

Northwest Kickers Soccer Club
Operational Policies and Procedures

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Welcome

The Northwest Kickers Soccer Club (“Kickers”) is one of Minnesota’s oldest soccer clubs. The club was started in 1952 as an adult soccer club and was named the Minneapolis Kickers. The club was part of a league consisting initially of only two teams. The Kickers’ men’s teams continue to play today.

The Kickers moved to Brooklyn Park in the 1960’s, renamed itself the Northwest Kickers, and branched into youth soccer. Over the years, thousands of players from Minneapolis’ northwest suburbs have played for the Kickers. The Kickers continue to welcome youth from all neighboring cities who love the game of soccer and who want to enhance their soccer skills. While we help train players for many local high schools, the majority of our players play for Champlin Park, Maple Grove, Osseo, Park Center, and Totino Grace high schools. The Kickers provide affordable soccer with a level of training that is unmatched. The Kickers strive to help each player reach their potential by teaching soccer skills as well as sportsmanship and teamwork.

The Kickers is a member club of the Minnesota Youth Soccer Association (“MYSA”) and adheres to all MYSA policies. MYSA is the governing body for Minnesota youth soccer. The Kickers program provides competition with other MYSA affiliated clubs across the metro and the state. MYSA teams play traveling soccer, as it is commonly called, each year for a summer season (April-July) and a shorter, less intense fall season (Sept.-Oct.).

How to use this manual

This manual is laid out in sections based on the age of your soccer players(s). The rules and policies vary based on the age of the player. You need only review the section of this manual that applies to your player’s age.

The age groups are as defined by the Minnesota Youth Soccer Association (MYSA). The dates below apply to the Fall 2008 and Spring 2009 soccer seasons.

If your player was born on or after 08/01/2002, and on or before 07/31/2004, please go to Chapter I of the manual – Little Kickers.

If your player was born on or after 08/01/2000, and on or before 07/31/2002, please go to Chapter II of the manual – Junior Kickers.

If your player was born on or after 08/01/1989, and on or before 07/31/2000, please go to Chapter III of the manual – Traveling Kickers.

CHAPTER I – Little Kickers (U5 & U6)

Section I – Player Participation

A. Tryouts

There are no tryouts for this age group.

B. Pre-Processing

There are two ways for parents to register their players for the Little Kickers.

1. By downloading and printing the “Little Kickers” registration form off the club website, and mailing it to the club PO box with payment
2. By coming 30 minutes early to the first session to fill out the paperwork and pay fees.

C. Training

The Little Kickers soccer program consists of age appropriate training and small game play. The sessions are run by professional trainers, and are designed for basic skill building and fun. The training is provided by Fergie’s Soccer Academy (FSA) staff, pursuant to the contract between the Kickers and FSA.

There are three “seasons” offered to “Little Kickers”

1. Summer – Typically eight weeks in May and June
2. Fall – Typically six weeks in Sept and Nov
3. Winter (indoor) – Typically ten weeks in Jan, Feb, and March.

Little Kickers meet once a week.

D. Player Passes / Coach Passes

There are no player or coach passes required for this age group.

E. Code of Conduct

All players and family members are expected to listen to and follow the rules set by the trainers. Anyone not following the rules may be asked to leave. There will be no refunds in this situation.

F. Uniforms

Little Kickers uniforms are required for all players. The club makes available a uniform consisting of a jersey, shorts, and socks for a fixed price.

Returning players do not need to purchase uniforms until they have outgrown their current uniform.

Section II – Parent/Guardian Participation

A parent or guardian is expected to remain present during each training session. The Kickers provide soccer related training and supervision, but this does not extend to include items like going to the bathroom, providing babysitting services, or dealing with discipline related issues.

Section III – Fees

A. Description of Little Kickers Soccer Fees

The following are the fees associated with the Little Kickers program:

1. Program fee. This fee is used to pay for the cost of the Little Kickers program.
2. Uniform fee. This fee is used to pay for the cost of the uniform.

Please go to the “forms tab” on the Kickers website, and open the form titled “20xx Fees” for a listing of current Little Kickers fees.

B. Processing of Fees

All payments of fees should be done at registration or at the first training session. Payment by check is preferred, but cash is also accepted. A check returned due to insufficient funds will be assessed a fee.

Section IV – General Information

A. Website

The Kickers website (www.nwkickers.org) is the Kickers’ official site and source of information. “Mystify Your Web” is the Kickers’ chosen website provider. Please write to info@nwkickers.org for help with any questions.

B. Notification of Meetings and Practices

The Kickers website (www.nwkickers.org) is the primary location for all information for Little Kickers meetings and practices. It is the responsibility of each family to stay current with this information by checking the Kickers website regularly.

All procedures laid out in this document, in the case of question or dispute, are subject to interpretation by the Kickers President. This interpretation shall be final.

CHAPTER II – Junior Kickers (U7 & U8)

Section I – Player Participation

A. Tryouts

There are no tryouts for this age group.

B. Pre-Processing

There are two ways for parents to register their players for the Junior Kickers.

1. By downloading and printing the “Junior Kickers” registration form off the club website, and mailing it to the club PO box with payment
2. By coming 30 minutes early to the first session to fill out the paperwork and pay fees.

C. Training

The Junior Kickers soccer program consists of age appropriate training and small game play. The sessions are run by professional trainers, and are designed for basic skill building and fun. The training is provided by Fergie’s Soccer Academy (FSA) staff, pursuant to the contract between the Kickers and FSA.

There are three “seasons” offered to “Junior Kickers”

1. Summer – Typically eight weeks in May and June
2. Fall – Typically six weeks in Sept and Nov
3. Winter (indoor) – Typically ten weeks in Jan, Feb, and March.

D. Player Passes / Coach Passes

There are no player or coach passes required for this age group.

E. Code of Conduct

All players and family members are expected to listen to and follow the rules set by the trainers. Anyone not following the rules may be asked to leave. There will be no refunds in this situation.

F. Uniforms

Junior Kickers uniforms are required for all players. The club makes available a uniform consisting of a jersey, shorts, and socks for a fixed price.

Returning players do not need to purchase uniforms until they have outgrown their current uniform.

Section II – Parent/Guardian Participation

A parent or guardian is expected to remain present during each training session. The Kickers provide soccer related training and supervision, but this does not extend to include items like going to the bathroom, providing babysitting services, or dealing with discipline related issues.

Section III – Fees

A. Description of Junior Kickers Soccer Fees

The following are the fees associated with the Junior Kickers program:

1. Program fee. This fee is used to pay for the cost of the Junior Kickers program.
2. Uniform fee. This fee is used to pay for the cost of the uniform.

Please go to the “forms tab” on the Kickers website, and open the form titled “20xx Fees” for a listing of current Little Kickers fees.

B. Processing of Fees

All payments of fees should be done at registration or at the first training session. Payment by check is preferred, but cash is also accepted. A check returned due to insufficient funds will be assessed a fee to cover bank costs.

Section IV – General Information

A. Website

The Kickers website (www.nwkickers.org) is the Kickers’ official site and source of information. “Mystify Your Web” is the Kickers’ chosen website provider. Please write to info@nwkickers.org for help with any questions.

B. Notification of Meetings and Practices

The Kickers website (www.nwkickers.org) is the primary location for all information for Junior Kickers meetings and practices. It is the responsibility of each family to stay current with this information by checking the Kickers website regularly.

All procedures laid out in this document, in the case of question or dispute, are subject to interpretation by the Kickers President. This interpretation shall be final.

CHAPTER III – Traveling Kickers (U9-U19)

Section I – Player Participation

A. Tryouts

All players are required to attend tryouts in August for the purpose of proper placement on an appropriate team for the upcoming summer season. All players are evaluated by coaching and training staff. Players need to bring a completed registration form, a medical form, and a check made out to the NW Kickers Soccer Club for twenty five dollars (\$25.00). This tryout fee will be applied to the player's Club Fees once they are placed on a team and have accepted their placement. Those players who are not offered placement on a team will be eligible to have their tryout fee refunded. Players wishing to join a team after tryouts can still be placed on a team, but only if there are open spots remaining on that team's roster, and the head coach of that team concurs.

B. Pre-Processing

In February, the Kickers host a half-day registration session called Pre-Processing. This is held to ensure the prompt processing of MYSA player applications, uniform ordering as well as answers to players, coaches and parent's questions. All players and coaches are required to attend Pre-Processing or to make other arrangements to ensure the prompt completion of required tasks. Players should expect to pay Club, Uniform, and Volunteer Fees at this time. Players new to the Kickers will also need to bring a copy of the player's birth certificate for verification of their age. The Kickers will review and return the birth certificate to you that same day. Parents/Guardians are asked to bring several checks that day to simplify the process.

C. Training

The Kickers provides each traveling team registered with the club professional training at no cost to the teams. This training is typically delivered in April, May, and June via one-hour sessions, but can be modified by each team as required. All training is provided by Fergie's Soccer Academy ("FSA") staff pursuant to the contract between the Kickers and FSA ("Training Contract"). Each team is responsible for working with FSA to ensure that all sessions are completed.

Teams can use FSA for additional training, but do so at their own cost. Teams wishing to do this must notify the Kickers Board ("Board") and provide payment to the Kickers Treasurer, in advance. The Treasurer will then ensure payment to FSA pursuant to the Training Contract.

Training is typically done in the summer season and not in the fall season. Training may be extended into the fall season if all sessions were not used in the previous summer season. Training shall not be carried over the end of a calendar year.

D. Player Passes / Coaches Passes

MYSA issued player passes are required for all league, tournament, and playoff games. In cases where a player has not paid all fees, or not provided all needed documentation, the Kickers will withhold the player's pass until the issue has been resolved to the Kickers' satisfaction. Player passes shall not, in any case, be issued until all of the following are completed:

1. Registration forms with the Kickers are complete, signed and on file with the Kickers' Registrar. Player must be registered with their legal name, matching their birth certificate or a legal name change document provided.

2. A birth certificate for the player must be viewed and recorded. The actual certificate is returned after being recorded.
3. All Club Fees have been paid as recorded by the Kickers' Registrar or financial assistance has been approved by the Board.
4. Uniforms have been paid for as recorded by the Kickers' Uniform Coordinator.
5. A volunteer check has been submitted and recorded by the Volunteer Coordinator.
6. All Team Fees have been paid (if requested by the Head Coach).
7. There are no carry-over issues from the past season.
8. The Code of Conduct has been signed by both the Player and their parent.

Please Note: A player must be registered with a MYSA-affiliated soccer club in order for liability insurance to apply. No player shall participate in scrimmages, games or practices until a registration form is complete.

Coach passes shall not, in any case, be issued until an MYSA background check has been performed and verified by the Kickers' Risk Management Director and the Registrar. Exceptions will not be allowed. A coach will not be allowed to conduct practices or scrimmages without this background check.

E. Code of Conduct

The Kickers instituted the Code of Conduct to uphold the sportsmanship, respect, and integrity of one's self and soccer.

The team coaches are responsible for reviewing this form with their players and parents. Each team will keep these forms on file with their team paper work. The coach or manager will report the completion of this task to the Girls or Boys Director via an e-mail confirmation. If a player or parent refuses to sign the Code of Conduct, the Girls or Boys Director will be notified by the team coach or manager and the players pass will be withheld. If any issues do arise during a playing season, this is the form the Girls or Boys Director will ask to see, so they may review it again with the player and parent. More serious infractions will be brought to the Board for review and a determination of what actions will be taken following MYSA guidelines and the Kickers policies.

F. Uniforms

MYSA requires all members of a team to be dressed in matching uniforms. The requirement applies to jerseys, shorts, and socks. As such, the Kickers offer a full uniform package to all players. This is a required purchase. The Kickers provide uniforms at cost. All uniforms must be paid for in full before the uniform will be issued.

The Kickers provide two (2) uniform choices to all teams.

1. All teams must have two matching Kickers jerseys; one will be green and the other will be white.
2. Each team can choose between green or black shorts. The entire team must choose one or the other.

Additionally, white socks with three green stripes are standard issue, but black socks can also be chosen by a team, either for the season or for selected games. All members of a team must wear identical socks for any given game.

It is suggested that every team put in its team budget an allocation to provide a full spare uniform (2 jerseys, 1 pair shorts, 1 pair socks). Uniforms will not be loaned out.

A coach or manager should purchase and keep on hand a few pair of socks for use throughout the year. These can be purchased and sold as needed throughout the season and unused items can be sold back to the Kickers at the end of the season.

The Kickers will make available information on former players wishing to sell used uniforms. This is neither encouraged nor discouraged by the Kickers. It is offered "as-is" for those interested.

The Kickers typically redesigns its uniform every three (3) years. A uniform can be used for several seasons, as long as it continues to fit the player, and still matches the Kickers' current uniform design.

G. Regular Season Play

Pursuant with MYSA rules, once a player is offered a position on a team and accepts that offer, they are bound to that team for the season. A player wishing to leave their assigned team can request a transfer which is subject to MYSA rules. This request should be made to the Girls Director, Boys Director or Kickers President for paper work and approval. A player wishing to drop from a team is not eligible for a refund of any of the fees paid for that season.

Please see MYSA guidelines with regard to recruitment of players and specific regulations with questions or concerns in this area.

H. Return to Play

If a player has had a serious illness or injury, it is necessary for clearance to be given for that player to return to game play. Written parental permission must be provided, and in more serious instances of medical issues, a note from the doctor clearing them for play. Once this is obtained, the coach has the final decision with regard to the amount of time the player will be allowed to participate.

Section II – Parent/Guardian Participation

A. Volunteers

The Kickers is a non-profit organization, primarily staffed by volunteers. As such, each player's family is required to volunteer for the ongoing operation of the organization. The player's family (or the player themselves for U16s and older) is responsible for putting in five (5) hours of club approved volunteer time per player.

In order to ensure that required volunteer time is completed, a check for one hundred dollars (\$100.00) is required for every player. Families with multiple players must submit a separate \$100.00 check for each player. These checks are collected at Pre-Processing. When the five (5) hour requirement has been satisfied, the volunteer check will be shredded. Persons wanting their check mailed back to them (instead of shredding) need to provide a stamped, self addressed envelope with their volunteer check. All checks will be recorded upon receipt, and the date of return or shredding also recorded. A Board member will personally ensure the shredding of volunteer checks. In the event of withdrawal from a team, this check will be shredded provided no monies are owed to the Kickers or the team.

Anyone not satisfying their volunteer time in a past season, and/or who failed to pay a Volunteer Fee in a past season, will not be allowed to receive a player pass for the current season until:

1. The Volunteer Fee for the past season has been paid.
2. The Volunteer Fee for the current season is paid.
3. Both checks have been successfully deposited.

The volunteer checks are valid for one (1) calendar year and hours worked can be during the summer or fall seasons of that year. Checks for anyone not performing the required volunteer time will be cashed at the end of the fall soccer season, typically in October.

The Kickers will provide a listing of volunteer opportunities throughout the year via the Kickers website. It is each family's responsibility to stay aware of and take advantage of these opportunities.

B. Exceptions

1. Volunteer Fees are waived for all players in the family of each Kickers officer, director, and coordinator, due to the extensive hours spent throughout the year accomplishing the tasks associated with the position they hold and attending Board meetings.
2. Volunteer Fees are also waived for up to four (4) persons per team. These persons are the Head Coach, the Manager and up to two (2) Assistant Coaches. This fee is waived regardless of the number of children playing, due to the number of volunteer hours these positions require. Persons receiving this waiver are expected to attend Kickers sponsored coaching meetings.

Section III – Fees and Financial Support*

A. Description of Traveling Soccer Fees

The following are the fees typically associated with traveling soccer in Minnesota:

1. Club Fee. The Club Fee is used primarily to pay for MYSA registration and affiliation costs, training provided under contract by a professional trainer and staff, and the administration of the Kickers' business. Once the player is registered with MYSA and, in the event that a player withdraws from a team, the Club Fee will not be refunded.

The summer season Club Fee is waived for the Kickers' officers, directors, and coordinators as specified herein. Each position allows the holder to have fees waived for up to two (2) players, unless authorized by the Board. Board members without active players can choose to transfer the value of the Club Fee to another player or family, or can receive soccer related goods in the same amount for their use as a board member (education material, training equipment, attending seminars, etc).

2. Team Fee. The Team Fee is set by each team, based upon its plans for the season. Typically, the majority of Team Fees is used to pay the referee costs associated with regular league games and any costs associated with any tournaments a team chooses to participate in. Once practice or playing of games begins and, in the event that a player withdraws from a team, the Team Fee will not be refunded.

3. Uniform Fee. The Uniform Fee pays for the player's uniform. The Kickers sell the uniforms at cost to players and coaches. Once playing of games begins and, in the event that a player withdraws from a team, the Uniform Fee will not be refunded.

4. Volunteer Fee. The Volunteer Fee is an annual fee used to encourage participation by all families in Kickers. The Volunteer Fee is paid by check at Pre-Processing. This check is **not** cashed when received, but is instead held by the Kickers' Volunteer Coordinator. When a player's family completes five (5) hours of approved volunteer time, the check is shredded. Checks for families not satisfying the volunteer time requirement will be cashed at the end of the fall season. Please see Volunteers within Section II for more information. In the event that a player withdraws from a team, the Volunteer Fee will be refunded provided no monies are owed the Kickers or the team.

For the exact amount of the fees above, please review the "20xx Fees" document, which is found on the club's website in the "forms" section.

Please Note: MYSA defines two (2) soccer seasons: (1) **Summer** – which typically runs from April- July, and (2) **Fall** – which typically runs from September-October. The Kickers schedule, fee structure, and background checks are aligned with the MYSA soccer schedule and guidelines.

B. Processing of Fees

All payments of Club, Uniform, and Volunteer Fees should be made at preprocessing or to the **Kickers P.O. Box** and **NOT** through a coach or manager. This will ensure prompt receipt and posting of the funds.

1. Coaches and managers should **NOT** attempt to collect Club, Uniform, or Volunteer Fees. The Uniform Fee can be paid directly to the Kickers Uniform Coordinator.

2. Anyone with concerns about the payment of the Team Fee should contact their coach, manager, or a Board member.

3. Collection of Team Fees is generally the responsibility of the coach or manager. For their benefit, and at their request, Kickers will withhold player passes until that coach or manager has received payments from all their players. This is to assist them with the collection of funds. This will only be done if requested by the coach or manager.

4. A check returned due to insufficient funds will be assessed a fee to cover bank costs. In this case, the family involved will be put on a "cash and carry" basis for a twelve (12) month period with the Kickers (i.e., Kickers will accept cash only, with payment directly to the President or Treasurer of Kickers).

C. Financial Assistance

Financial Assistance ("FA") is available to help cover the Club Fee for players needing assistance in order to continue playing soccer. The Board administers this funding based on criteria including (but not limited to) income, family size, and temporary financial hardship. A request for FA must be received by **March 31st**. The FA form is located on the Kickers' website, in the "forms" section. It includes volunteer requirements, as well as registration dates.

FA is in the amount of up to one hundred dollars (\$100.00) per player, and is used to reduce the Club Fee. Team and Uniform Fees are still the player's responsibility. A requirement for receiving FA is the commitment to do an additional ten (10) hours of volunteer time. These ten (10) hours are fulfilled by doing the same type of tasks done to fulfill the standard five (5) hour volunteer requirement. Recipients of FA failing to do their fifteen (15) hour volunteer commitment in past seasons will not be eligible for future financial assistance.

D. Tournaments

Teams are responsible for the number and choice of tournaments they participate in, and for the payment of associated tournament fees.

The Kickers Classic Kickoff ("KCK") is open to all Kickers teams at no cost. The team registration fee is waived by Kickers. All Kickers teams are expected to participate in the KCK unless otherwise excused by the board.

E. Reimbursement for Expenses

Expenses incurred on behalf of the club must be approved for reimbursement. Requests for reimbursement should be sent to the info@nwkickers.org with an explanation and the requester's contact information. A Board member will review and contact the requester to discuss.

Section IV – General Information

A. Website

The Kickers website (www.nwkickers.org) is the Kickers' official site and source of information. "Mystify Your Web" is the Kickers' chosen website provider. Each team is provided with its own home page as part of the club's agreement with the website provider. Please write to info@nwkickers.org for questions about the team page or any other questions.

B. Kicker's Logo Clothing

To enhance the visibility of Kickers, Kickers makes available Kicker's logo clothing via local vendors. Information about these vendors is on the Kickers website.

C. Notification of Meetings and Practices

The Kickers website (www.nwkickers.org) is the primary location for all information for Kickers, Little Kickers, and Junior Kickers meetings and practices. It is the responsibility of each family to stay current with this information by checking the Kickers website regularly.

The official website for FSA training sessions as well as cancellation of these sessions is <http://www.fergiessocceracademy.com>.

D. Paid Positions

From time to time a coach may be hired by a team. In this situation, the coach is paid by the team he/she coaches and not by the Kickers. Kickers must approve the contract with the coach. The team makes payments to the Kickers Treasurer for the coach and the Kickers Treasurer makes payments to that coach. The Kickers is responsible for providing appropriate year-end tax documentation to the hired coach. All such requests should be made to the Coaching Director to ensure consistency and proper administration.

The Kickers hire and pay for one (1) person to perform the Field and Referee Scheduling functions. This is paid via an annual contract, with terms of a guaranteed flat fee, plus a per-game fee for all games above the expected (i.e. contracted) level.

E. Parent or Player Concerns

As a general rule, parents or players with concerns are expected to approach their team's head coach or team manager for assistance. If the issue is such that approaching the above is not workable, the next point of contact should be the Boys Director or Girls Director. Issues still unresolved should be taken to the Kickers' President. In such cases, a meeting and decision by (1) the Boys or Girls Director, (2) the Coaching Director, and/or (3) the President will be the final resolution to the matter.

In all cases, regardless of the topic or concern, the Kickers practice a policy of openness and integrity. No parent or player will be punished for having raised any issue to the organization, regardless of who the issue may impact.

F. Referees

The Kickers believe that players who are also referees make better soccer players. The Kickers encourages its players to be certified as referees. Kickers attempts to provide referee training annually to its players at a local facility. Kickers provide its players and family members with preferential treatment in scheduling of referees for games, assuming they have the required training and experience.

The currently approved referee payment schedule (approved in 2007) is listed below.

Referee Payment Schedule

Age Level	Center	Side	Total/Game
U9 – U10	\$24.00	N/A	\$24.00
U11 – U12	\$24.00	\$18.00	\$60.00
U13 – U14	\$30.00	\$20.00	\$70.00
U15 – U16	\$37.00	\$25.00	\$87.00
U17 – U18 – U19	\$45.00	\$30.00	\$105.00

Consistent with MYSAs standard practices, the home team pays the referee fees for that game. The fees are paid in cash to the referee before the game along with a team roster and a stamped, addressed envelope for the referee to mail in the score. A game cancelled for any reason, with the referee already onsite, still requires the payment of referee fees. Each team Manager or Coach is responsible for this task.

All policies and procedures laid out in this document, in the case of question or dispute, are subject to interpretation by the Kickers President. This interpretation shall be final.

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