is staying overnight maybe the game times and distance does not warrant staying overnight.

### **Hotel Expenses**

Coach is expected to stay in the same hotel, or a hotel of comparable cost, as their team. The team will pay for the cost of the hotel room for the same amount of nights as the team is staying; any additional nights need to be approved by a director. The team will not reimburse the coach for miscellaneous room charges such as in-room movies or mini-bar purchases.

### **Meal Expenses**

For any out of county travel, a coach shall be reimbursed for one meal (the one most applicable to the time of day, the game is). When a coach is attending a multi-day event (tournament, Showcase, State Cup, etc.), the meal expense reimbursement is limited to a maximum of \$50 per day, including taxes and tips. For the first/last day of travel, the meal expense shall be allowed for the portion of the day included in the travel (e.g. if the first game is at 5pm, only dinner would be reimbursed). When the coach is able to participate in meals provided by the hotel or by the team the reimbursement allowance would reduce by \$10 for breakfast, \$15 for lunch and \$25 for dinner.

### **Personal Vehicle Use for Travel**

The team will reimburse the coach for excess miles driven in a personal vehicle, any bridge toll and parking expenses. If a coach chooses to travel by car instead of plane, the amount reimbursed shall not exceed normal/reasonable airfare, car travel, airport parking (as if they flew).

SRU team shall reimburse coach at the current IRS mileage rate (currently \$0.56 per mile) for mileage beyond the initial twenty (20) miles each way from Santa Rosa, and where Coach uses his/her personal automobile. For example, a game 95 miles away in Sacramento would get \$84.00 reimbursement (75 miles excess going + 75 miles excess returning x \$0.56).

Neither SRU or SRU team are responsible for damages to a coach's personal vehicle during such trips. Road, bridge and tunnel tolls as well as parking fees will be reimbursed to the coach by the team provided receipts are submitted. Fuel, maintenance and insurance costs will not be reimbursed when a personal auto is used for these purposes; these costs are included as components of the standard mileage rate.

### **Airline Travel**

If traveling by air to a tournament, the coach is expected to book his/her ticket in coach/economy class for all flights. The team will book the coaches ticket using the team account and only in rare instances should the coach book the ticket on his/her own. If the coach makes adjustments to his/her flight schedule for personal reasons and additional fees are incurred, the team will not reimburse the coach for the additional fees. With travel search tools available please try to find lowest cost fares especially if they are within a few hours of ideal travel.

### **Rental Car**

If the team has traveled by air to a tournament, the coach may rent a car. The team should book the rental car using the team account and should buy the additional insurance (for instance if booking through Expedia, the team should purchase the additional \$10/day insurance option). If the coach rents the car his/herself the team may reimburse a reasonable rental rate. When renting a car, the coach should select a mid-size car, unless he/she will be transporting more than two (2) individuals during the time of the tournament, at which time a full-size rental is permissible. With travel search tools available please try to find lowest cost rates. Please note, it may be more economical to rent a car than drive a personal car when traveling to Southern California.

### **Travel Costs with Multiple Teams**

Coaches who travel with multiple teams shall apportion travel costs evenly between teams. The coach should only be reimbursed once for each expense.

### **Coach Reimbursement Process**

Teams should pay for the coach travel costs and make all reservations using the Team account if possible. If not possible, the team shall reimburse the coach for travel that complies with the policy above. Where reimbursement is required, within 15 days of completing the trip, the coach must submit the travel reimbursement form and all receipts to the team manager who will then approve or deny the amounts and submit them to the Team treasurer for payment from the Team account. Original receipts should be provided where available.



Other Scenarios Teams and coaches should be fair and use good judgement to deal with other scenarios. For fee questions not addressed here, please forward questions to the SRU Treasurer for clarification.