

**BLACK HILLS RAPIDS
SOCCER CLUB**

Policy & Procedure Manual

**EST.
2014**

**BLACK HILLS
RAPIDS**

**COLORADO
RAPIDS**

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SECTION I – ORGANIZATION POLICIES

ORGANIZATION AND LEADERSHIP OVERVIEW

Black Hills Soccer Federation, Inc., d/b/a Black Hills Rapids Soccer Club (“BHRSC” or “Club”) is a community-oriented organization supporting recreational and competitive soccer playing under affiliation with the Colorado Rapids, South Dakota Youth Soccer Association (SDYSA), the United States Soccer Federation (USSF) and the United States Youth Soccer Association (USYSA). The Black Hills Rapids Soccer Club organization is exempt from tax under IRS Section 501c(3). The Club’s website is located at www.blackhillsrapids.com.

MISSION

Player development focused on individual excellence within a club environment.

VISION

To provide an environment conducive to the development of all players — through quality training, study, and competition — both on and off the field.

CORE VALUES

- To provide quality coaching that engages, challenges and inspires young athletes, regardless of previous experience, to reach their highest level in the sport of soccer;
- To provide the best possible facilities where talented young soccer players can access programming that allows them to enjoy the sport, to mature and reach their full potential;
- To fulfill civic responsibility by actively participating in community partnerships and activities;
- To encourage and provide support allowing our athletes to achieve academic success;
- To provide a pathway open to all young soccer players who wish to participate, allowing them to reach their full potential through identification, education, and competition;
- To provide an environment where young soccer players build character through the development of important life skills such as time management, responsibility, resilience, sportsmanship, work ethic and teamwork;
- To provide an environment where open honest communication between staff, players and parents is encouraged;
- To provide a structure and environment where winning is important but player development is paramount within a team framework;
- To create a safe environment that contributes to the development of mentally and physically healthy individuals that have self-confidence and respect for themselves and for others;
- To provide our membership with a high level of customer service that ensures a quality experience;
- To create an environment that facilitates the growth of the sport of soccer and fosters a love of the game; and
- To provide a professional organization that operates under responsible fiscal policies and creates a value to our members.

PURPOSE

The purpose of this manual is to provide for the BHRSC board, staff, coaches, volunteers, players, and parents a guide to the operation and expectations of the organization. The manual does not take away the power and effect of the Club By-Laws and in any area of conflict, the by-laws shall prevail. This manual is intended to be amended frequently to reflect the changing conditions of the BHRSC operations.

ADMINISTRATION

Board

The Board of Directors shall be placed in accordance with the By-Laws. The Board shall be responsible for administration and development of the Club policies and procedures as well as longer term strategic planning.

Executive Team

The Director of Coaching and Club Manager are responsible for the overall administrative leadership and management of the organization according to the strategic direction set by the Board of Directors.

Director of Coaching (DOC)

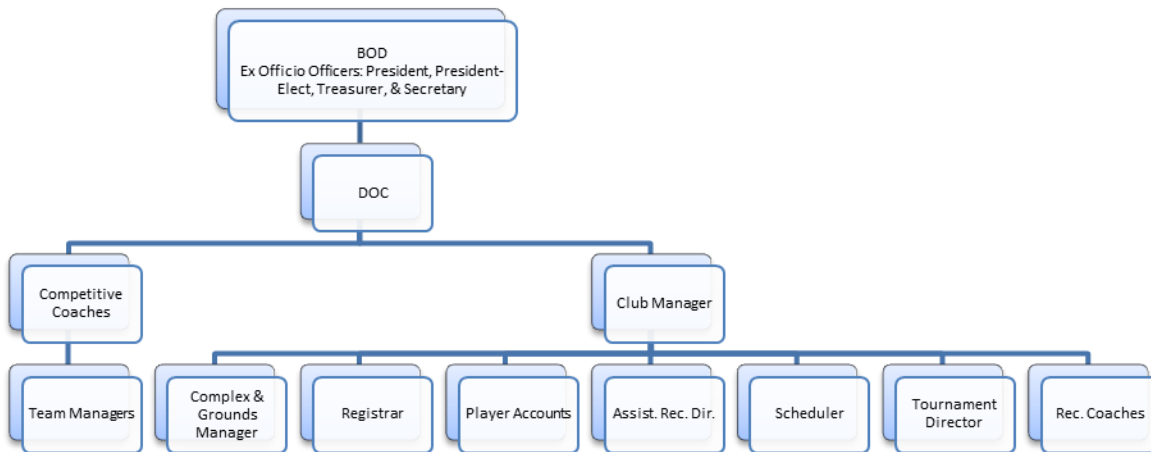
The DOC is responsible for managing and leading the coaching and player development of the BHRSC programs as well as running the day-to-day operations of the Club's recreational, pre-competitive, and competitive soccer programs, and summer camps, and Leagues.

PRE-SELECT, SELECT DEFINITIONS

- **Add:** The addition of a player to a team's roster.
- Age Divisions:
 - Under 19 Division: Will not reach 19th birthday by December 31st of player's Birth Year
 - Under 18 Division: Will not reach 18th birthday by December 31st of player's Birth Year
 - Under 17 Division: Will not reach 17th birthday by December 31st of player's Birth Year
 - Under 16 Division: Will not reach 16th birthday by December 31st of player's Birth Year
 - Under 15 Division: Will not reach 15th birthday by December 31st of player's Birth Year
 - Under 14 Division: Will not reach 14th birthday by December 31st of player's Birth Year
 - Under 13 Division: Will not reach 13th birthday by December 31st of player's Birth Year
 - Under 12 Division: Will not reach 12th birthday by December 31st of player's Birth Year
 - Under 11 Division: Will not reach 11th birthday by December 31st of player's Birth Year
 - Under 10 Division: Will not reach 10th birthday by December 31st of player's Birth Year
 - Under 09 Division: Will not reach 9th birthday by December 31st of player's Birth Year
 - Under 08 Division: Will not reach 8th birthday by December 31st of player's Birth Year
 - Under 07 Division: Will not reach 7th birthday by December 31st of player's Birth Year
 - Under 06 Division: Will not reach 6th birthday by December 31st of player's Birth Year
- **Birth Year:** The calendar year from January 1 through December 31 of the birth year of the player. Birth years herein are as defined by the United States Youth Soccer Association.
- **Family:** The term "family" as shall be used hereinafter, shall include any sibling, grandparent, or other related family member. All family members shall be accountable to the rules, policies of conduct, and responsibilities established herein.
- **Fans:** The term "fan" shall include any friend of the player, family or individual who is watching a BHRSC game. All fans shall be accountable to the rules, policies of conduct, and responsibilities established herein.
- **Parent:** The term "parent" as shall be used hereinafter, shall include the mother, father, and legal guardians of any duly registered player on a BHRSC team. All parents shall be individually and collectively accountable, regardless of marital status, to the rules, policies of conduct, and responsibilities established herein.
- **Rostering:** The assignment of a registered player to a team.
- **Season:** Fall, winter, or spring.
- **Seasonal Year:** The twelve-month period between August 1st and July 31st. Starting seasonal year is the year August falls within; ending seasonal year is the year July falls within.

- **Suspension:** The temporary withdrawal of rights and privileges such as, but not limited to the right to play, coach, or otherwise administer or participate (directly or indirectly) in affiliated soccer. Any person or group that has been suspended shall be in less than good standing for the entire term of the suspension with all rights and privileges withdrawn unless specifically stated otherwise by the suspending authority.
- **Team:** A recognized entity organized for the purpose of playing the sport of soccer.
- **Youth Player:** An amateur player who will reach the age of four (4) and will not reach the age of nineteen (19) before December 31st of the beginning seasonal year. A player who will not reach his/her fourth (4th) birthday as of December 31st of the current seasonal year is not eligible to register with the BHRSC. A player who reaches nineteen (19) years of age during their ending seasonal year is allowed to complete that seasonal year.

BHRSC ORGANIZATIONAL CHART



SECTION II – CLUB REGISTRATION AND FISCAL POLICIES

OVERVIEW OF CLUB REGISTRATION AND FISCAL POLICIES

The following policies are established to ensure that the Club stays a fiscally strong and solvent organization. The Club will follow the guidelines of SDYSA and USYSA in regards to registration requirements. BHRSC has established a number of opportunities for its members to fundraise and offers a scholarship program. While BHRSC is a non-profit organization, it must maintain a positive cash flow to ensure the overall operation of the organization. However, BHRSC disclaims financial responsibility for, and shall not assume, nor be held liable for the debts or financial obligation, either expressed or implied, of any member, team, coach, manager, or other team official that has not been authorized by the Board.

REGISTRATION

All players must be registered with the Club prior to participating in any practice, game or other activity. Registration procedures and policies shall be in accordance with the requirements set forth by this club and shall be the responsibility of the Registrar.

An exception will be made for a player who is in the process of trying out for a specific team mid-season or will be playing as a guest player in an event.

Registration Fees

A schedule of fees will be determined and approved by the Board for each year.

Registration Forms

Registration shall be on the official club online forms approved by the Board. The registration form shall meet the requirements of the USYSA. The form shall have provisions to show that proof of age has been verified at one time, and must have medical permission and parental consent. Players cannot register without a signed registration form, written consent for medical treatment, and appropriate registration fees. If any player's registration fee is refused by their respective bank, the responsible party will receive written notice from the BHRSC stating that until the current fees are paid their child(ren) will be suspended from play until the registration fee is brought up to date.

Proof of Age

The BHRSC is responsible to maintain a record of verification of each player's age on his/her registration form, at the player's first registration in the Club. In the event that record is lost or in doubt, the Registrar may request such proof, in writing, again. Proof of age documentation shall consist of "original" or "certified" birth documentation in the form of a birth certificate, a United States Board of Health record, a passport, a Certificate of Naturalization or an Alien Registration Card issued by the United States Government. Hospital, baptismal, or religious certificates will not be accepted. Photocopies/scans will be accepted.

PAYMENTS

There may be situations where BHRSC would approve services in exchange for credit for the payment toward club fees. Criteria for approving the situations should include a demonstrated financial need of the club member and a recognized financial benefit to the club of the service rendered.

Recreational Division Fees

Recreational Division participant shall have all registration fees paid in full at time of registration.

Pre-Select and Select Division Fees

- A player shall not participate in any Club activities until previous season year balances have been satisfied.
- A minimum tryout/evaluation fees shall be established by the Board and all registration fees must be paid in full before December 31 in accordance with the established payment policy for the player to continue to participate in any Club activities, including trainings.
- Players registering after January 1 must pay 100% of their Club fees within 30 days of registration.

- After January 1st, any player account that has a negative balance of more than \$75 at the end of each month shall be suspended from all activities and may not participate in any trainings or games until the balance is paid in full. While every effort is made to post fundraising credits as quickly as possible, players should not count on fundraising credits to be posted in order to remain eligible, but should plan to submit payments until the credits actually appear.

Player Accounts

Each Pre-Select and Select player shall have a "Player Account" which shall report all expenses and payments for each player. All fundraising funds will be identified in these accounts. The player account can be used for any BHRSC expense.

The Club shall make every effort to have player accounts monthly balance sent to the player the 30th of every month. These balance sheets shall reflect the previous month's balance to the best knowledge of the Club. Because of reporting cycles for certain fundraisers, there may be some discrepancies in the balance sheet.

Refund Policy

The Black Hills Rapids Soccer Club is a volunteer-based organization funded primarily through registration fees. Teams are assembled and staff is hired based upon the registrations received. Because of the method of registration (electronic) required by our affiliation with SDYSA, costs are incurred by the club the instant that a player registers and pays any fee for a team, program, apparel or related club items. As such, no refunds will be issued after the team selection process is complete or August 1 of the respective year of play, whichever comes first. Partial refunds may be issued at the discretion of the Black Hills Rapid's Board of Directors between the time a player registers and the time team formation occurs prior to August 1. Players that register after August 1 for a program may only be granted a partial refund of fees as noted in the "exceptions" section below. Participants in the Club programs assume the risks of changes in personal affairs, health, injury or vacation when they are unable to participate in training sessions, games, trips, programs or special events. All refunds requested prior to this deadline must be submitted in writing, via mail, or via email to: Black Hills Rapids, P.O. Box 273, Rapid City, SD 57709-0273 or to board@blackhillsrapids.com.

Exceptions

- If you register with the Club and we are unable to place you on an age appropriate Pre-Select or Select team, a refund will be issued, not including any late fees, tryout fees or purchased or received uniforms, spirit-wear or related apparel items.
- If you register with the Club and we are unable to place you on an age appropriate Pre-Select or Select team but are willing to be placed on an age appropriate Recreational team, you will be refunded the difference between the registration fees, not including any late fees, tryout fees or purchased or received uniforms, spirit wear or related apparel items.
- If you are placed on an age appropriate Pre-Select or Select team and accept the position, you will be given a refund only if all of the following criteria are met:
 - Written refund request, mail or email, is received prior to final team formations.
 - The Board of Directors approves your request.
 - Any club costs already allocated to the player will be deducted from the refund.

The Board reserves the right to deviate from this policy when special circumstances are presented.

Camp or Additional Program Refunds

The Black Hills Rapids provides for various programs through the year such as camps, clinics, evaluations or in-house leagues. Generally planning of these events precedes the event by several months to ensure proper staffing and site reservations. Costs for these programs are determined by the anticipated number of participants. No refunds will be issued for these programs after the registration deadline. This includes Recreational Soccer and Indoor League (winter street soccer). Refunds under special circumstances will have to be requested to and determined by the Board and may be granted, in full or in part, prior to the start of a program provided that all fixed expenses of a program for site reservations, preplanned coaching or staff costs, administrative fees or other costs as may be determined are prorated and deducted. Participants in Black Hills Rapids programs assume the risks of changes in personal affairs, health, injury or vacation when they are unable to participate in camps, additional programs, training sessions, games, trips, programs or special events.

Timing of Refunds

The Black Hills Rapids is primarily a volunteer organization. As such the approval and actual issuance of refunds may vary with the workload of staff and the time of the year. In general, refunds that are granted for programs will generally be issued within 30 days of the decision of the refund. Exceptions to this are volunteer refunds that are usually issued on a monthly basis which can delay the appearance of a refund for 45 to 60 days. As an example, a volunteer refund request is made on the last day of the month but after all prior months refunds have been issued. It may take the full 30 day cycle of new requests to come in, be reviewed and then be issued including the time taken to issue the checks. Volunteer refunds for volunteer coaches, managers and related volunteer staff will generally be issued within 30 days of the end of the respective season (Late November for the fall season and late June for the Spring season).

Tournaments and Other Expenses

Tournament and other expenses are expected to be paid in full prior to the tournament or the expense is incurred. The team coach, manager or fiscal coordinator shall estimate the cost of the event including all coaching expenses three (3) weeks prior to the tournament. The expenses will be billed to each player account and it is the responsibility of the player to insure adequate funds are available. While every effort is made to post fundraising credits as quickly as possible, players should not count on fundraising credits to be posted in order to remain eligible, but should plan to submit payments until the credits actually appear.

Select Players and Teams see Section V/Player and Team Selection/Select Program/Team Commitment.

FINANCIAL ASSISTANCE

The Black Hills Rapids wants no child to be turned away due to financial hardship. To that end, financial assistance is offered to families as needed. All Black Hills Rapids members, recreational, Pre-Select, and Select, are eligible to apply for financial assistance by completing an application. The amount of assistance available is limited and will be provided on a first-come first served basis. All inquiries and awarded scholarships will remain confidential.

Guidelines

Applications need to be submitted prior to registering your child. Select players should turn in their application upon registration or not later than July 1. Financial assistance will be granted based upon need only, not on playing ability.

Expectations

- All players given financial assistance will be required to work a minimum of 12 volunteer hours for the Club.
- All Pre-Select and Select players receiving financial assistance are required to pay the evaluation/tryout fee.

Types of Financial Assistance

Payment Plans

A payment plan is not a scholarship as it does not reduce the fees owed to the Club. Instead, it allows families to pay fees on a schedule.

Pre-Select/Select Players: A \$25.00 payment is due at the time of evaluation/tryout. The remaining balance is spread equally with payments due on or before the 15th of each month. Final payment is due by November 15. Payment deadlines are not negotiable. Failure to meet the payment plan may result in loss of membership/players cards.

Financial Assistance

Full Financial Assistance – This aid covers registration and team fees.

Partial Financial Assistance – This covers some of the registration fees and team fees.

The following fees are not covered by the Financial Assistance program:

- Camps, Clinics, Indoor Training Fees
- Indoor League

- Uniforms for Pre-Select and Select
- Pre-Select and Select Tryout Fee
- Travel Expenses
- Tournament Fees

VOLUNTEER POLICY

Each family with a player in the Pre-Select and Select Division are required to volunteer 5 hours per child, two or more players has maximum of 8 hours per family. Upon completion of the volunteer hours, families may be eligible for reimbursement of the \$100.00 volunteer fee. Families have the option to receive reimbursement; apply the \$100.00 to their player accounts; or donate to the scholarship fund. Families that do not complete volunteer hours will forfeit the \$100.00 fee to the Club. Refunds and credits will be processed once all hours are completed and the tracking form is submitted to the Club.

INSURANCE

All BHRSC players are covered under a secondary insurance policy through SDYSA. In the event of injury that may be subject to benefits through the SDYSA player insurance policy, contact the Executive Director at office@southdakotasoccer.com or visit www.southdakotasoccer.com. Any person requesting payment will have to have authorization from the state office and complete an Accident Claim form which is available at the SDYSA website. This is a secondary policy. If you are covered under any other insurance or health care plan, you must first submit your bills to your primary insurer for payment. After your primary insurer has paid on your claim, you may submit any unpaid or remaining balance to this secondary plan for consideration. You will need to submit copies of all invoices and the Explanation of Benefits from your primary insurer with this secondary claim.

SECTION III – CLUB OPERATIONAL POLICIES

OVERVIEW OF CLUB OPERATIONS

The Club is a membership-based organization. Our organization is comprised of the players who love to play the game, coaches who educate and mentor our players, the army of volunteers who help us run our events, and the parents, family and fans who make the Club what it is. To ensure that all parties understand their roles and responsibilities, the following policies have been established.

CODE OF CONDUCT

The Board has established behavior standards to govern coaches, parents, and all registered players before, during, and after games and during training sessions. The Code of Conduct is applied during home and away games and tournaments, and is established to protect the integrity of the organization.

- All coaches, players, and parents will conduct themselves in a manner that represents only the highest standards of sportsmanship. The integrity of the Club will be held in high regard by all coaches, players, parents and others associated with the organization.
- Do not address remarks to opposing players, coaches, spectators or referees except when remarks convey genuine friendship and respect, or are in response to questions by the referee.
- Retaliation will not be tolerated at any level of play or within the organization.
- Avoid comments or gestures, which express disgust or disagreement with referee calls. These are cardable offenses. Be aware that coaches, sidelines and players can be carded for unsportsmanlike behavior.
- Displays of temper will not be tolerated on the field or in the playing area.
- Play against your opponents, not the referee. Worrying and arguing over referee calls can distract players and prevent them from playing at their best. Fewer than one in one hundred referee calls have any influence on the outcome of a game.
- Treat your teammates with respect. Put team before self.
- Show strong character at all times, even while under pressure or after your team loses. The team will be remembered for their actions on and off the field.
- All team members, including coaches, will shake hands with the opposing team and referee regardless of the outcome of the game.
- The Club players shall not consume alcohol, illegal drugs, or tobacco products. Any player found to be under the influence of alcohol or illegal drugs will be suspended from the organization until a review by the Club Manager has taken place.
- The use of tobacco products is not allowed on the playing field at any time. Persons who smoke must do so away from the field of play.
- Coaches, players and parents who persist in violating these standards of conduct will jeopardize their standing within the Club. Flagrant disregard for rules of play and standards of conduct will result in disciplinary action that may include loss of standing, loss of out-of-state travel privileges, or removal from the club.

PLAYER DEVELOPMENT

The Club aspires to develop better players through player-centric education at every level, through a philosophy that focuses on the proper development of our players, instead of the short-term goal of winning a game or a medal. This philosophy comes from our affiliation with the Colorado Rapids.

Our training involves implementing age-appropriate curriculum at all levels to ensure the best development of players. We believe having the correct focus at each stage will allow coaches and parents to work together to help facilitate their players' success. It is a long-term development model aimed at allowing our youth players to maximize their potential and enjoyment of the game.

Player Philosophy

- All players are expected to display and uphold good conduct at all times and have consideration for the coaches, other players, and parents. Trustworthiness, citizenship, consideration for others, fairness, and respect are lifetime values. These are principles of good sportsmanship and character. The spirit of competition thrives on rivalry, fair play, and the acceptance of the final score.
- As members of a BHRSC team, all players are expected to act as ladies and gentlemen at all times.
- As representatives of the sport of soccer, players are expected to learn, understand, and respect the laws of the game and the referees who administer those laws. The decisions of the referees are final.

Player Responsibilities

The players shall be responsible for:

- Dedicating themselves to improving their individual and team soccer skills.
- Giving maximum effort and concentration at all times.
- Cooperating with the coaches and teammates at all times.
- Being mentally and physically prepared for all practices and games.
- Attending all practices, games, and scheduled team functions.
- Notifying the coaches of any planned absences.
- Arriving promptly at all team functions.
- Obeying the rules and regulations set forth by the team, the BHRSC, and SDYSA.
- Maintaining a clean and presentable condition of the uniforms purchased.

Rostering Up Policy

Pre-Select and Select Divisions

The Black Hills Rapids Board of Directors designates the DOC to determine player roster protocol.

Players shall be rostered with their appropriate age group to maximize player development. The following guidelines shall be considered and consistently applied to determine the appropriateness of a player request to roster up.

- Uniqueness of talent. Player will be evaluated for technical, physical, mental, and emotional proficiency. When evaluated, the player must have the ability to meet the above benchmarks and place within the top 20% of the age bracket they are requesting to play at or otherwise be a starting (impact) player.
- Individual development will be of top consideration when determining the ability for a player to roster up.

Player requests must be made in writing by the player's parent or guardian and submitted to the DOC. The DOC will make the final approval upon evaluating the request.

Exceptions to the Rostering-Up Standard: At the discretion of the DOC, there may be circumstances when younger players may be rostered to an older team to fill the older team's roster. In these cases, the criteria governing the player-requested rostering up policy may or may not apply.

Recreational Division

The Coaching Staff recognizes there may be unique circumstances when adjustments to team rosters are requested. At the discretion of the DOC, players may be moved to accommodate these requests. However, due to the size of the Recreational Division and rostering limitations, there is no guarantee the request will be honored.

Dual Rostering Policy

No competitive player (whether from BHRSC or otherwise) may play in the outdoor BHRSC recreational program. With DOC approval, players may opt to dual-roster with another soccer organization. However, BHRSC must be listed as the player's primary club if they reside within 60 miles of Rapid City. A dual-rostered player, whose primary club is BHRSC, is expected to attend BHRSC practices, games, tournaments, and other events when in conflict with the secondary club's practices, games, tournaments, and other events.

Non-Local Player Policy

Players residing outside of a 60 mile radius surrounding Rapid City (a “Non-Local Player” or “Guest Player”) are generally expected to participate fully in the competitive team tryout process and club activities; however, this is guideline and not a rule. Any efforts by BHRSC personnel to recruit shall be cleared with the DOC in advance in accordance with the foregoing general policy. Any Guest Player charges/expenses shall be determined by the DOC and direct team coach.

Guest Player Policy

The BHRSC does allow its players to guest play with other clubs and allows guest players from other organizations to play on BHRSC teams.

Guest Player Uniform Rental

Guest players who are invited to play in a tournament will not be charged. The Club will, however, require a deposit on the guest player uniform in the amount of \$100 that will be returned upon receipt of the of the guest uniform set no later than one week after the event. The guest player will need to purchase socks from the Club in the amount of \$15. Two checks will need to be issued: one for \$100; one for \$15; both payable to Black Hills Rapids Soccer Club, and delivered to the Uniform Coordinator in exchange for the rented uniform set and purchased socks. If the player does not wish to purchase the Club’s socks, they may purchase two sets of socks (one white, one burgundy; must be Adidas) at a retail outlet.

COACHING

Coaching Philosophy

A coach has a significant impact on the overall success of the team. The coach shall display and uphold good conduct at all times and have consideration for the players, parents, and officials. Trustworthiness, citizenship, consideration for one another, fairness, and respect are lifetime values that all coaches need to instill in all players.

Because Player Development is the key to the Black Hills Rapids success, the selection of coaches is critical. It is the philosophy of the BHRSC that coaches will lose their effectiveness over a long period of time with the same group of players. As such, the DOC, with necessary staff assistance and support, will review each coach every year and report their findings to the Board. Through this evaluation process, the coaching assignments each year are based on player growth and development.

Coaches Tenure

There is obviously a lot to be said about the long-lasting friendships and bonding that develop when a group stays together for a long time. But, on the flip side, coaches lose their effectiveness to impact and influence players sooner or later. After a while, players start to tune the coaches out, as they get tired of doing the same drills, hearing the same voice, and receiving the same coaching tips. Players who want to advance in the game need to be exposed to different coaches and to different coaching styles, otherwise the soccer side of things becomes stale. A new coach every year or two will reignite the engine, rekindle the motivation and create new challenges for the players.

Most professional clubs run youth academies where the coaching staff remains in the same age category and the players move on to the next coach. For example, the U-12 coach is always coaching U-12’s and doesn’t follow the same team into U-13. There is another U-13 coach waiting to take them over. This way, the players benefit from working with coaches who have become experts at a specific age group

The Black Hills Rapids is committed to creating a strong and respected identity. Doing so will help foster an affinity toward the club by the players and parents. When players feel only loyal to their team and to their coach, the club’s overall health and future is on fragile grounds. Staff coaches can decide one day to move to another club and take along their team, lock, stock and barrel. When team loyalty is taken to an extreme, it can create an “us versus them” mentality and lead to bad feelings between teams in the same club.

Staff Coach Placement Policies (Pre-Select and Select Divisions)

- The DOC shall assign all staff coaching positions.
- The goal is to have teams rotate coaches every two years. Due to the limited amount of coaches we have this is subject to change year to year. The DOC will make the final coaching assignment decisions.

Coaches Conduct

Generally in coaching during games, less is more. Coaching points are best made to players on the sideline who are not playing when coming off the field or going onto the field. They will learn most when they make their own decisions based on what they learned in practice.

- Coaching will occur from the center line to the top of the penalty box except in younger age games where the coaches serve as referees.
- Coaches will not enter the field to assist a player until the referee has called them onto the field.
- Coaches will keep all referee and fellow coach contacts at a very high level of professionalism.
- Coaches will not allow any persons not on the roster in their bench area.

Coaches Responsibilities

- Adhering to the conduct and sportsmanship policies set forth in the above sections.
- Attending all meetings as requested by the DOC or club representative or designating a team representative to attend in his/her absence.
- Reporting any unique incidents involving players, parents, and coaches of the team.
- Managing the affairs of the team with the assistance of the assistant coach, team manager, and any other parents or individuals who he/she may designate.
- Conducting a sufficient number of practice sessions and scrimmages to adequately prepare the players for league play and tournament competition. The location and time of practice sessions shall be determined by the coach.
- Insuring reasonable playing time to every player on the team, thus allowing opportunity for the development of their soccer skills, however, there is no minimum playing time requirements.
- Applying for the team to participate in out-of-town tournaments in order to provide a wide range of competition and challenge to the players within their own age level and ability. It is expected that teams will participate in a minimum of four to six tournaments during the season.
- Directing the team's participation in the annual BHRSC tournament.
- Maintaining and returning all equipment issued to and purchased by the team at the end of the season.

Coach Communications

Meetings

All coaches will have a minimum of one coach-parents meeting per year. This meeting should occur shortly after the team is formed. Additional meetings should be scheduled as needed and are encouraged. Coach-parents meetings provide an excellent way for parents and coaches to communicate if they are properly managed. Communication with parents is very important at BHRSC. Coaches should inform players and parents of the following:

- Goals for the upcoming season
- The coach's and Club's philosophies for the team and individuals
- Parent conduct and support expectations
- Tournaments and other team functions, with the greatest possible detail about critical dates
- Player commitment expectations

Coaches must ensure that parents are notified of any changes as soon as the information becomes available.

Conflict and Issues

Parents should first confer with their coach about concerns wherever possible before contacting the DOC, with the expectation of misconduct on the part of the coach. Parents must remember that coaches cannot resolve issues of which they have not been made aware.

PARENT, FAMILY AND FANS POLICIES

Parent, Family and Fan Code of Conduct

All parents, families, and fans are expected to display and uphold good conduct at all times and have consideration for the coaches, players, and officials. Positive support shown on and around the field presents an opportunity for players to excel.

Parents, family members, and/or fans who regularly or flagrantly disregard these principles will be subject to the Disciplinary Procedures described in the BHRSC Policies and Procedures Manual.

The Black Hills Rapids Soccer Club Board of Directors has established behavior standards to govern coaches, parents and all registered players before, during and after games, and during training sessions. The Code of Conduct is applied during home and away games and tournaments, and is established to protect the integrity of the organization.

- All coaches, players, and parents will conduct themselves in a manner that represents only the highest standards of sportsmanship. The integrity of The Black Hills Rapids Soccer Club will be held in high regard by all coaches, players, parents, and others associated with the organization.
- Do not address remarks to opposing players, coaches, spectators or referees except when remarks convey genuine friendship and respect, or are in response to questions by the referee.
- Retaliation will not be tolerated at any level of play or within the organization.
- Avoid comments or gestures, which express disgust or disagreement with referee calls. These are cardable offenses. Be aware that coaches, sidelines and players can be carded for unsportsmanlike behavior.
- Displays of temper will not be tolerated on the field or in the playing area.
- Play against your opponents, not the referee. Worrying and arguing over referee calls can distract players and prevent them from playing at their best. Fewer than one in one hundred referee calls have any influence on the outcome of a game.
- Treat your teammates with respect. Put team before self.
- Show strong character at all times, even while under pressure or after your team loses. The team will be remembered for their actions on and off the field.
- All team members, including coaches, will shake hands with the opposing team and referee regardless of the outcome of the game.
- Black Hills Rapids Soccer Club players shall not consume alcohol, illegal drugs, or tobacco products. Any player found to be under the influence alcohol or illegal drugs will be suspended from the organization until a review by the Club Manager has taken place.
- The use of tobacco products is not allowed on the playing field at any time. Persons who use a tobacco product or similar product (E-cigarettes) must do so away from the field of play.
- Coaches, players and parents who persist in violating these standards of conduct will jeopardize their standing within the Black Hills Rapids Soccer Club. Flagrant disregard for rules of play and standards of conduct will result in disciplinary action that may include loss of standing, loss of out-of-state travel privileges, or removal from the club.

CLUB COMMUNICATIONS AND PRIVACY

Communication is the cornerstone to insure that BHRSC is and stays a successful organization. As issues, events, and opportunities come up, BHRSC will make every effort to communicate these to our members.

Website

The BHRSC website is the primary tool for advertising programs and disseminating information through postings and emails. The Board and the Executive Team are the central clearing house for posting information on the website for all manner of information from new programs to cancellations.

Meetings

In addition to our Annual General Membership meeting, BHRSC will conduct memberships meeting when large or unique situations occur. The meeting will be announced as far in advance as the possible. These meetings will be primarily for information and not to conduct BHRSC business.

Chain of Communication

Club members should begin by communicating with the team coach and manager. If additional attention is needed, members may convey their ideas or concerns via the appropriate chain of command as per the following BHRSC Communications Flowchart. However, it is critical that coaches and the team managers communicate effectively with their teams to reduce avoidable demands upon the Executive Team and the Board..

Social Media & Electronic 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, including email, by all Club coaches, players, parents, staff, volunteers and administrators. (Please follow hyperlink to review the policy in its entirety; it is posted to the website due to length.)

BHRSC Communications Flowchart

Player Development: Team Manager or Coach →DOC → Board

Administrative: Team Manager → Registrar, Uniform Coordinator or Player Accounts where applicable → Club Manager → DOC → Board

Privacy and Identity Theft Protection

As a matter of conducting the business of the club, BHRSC gathers the personal and financial information of parents and children. It is critical that the club act to prevent the unauthorized disclosure of this information.

- The board will implement measures to ensure the physical and electronic security of records maintained by the club.
- The board will implement measures to secure the financial information from members from unauthorized access to a standard that is accepted throughout the industry.
- The board will use either an in-house shredding capability or contract with an outside vendor for the shredding of all documents containing personal information.

Sale of Personal Information

BHRSC will never sell email databases or other contact information. However, we cannot be held responsible for our partners, including Colorado Rapids, South Dakota Youth Soccer Association (SDYSA), the United States Soccer Federation (USSF), and the United States Youth Soccer Association (USYSA), in this matter. We are required to provide information to our certifying organizations and they have their own such policies on these issues. Complaints about such releases of information should be communicated directly to the management of that organization with a copy to the Club Manager.

RISK MANAGEMENT

All adults in positions of responsibility or direct contact with members of the BHRSC who are directly involved with the members of the BHRSC teams, including coaches, assistant coaches, referees, team managers, board members, BHRSC staff, etc. will complete a Risk Management form as provided by the United States Youth Soccer Association (USYSA). These forms must be filed as directed by the timetable released by the Director of Risk Management for the South Dakota Youth Soccer Association. The form should be completed online and can be found at www.southdakotasoccer.com.

Confidentiality, Conflict of Interest, & Compliance

The purpose of the conflict of interest policy is to protect the Club's tax exempt interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director. This

policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Members of the Board of Directors have fiduciary duties to the Club to keep confidential the business, financial, and other information relating to the affairs of the Club, including that of its donors, and to deal with others fairly and not out of favoritism or for personal advantage. Please see expanded **policy** on our website.

CONFLICT RESOLUTION AND DISCIPLINE

BHRSC is committed to promoting a healthy environment for all participants, including players, coaches, team and club officials, referees, parents and family members, and fans. Harassment, abuse of any kind, ethical violations and unfair treatment shall not be tolerated.

- Any club member/parent having a grievance which he/she is unable to satisfactorily resolve by direct communication with the involved individuals should contact the next level of authority as per the BHRSC Communications Flowchart.
- If this does not result in satisfactory resolution of the situation, the individual may request a hearing before the Board of Directors. The individual must submit a written request to the Board through the Club Manager. The decision of the Board will be final.

Disciplinary Procedures

Regardless of level of management (Coach, DOC, or Board) involved in resolving the incident, the following procedures shall be followed.

Verbal Counseling

A minimum of two responsible management members (i.e. Coach and DOC) shall conduct a meeting with the party involved at which time they will be notified that they are being placed on verbal notice and future allegations will result in additional action. If further incidents occur and "Written Notice" as described below is warranted, a minimum of a one game suspension shall be enforced. The management members will maintain written documentation of the meeting for future reference, if necessary.

Written Notice

Should a second actionable offense occur, the party in question will be provided written notice, outlining the results of the first meeting with the management members and notifying them of a second actionable offense. The written notice shall include:

- Nature of the problem.
- Action to be taken and consequences due to the infraction(s).
- Notification that if the behavior continues and another complaint is lodged, they will be asked to discontinue their relationship with BHRSC.
- Instructions for appealing the allegations and disciplinary actions to the Board of Directors, should the party in question feel they were unjustly accused or disciplinary actions were not warranted. Appeal notification should be in writing within two weeks of the written notice.
- A copy of the Written Notice shall be provided to the Board.

Termination Notice

Upon receipt of a third actionable offense, the party involved will be asked to discontinue their relationship with BHRSC pending review of the allegations. Such notice will be provided in writing and include:

- Nature of the problem.
- Notification that the situation will be brought to the BHRSC board for review and date and time of that review.
- Notification that the relationship with BHRSC is suspended pending the BHRSC board decision.
- Possible consequences which will be enforced.

Red Cards

Any BHRSC coach, player, member or family member who receives a red card or is ejected from any game will be subjected to a one (1) game suspension for the next scheduled game. (This applies to both league and tournament games.) Anyone who receives two (2) red cards during the soccer calendar year will be subjected to a three (3) game suspension for the next three (3) immediate scheduled games after the second red card is given. Anyone who receives three (3) red cards in a season will be subject to a disciplinary hearing and shall follow the procedures outlined in "Termination Notice".

Emergency Provision

The Board reserves the right to remove a member, coach, associate, club agent, family member, volunteer, or anyone else at any BHRSC event at their discretion and in alignment with the Club's bylaws, for infractions that rise to a level in which removing that person is necessary to either investigate a serious complaint or otherwise keep our membership, staff, fans, and families safe.

CLUB AGENT POLICY

BHRSC is dedicated to providing a safe and harassment-free environment for its staff, contractors, members, fans, and volunteers. All Club agents are expected to represent the Club in a manner consistent with the Code of Conduct and will be held to a higher standard. A Club agent is defined as anyone who performs a role for the Club or for a team, whether compensated or not, including, but not limited to: team managers, contractors, tournament staff, and other categories of volunteers. In the event that an agent of the Club conducts him/herself in a manner that could be damaging to the Club, that agent may be suspended by the Club Manager or Board President until such time a review can be conducted and a final determination made by the Board of Directors or their designee within a reasonable timeframe.

INCLEMENT WEATHER POLICY

Severe weather in our area that may involve the suspension or cancellation of a game, practice, or other activity generally includes lightning, heavy rain, hail, tornadoes, and snow. While these are guidelines that referees, coaches and/or staff will follow in these severe weather conditions, it is important that each individual take responsibility for their own safety. All individuals should know and heed community warning systems and general rules of severe weather safety. Families are encouraged to have their own plan for severe weather regarding shelter and carpooling from canceled games/practices and events.

Lightning Policy

The BHRSC shall use the WeatherBug website and/or smartphone application. Use the Spark feature within WeatherBug to review and assess lightning conditions.

Same-Day Cancellation of Games and Practices

The DOC or team coach(s) will make the decision to cancel activities at any fields BHRSC uses. Please check the BHRSC website's home page before you leave for the soccer fields. The Club or coach will try to provide information regarding cancellation as earlier as possible. If you are playing an away game, check that club's website for information about their fields before heading out.

In Progress Suspension of Games

The referee will suspend the game if a warning of severe weather (severe thunderstorm, tornado, flash flood) is issued by the National Weather Service for the game field. Game officials will suspend the game if severe weather is sighted at the field. Game officials will suspend the game if lightning is detected within 10 miles (or closer) of the game field. If snow covers the field markings or causes the field to become too slippery for safe play, the game should be suspended. Policies governing games which are suspended in progress:

- Go to your vehicles as quickly and orderly as possible. Follow your family's severe weather safety plan.
- After 30 minutes the referee will determine whether play will resume.
- If the referee determines that play cannot resume, you will be informed the game has been abandoned and you will be instructed to leave. Games that are abandoned within the first half of play will be rescheduled. If play is abandoned during the second half of play, the game will be considered played complete.

- A referee canceling a game due to inclement weather will report that decision to BHRSC within 24 hours of the event. Coaches whose games are canceled due to inclement weather are to notify the DOC & Scheduler.

Practices

The Club will monitor the weather in an effort to prevent frostbite or heat illness. Exact weather conditions, time of practice, individual player fitness, and prior weather exposure will be factored in determining practice cancellations. Practice duration may be shorter or intensity lower in inclement weather; and water & rest breaks will be taken as needed. As a guideline, practices can be cancelled if the temperature is lower than 38 degrees Fahrenheit or a wind chill lower than 32 degrees Fahrenheit at the start of the practice, or if the temperature is higher than 92 degrees Fahrenheit or the heat index is higher than 98 degrees Fahrenheit. Players will be required to dress appropriately and bring plenty of fluids for all weather conditions.

INJURY POLICY

Please seek medical attention if an injury results in a player temporarily discontinuing their participation. BHRSC recommends the players follow the advice of their physician. A player shall not participate in any practice, training, or games without written medical release by a duly licensed Doctor of Medicine, Doctor of Osteopathy, Doctor of Chiropractic, duly licensed Physician's Assistant or Nurse Practitioner. All medical releases shall be turned into the coach and the manager shall keep the release in the player documentation. Injured players are encouraged to continue to attend team events during their recovery.

Concussion Guidelines

This should be interpreted and included as part of an overall strategy that aims to educate players, coaches, athletic trainers and other soccer personnel and as part of the best management practices that are intended to minimize player risk for complications related to concussion, both short- and long-term and to maximize the length of playing time, both in-season and over a career. Complications from poorly managed sport-concussions within professional sports have been linked to significant functional limitations, increased risk of depression, early onset memory dysfunction, and litigation against pro team employers for negligent practices.

This is a part of a full spectrum of care that includes preseason player education, baseline neurocognitive testing at appropriate intervals, requiring the athlete to complete a graduated series of exertional challenges and needing the athlete to be symptom free in all domains before being cleared to return to play.

Procedures:

- If a player is observed to display signs of suspected concussion (imbalance, disorientation, vomiting) or reports onset of symptoms following a collision (headache, dizziness, trouble focusing) then the player should be removed from the bench within 10 minutes/first available opportunity and taken to a quiet room within the facility for further observation and evaluation.
- Observation and evaluation will be conducted by a member of the clinical staff (Team Physician or Athletic Trainer) who has completed some training in the care of concussion consistent with modern guidelines and Club policies.
- A standardized assessment will occur and should evaluate a number of domains that are often affected by concussion, including cognition, symptom report, balance and gross neurological status, e.g., the Sports Concussion Assessment Tool (SCAT) – latest edition.
 - Any sign of difficulty or failure prompts a diagnosis of concussion and the player is not returned to play for that contest. Regardless of test results, loss of consciousness or post-traumatic seizures negates the possibility of returning to play in the current contest or activity.
 - If player does not demonstrate difficulties or report symptoms then the player undergoes brief exertional testing followed by second symptom questionnaire and balance testing.
 - If player remains asymptomatic at rest and following exertion, the clinical staff would be permitted to use their discretion about permitting the athlete to return to the competition and would do best to consider possible complicating factors, such as age, concussion history and mechanism/force of the injury.
 - Removal from play due to concussion is a clinical decision. As such, the athlete is not permitted to ignore or override this decision.

- All players, including those returned to play, would undergo more formal neurocognitive assessment (ImPACT) within the following 24-48 hours to evaluate for delayed onset symptoms that would require action to minimize the risk of developing greater or more refractory symptoms.
- Visiting teams will conduct their own evaluations – the home team physician is available for consultation but request for assistance must come from the visiting team staff. The on-site medical doctor will be notified of any concussion in the event that further care or transfer to hospital is necessary.
- Evaluation and outcome is documented – copy is faxed to the Club within 24 hours.
- Diagnosed concussions at the time of injury or deficits that are identified through more thorough neurocognitive evaluation are followed in the manner of care that is consistent with contemporary standards of concussion management and in coordination with following protocols:

No activity, practice, or game play until all of the following conditions are met:

- No symptoms – headache, dizziness, nausea, confusion, etc.
- Normal IMPACT test results – scores must return to baseline results
- Must follow and pass each step of the return to play exertion protocol. Each step takes one day (5 day minimum process). If any symptoms occur then the injured athlete returns to the previous step.
 - No activity - rest until asymptomatic
 - Light aerobic exercise
 - Sport-specific training
 - Non-contact drills
 - Full-contact drills
 - Return to Full Game play
- Signed South Dakota State Activities Association Return to Play Medical Release Form (<http://www.sdhsaa.com/Portals/0/PDFs/Athletics/Health-Safety/SampleReturntoCompetitionForm.pdf>)

SECTION IV – RECREATIONAL DIVISION POLICIES

OVERVIEW OF THE RECREATIONAL DIVISION

Our Recreational program is open to everyone from a beginning player, to older players who just enjoy the game. At the recreational level everyone plays equally, and emphasis is placed on learning basic skills and nurturing the love of the game.

In this program we aspire to:

- Provide a positive environment for children to learn the game of soccer from First Kicks to U19
- Promote health, exercise, and good character through soccer
- Focus on player development that allows each player to reach his or her desired potential
- Represent the diversity of our area
- Provide financial assistance if needed, so no child is unable to participate due to financial concerns

FIRST KICKS PROGRAM

The First Kicks program is the Black Hills Rapids introduction into soccer for our youngest players. This program is to get young players used to playing with a ball. There are no formal coaches that will coach a "structured game" because at this age everything on the field should be all about them and their ball. The players will be part of small groups playing games that are intended to get the players familiar with the ball.

UNDER 6 PROGRAM

- For those children who have reached or will have reached their 4th birthday, but not their 6th, on or before December 31 of the beginning seasonal year.
- Purpose: To introduce the players to (1) how to kick the ball, (2) how to trap the ball, (3) how to dribble the ball, (4) how to throw in the ball, and (5) to introduce the player to team play.
- Equipment Supplied: Each participant would receive a non-returnable BH RAPIDS Training Club Shirt.
- This is a learning and fun time. No parent, coach or other adult present at the field shall be allowed to belittle, deride, or make abusive comments to any player.

CENTER OF EXCELLENCE PROGRAM

The Center of Excellence is a six-week curriculum developed by the DOC to promote ball mastery and fast and proficient footwork. Skills are performed repetitively so each player becomes familiar with the ball. This course will also help to develop confident and controlled players under high-pressure conditions as they get more and more comfortable with the ball and the skills being taught.

TEAM FORMATION & NUMBERS

Teams

All players on a team MUST be properly registered with the BH Rapids. Identical team names shall not be used for more than one (1) team in the same age division. A youth amateur player who meets the age, registration and assignment requirements in these club rules is considered an eligible player if playing on the team to which he/she is assigned. The team formation process will be random in nature. No special requests for teams or coaches will be accepted or honored. Criteria for player assignment will include NO consideration for the ability of the player or the relative strength of the team. Coaches will have no direct input to, or involvement with, the assignment of players to their teams.

Number of Players

- In the U16 and U19, the desired number of players per team shall be 18 (eighteen)). No team shall be allowed more than to 25 (twenty-five)) at any time. U16-U19 play 11 v 11.

- In the U14, the desired number of players per team shall be 15 (fifteen). No team shall be allowed more than 18 (eighteen) players at any time. U14 play 11 v 11.
- In the U12 division, the desired number of players per team shall be 12 (twelve). No team shall be allowed more than 13 (thirteen) players at any time. U12 play 9 v 9.
- In the U10 Division, the desired number of players per team shall be 10 (ten). No team shall be allowed more than 11 (eleven) players at any time. U07 play 7 v 7.
- In the U8 Division, the desired number of players per team shall be 7 (seven). No team shall be allowed more than 8 (eight) players at any time. U08 play 4 v 4.
- In the U6 Division, the desired number of players per team shall be 8 (eight). No team shall be allowed more than 9 (nine) players at any time. U06 play 4 v 4.

Team Formation and Player Assignment

Teams will be formed from each fall for U8-U19 with the exception of U6 which will be formed each season from players in the pool by the following methods:

- U6 – Random Placement club wide
- U8 and U10 – Random placement by neighborhood
- U12 – Random placement by east/west location
- U14 through U19 – Random by club wide.

Random Placement Process

Players shall be placed by random from the player pool with total disregard to the players' identity, preferences, ability, team desires, etc.

Registrar

The Registrar shall direct the placement of players on teams.

Placement Procedure

1. After registration, the registrar shall determine the continuity of existing teams.
2. Based on the number of players in the player pool and the number of spaces available on existing teams, the registrar will determine how many teams are required. The registrar will determine specifically how many players are required for each team. The teams shall be formed with numbers as close to the same size as possible while keeping within the neighborhood concept for all U8, U10 and U12 age divisions.
3. Special players shall be placed first, such as coaches' children.
4. The registrar shall place those players in the player pool on teams in the U14, U12, U10, U8 and U6.

Player Team Placement Method

Players shall be placed on teams by the following methods:

U6: Club wide

U8: Neighborhood, Random

U10: Neighborhood, Random

U12: East-West, Random

U14: East-West, Random, Club-wide if this is not possible

U16: Club Wide, Random

U19: Club Wide, Random

Neighborhood

Players and teams are classified in a certain neighborhood to facilitate playing on teams close to their homes for convenience of travel to practice. The neighborhood of a team shall be based on the nearest school. Players in the Under 8 age division may request a transfer because of special consideration, such as baby-sitter location, etc.

Neighborhood Transfer

When a player moves to another neighborhood, he may continue to play on the team that he has played on or he may request a transfer to the neighborhood of his new residence. The request must be processed before team placement or wait until next season. The player would then be placed on a team from the player pool by the normal placement process of that age division.

RULES OF PLAY

Affiliation and Unaffiliated Play

No team shall participate in games or tournaments against teams unaffiliated with USYSA. No team shall have unregistered players. Every player on every team (in this Club) shall be a member of this Club.

General

The rules of play shall be the Laws of the Game as published by FIFA, except those modified for the benefit of youth soccer by the United States Soccer Federation (USSF), United States Youth Soccer Association (USYSA), and the South Dakota Youth Soccer Association and /or as specified herein.

Playing Time

U6 players will play all of the game.

Younger players, those in the U8 and U10 Divisions, have the right to play no less than one half of each game.

Intermediate players, those in the U12 and U14 Divisions, have the right to play no less than one half of each game (subject to discipline by the coach). Parents must be notified of disciplines in writing prior to the game.

Older players, those in the U16 and U19 Divisions, should play based on fairness, game conditions, injuries, etc.

Field and Ball Size, Duration of Games

All regularly scheduled games shall be played in two equal periods. The U6 and U8 divisions are the only exceptions to this rule. Teams in the U6 and U8 division will take quarter breaks. There will be a ten minute half-time intermission, maximum, for all age divisions U10 and above. Field and ball sizes will be as follows:

- Under 6 Division: (4-5 age group) 4 quarters of 6 minutes each, play on modified sized field; use size 3 ball.
- Under 8 Division: (6-7 age group) 4 quarters of 12 minutes each; play on modified sized field; use size 3 ball.
- Under 10 Division: (8-9 age group) 2 halves of 25 minutes; play on modified sized field; use size 4 ball.
- Under 12 Division: (10-11 age group) 2 halves of 30 minutes; play on 3/4 to full-sized field; use size 4 ball. Game will count for record if more than 8 minutes of the 2nd half has been played before an early termination.
- Under 14 Division: (12-13 age group) 2 halves of 35 minutes; play on full field; use size 5 ball. Game will count for record if more than 10 minutes of the 2nd half has been played before an early termination.
- Under 16 Division: (14-15 age group) 2 halves of 40 minutes; play on full field; use size 5 ball. Game will count for record if more than 15 minutes of the 2nd half has been played before an early termination.
- Under 19 Division: (16-18 age group) 2 halves of 45 minutes; play on full field; use size 5 ball. Game will count for record if more than 20 minutes of the 2nd half has been played before an early termination.

All age groups will have half-time breaks of at least five minutes, but no more than ten minutes. Referee has the final decision on shortening half-time break. In cases where it appears likely prior to the start of a game that a regulation length game will not be played (due to threatening weather, late start, approaching darkness, etc.) the referee may implement "shortened half" rules which would modify game times as follows:

- U6: 4-minutes quarters

- U8: 5-minute quarters
- U10: 15-minute halves
- U12: 20-minute halves
- U14: 25-minute halves
- U16: 30-minute halves
- U19: 35-minute halves

Uniforms

The Black Hills Rapids will provide a player jersey to newly registered Recreational Division players. This jersey is expected to last two seasons. Players who lose or outgrow their uniform will be expected to pay a jersey replacement cost.

Required Uniform/Equipment for Recreational Player

- Black Hills Rapids Jersey (First jersey will be provided by the Black Hills Rapids.)
- Shin Guards (Must be worn for all practices and games for safety purposes.)

Recommended Uniform/Equipment for Recreational Player

- Black Shorts
- Black Soccer Socks
- U10 or older - Soccer Cleats
- Age appropriate size soccer ball

The Black Hills Rapids Recreational Division is an important developmental program and players are being prepared to play at the Pre-Select and Select levels. To that end, the uniform listed above is the expectation for all players and teams. Jerseys may not be altered.

Player Equipment

Players will be allowed on the field provided they satisfy the following criteria:

- Proper uniform (t-shirts tucked in during play)
- Shin guards covered by socks
- No jewelry may be worn.
- Soft headbands or hair ties only
- Properly padded casts at referee's discretion only
- Properly padded splints or braces at referee's discretion only

GAME PROCEDURES

Duties of the Teams

Each team must have available for presentation (U10 +), upon request by the referee or opposing coach/manager, a completed and valid team roster to be utilized as confirmation of player eligibility. Each player shall, in turn, present himself/herself for inspection by the referee, and the opposing coach/manager if requested.

Irregularities of player eligibility and any other potential cause for protest shall be brought to the attention of the opponent and the referee and, if resolved prior to the start of the game, shall not be cause for protest.

Duties of the Referee (U10+)

The referee will be in complete charge of the players, team officials, and playing grounds from the time he enters the field of play until he leaves the field of play. He shall determine the fitness of the field and, in consultation with the coach/manager of the home team shall satisfy himself that the rules of use of the playing surface set forth by the field owner are not violated. The referee is required to summon each team, in turn, to inspect each player. The referee will sign Referee's Cards signifying his inspection of player's persons. If a game is being played under protest, the referee shall so indicate on the Referee's Card. Prior to the start of the game the referee shall decide whether to utilize volunteer lines-persons and if he decides to do so, shall instruct the lines-persons on their duties.

The referee shall complete each Referee's Card to report the outcome of the game and any other reportable specifics. Instances of misconduct or other incident may require a separate letter as an addendum to the Referee's Card. All instances of player caution (yellow card) and ejection (red card), and coach ejection shall be noted on the Referee's Card and circumstances reported immediately following the game to the RDOC.

Institution of Modified Soccer Rules in Under 8 and Under 10 Age Divisions

The BHRSC has implemented a developmental player program utilizing modified playing rules in the U8 and U10 age divisions. This program will emphasize basic skills development, self-confidence building, and pure recreation by employing the following rule modifications:

Under 8 Age Group

- Field size will be a maximum of 35 yards X 30 yards.
- Team rosters will contain no more than 9 (nine) players, and the maximum number of players on the field will be 4 (four) per team.
- There are NO goalkeepers
- No referees will be used.
- No scores or standings will be kept.
- Other rule modifications as required to "scale down" the game to this age group.

Under 10 Age Group

- Field size will be a maximum of 60 yards. X 45 yards.
- Team rosters will contain no more than 10 (ten) players and the maximum number of players on the field will be 6 (six) per team.
- All team members should have the opportunity to play all positions, including goalkeeper.
- Referees will be used. Games will provide training for entry-level referees.
- Other rule modifications as required to "scale down" the game to this age group.

Except where specifically altered by the BHRSC Board, USYSA modified playing rules will be employed.

Coaches

The registrar and Rec Director of Coaching are responsible for enlisting recreational coaches.

The coach may obtain the required parent volunteers as follows (see Risk Management Policy):

- Assistant coaches.
- Team parent volunteers to assist in coordinating activities of the team i.e.:
 - Treats (schedule and remind)
 - Concession Stand (as required)
 - Pictures (take orders on team photos)

Equipment

Coaches are financially responsible for club issued equipment. The Club Manager will issue equipment to each coach at the beginning of each season; said equipment is expected to be checked back in to the Club Manager at the end of each season.

GAMES AND EVENTS

Games shall be scheduled by the Club. Revised schedules shall be approved by the Scheduler prior to being distributed. Games will be scheduled according to the following procedures:

Game Cancellation and Postponement

Cancellation or postponement of scheduled games will be considered due to any of the following criteria:

- Any weather conditions that the Recreational Director of Coaching or the game referee determines may threaten the player's safety or be hazardous to the preservation of the playing field.

- In the event a team is unable to field a team due to a scheduled school activity that is approved by the scheduler.
- The assigned referee or game official may call the game at any point immediately prior to or during the game.

Field Assignments

The Black Hills Rapids Scheduler makes field assignments for club play and practice.

Travel and Tournaments

The Recreational Division shall be limited to a 100 mile radius of center Rapid City for any games or tournaments with an exception for the State Recreational Tournament. All recreational teams shall enter the recreational division of a tournament unless approved by the DOC.

RECREATIONAL SOCCER EVALUATION

Recreational player evaluations may be done at any time. Evaluation will be conducted by recreational team coaches. Any player identified as exceeding the talents of what is generally accepted recreational soccer skill level or otherwise identified as detracting from the recreational soccer experience (relative to the majority of the players) will be subject to said evaluation. Said evaluation may warrant an offer of competitive team placement or release from the recreational league depending on the outcome of the evaluation(s).

SECTION V – COMPETITIVE DIVISION POLICIES

OVERVIEW OF THE COMPETITIVE DIVISIONS

Pre-Select Soccer Program (U8 through U10)

This program emphasizes creating a playing environment that is more conducive to individual development over the team's development. The Pre-Select season runs from the first full week in August (parent meetings, scheduling, rosters set) to end of June of the following year. Typically, Pre-Select players will train two to three times per week.

Our Pre-Select program is based on giving a higher level of training and appropriate competition for kids wanting more than what the recreational program offers. There will be some travel as we want to make sure we are providing appropriate and quality competition.

The DOC in collaboration with the Coach-in-Charge of each age division will be able to assess what type of competition will be needed for each player and group of players. With the U8 age group, the search for appropriate competition will be different than the U10 age group.

Select Soccer Program (U11 through U19)

The Select program is for players who are serious and dedicated to the game. Players train three times a week and play appropriate competition to prepare them for challenging soccer matches regionally and nationally. Our goal is to create pathways for each player to get the proper experience in training and in competition that can move players to elite programs provided by the Colorado Rapids, ODP, and on to college soccer or beyond.

As with each of our programs, we are striving to create environments and experiences that players are seeking. Select is a competitive program, so there may be some cuts. If a player is cut, their other option would be to play in our recreational program, but our goal is to provide each player that wants a certain soccer experience, that experience if possible.

With our teams growing in age and ability, we may find that we need to travel further to find appropriate competition and showcase our kids to prospective college coaches and some teams may need to look a bit further to find quality competition. To reduce costs, we may need to be creative on how we get our teams to some locations – like taking vans with a coach and a few parents with teams, and sharing hotel rooms, much like a college trip.

The Select Program

- Continues the instruction introduced in the Pre-Select Program
- Emphasizes roles and responsibilities of positions
- Sharpens tactical development while polishing technical ability
- Focuses on developing individual skills
- Develops team dynamics
- Creates a challenging and fun environment for the players to develop technically and tactically

PLAYER AND TEAM SELECTION PROCESS

Pre-Select Program

Parents can choose this program since there are no tryout-based selections. To help parents decide whether this program is appropriate for their child, characteristics of players who might excel in our Pre-Select program are listed below. If your child displays a majority of these characteristics, they are probably suited to the Pre-Select level of play.

- Demonstrates sound technical skills (ball control, dribbling, shooting) A strong desire to compete at a higher level
- Physically stronger, athletically quicker than most players within their age group
- High level of coordination and agility

- Aggressive during games in their attitude and approach to getting involved, tending to dominate play
- Demonstrates a high level of focus and concentration during practices and games
- Has started to narrow down the number of extracurricular activities, making soccer a high priority
- Practices with a ball on own time outside of games and team practices.

Players are identified and grouped by ability and mindset. The staff will teach and develop these players to have the confidence, and the technical ability to enjoy the game. All training is curriculum based in order to achieve basic fundamentals necessary within the game. . Groups will be matched up by level(s) in order to keep the training environment challenging.

Player development at the Pre-Select ages is VERY FLUID due to different rates of physical / technical maturation and game awareness. Therefore a rigid team system is less appropriate for Pre-Select teams.

The DOC , in consultation with age division coaches , shall identify teams for each age level for games and tournament. The teams may include different age players and will be selected based on ability and physical maturity. Teams may be shuffled and mixed for various alternative competitions over the course of the year with flexibility provided by the Pre-Select style format but mostly they will stay with the group in which they are assigned.

Team Commitment

Each player and parent shall sign a Team Commitment Letter. The letter shall identify the expectations of the coach for the team, the level of participation required, and the minimum tournaments and events the player shall participate as part of the team.

Each player will be provided a season schedule by their coach. This schedule will outline area festivals or tournaments that players are expected to participate in. This schedule will also outline higher level tournaments that players may elect to participate in. Once a commitment to the tournaments of your choice is made, the player and parent will be obligated. By signing the Team Commitment Letter, it is assumed that all players are assessed for, and will participate in, all events agreed upon.

BHRSC has a 60-day commitment window for all events. If a team member cannot participate in a committed event and notifies a team representative (i.e. coach and manager) of such before the 60-day commitment window, the player will not be charged for any coaching expenses for that event but will be responsible for the tournament fee. If the head coach identifies a group of players for a specific tournament, then only that group of players will be responsible for tournament expenses. If notice is given within the 60-day commitment window, the player will be charged for the event and all related coaching expenses unless the reason for the notice not to participate is for a family emergency, injury, or similar related event.

Occasionally, teams find it necessary to enter an event with limited advance notice. This typically occurs early in the soccer year for events held shortly after the teams form in July and/or during the course of the soccer year as a substitute for planned tournaments which the team did not enter or for which the team was not accepted. If a team decides to enter any events with limited advance notice (that is within the 60-day commitment window described above), the commitment window will begin on the date when the event registration is submitted.

This policy is provided for those instances when a player is unable to attend an event and notice is given well in advance of the event and to ensure that teams don't have to scramble to find players because of late dropouts.

Select Program

The purpose of the BHRSC Select Division selection process is to form competitive teams to travel throughout the region with players of similar soccer abilities and commitment. This process will identify players of similar abilities and place them on teams. Depending on the number of players in each age group, either combination of age groups may occur or players may not be invited to participate in the Select Division.

Staff members consisting of the DOC along with selected coaches will evaluate each player. The players will be evaluated on skills, performance, attitude, sportsmanship and other factors. The DOC shall make the final decision on all player evaluation and team selections.

Team Size and Structure

The Select Division may have more than two teams in an age group creating Burgundy, White, and Onyx levels. There will be some movement in these groups for developmental purposes, to create group and club pride, and to challenge players in different environments as they may improve or, conversely, move toward other interests or

recover from injuries. To insure that each team has adequate number players and to insure players have playing time, Select teams shall be no smaller than 14 players and no larger than 18 players. The top rated players will create the Burgundy Team. If an age group has sufficient numbers to create additional teams, a White Team will be created and subsequently an Onyx team. The DOC may combine age groups to create a second or third team.

Team Commitment

Each player and parent shall sign a Team Commitment Letter. The letter shall identify the expectations of the coach for the team, the level of participation required, and the minimum tournaments and events the player shall participate as part of the team.

By signing the Team Commitment Letter, it is assumed that all players are assessed for, and will participate in, all events identified. BHRSC has a 60 day commitment window for all events. If a team member cannot participate in an event and notifies a team representative (i.e. coach and manager) of such before the 60 day commitment window, the player will not be charged for any coaching expenses for that event but will be responsible for the tournament fee. If the head coach identifies a group of players for a specific tournament, then only that group of players will be responsible for tournament expenses. If notice is given within the 60 day commitment window, the player will be charged for the event and all related coaching expenses unless the reason for the notice not to participate is for a family emergency, injury, or similar related event.

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This policy is provided for those instances when a player is unable to attend an event and notice is given well in advance of the event and to ensure that teams don't have to scramble to find players because of late dropouts.

COACHING EXPENSES

Both Pre-Select and Select Head Coaches travel and other related expenses will be paid by the team. To insure that there is not excessive financial cost and burden to our members, BHRSC has establish the following reimbursement rates. Teams will divide the expenses for coaches equally to all committed players for that event unless they meet the notification requirements under Team Commitment section. If a coach is coaching multiple teams at an event, the expenses will be split equally between the teams.

Hotel rooms

The team shall pay for the head coach's hotel for a standard (king or double queen) room. If multiple teams are attending the same tournament, coaches from different teams may share a room and the cost divided between the teams. Managers should try to secure a complimentary room for the coach.

Food allowance

A \$40 per day food allowance. If the coach leaves after 3:00 pm, then they will receive \$20 food allowance.

Gas allowance

A gas allowance shall be paid to coaches for use of their personal transportation at a \$.37 per mile rate. Coaches are encouraged to share rides to minimize expense. If a coach shares a ride with a parent, they may request a reimbursement of ½ the mileage rate for the driver. Gas mileage rate is paid for round trip travel from home to tournament site, plus game related miles.

Equipment and Miscellaneous Expenses

Coach will be reimbursed for minor equipment and other miscellaneous expenses (i.e. tape, medical items, etc.) if a receipt is submitted with the expense report.

For local tournaments / local club games / training within 40 miles of Rapid City, teams do not reimburse coaches for their expenses. The Club Manager may give an exception to this policy based on extenuating circumstances.

PLAYING TIME POLICY

Pre-Select Program

The Pre-Select program within the Black Hills Rapids is an inclusive environment. Player development is the key focus for coaches and curriculum. In order for players to be able to develop the skill sets provided in the training, it is imperative that players have the opportunity to develop in the game setting.

The focus of game time for player development is to ensure players get at least half a game as the focus in the Pre-Select is away from “Winning at all cost” towards a player development model. Coaches are not timekeepers as they have game management, assessment, and planning for the next training cycle. Players are not all guaranteed equal playing time either. Coaches understand that players need the game time to show and develop what has been learned over the course of the training cycles.

Since the Black Hills Rapids Pre-Select is an inclusive program, opportunities will arise when coaches will place players on teams that are commensurate with the abilities of the players. These opportunities allow coaches to schedule games and differentiate in practices that best suit each individual player’s skill level. Pre-Select players should be put into situations that take the players out of their comfort zone in order to develop technically throughout the year.

Select Program

Playing time is not guaranteed. However, our primary goal is player development. The coaching staff will make every effort to enhance a player’s confidence and development by giving players an appropriate opportunity to play. Playing time for tournaments (including State Cup) will not be guaranteed.

Coaches need to coach and not be time managers. Parents need to understand that equal playing time is not possible at this level. As a result, the following policy has been created:

- Players are not guaranteed equal playing time
- Players are provided with MEANINGFUL playing time
- Meaningful playing time varies from game to game
- Meaningful playing time varies from tournament to tournament
- Meaningful playing time varies from player to player

TRAVEL AND TOURNAMENTS

All travel and tournaments shall be established through the DOC. The DOC shall, in turn, provide an overview each year to the Board of the proposed travel and tournaments the Pre-Select and Select programs will incur.

All Club Select and Pre-Select teams will participate in tournaments as an organization in sanctioned tournaments that are approved and directed by the DOC. No team or group of teams will travel outside of those approved tournaments and/or select their own rosters to attend a tournament outside of the approved tournament listing without approval from the Head Coach, and DOC.

TRAINING FACILITIES

To insure adequate training facilities are available to all Pre-Select and Select Division teams, the following policies have been established.

- Black Hills Rapids shall reserve and assign space equally between the two divisions or split by the actual numbers in each program. Space consideration will be given to larger teams such a large Pre-Select group that may need a larger facility.
- Any coach or team that would like additional space shall coordinate the reservation through the Black Hills Rapids Scheduler. The Black Hills Rapids shall reserve the right to ensure that the facility meets basic standards and has the proper insurance. Any expenses for the additional space shall be charged to the team.

The Club will secure indoor training space for the indoor season. Costs for the training space will be charged to each player registered in the Pre-Select and Select programs through their player accounts, and will be added to the player accounts during the indoor season. The amount will be determined by the Board

annually to ensure that indoor training space costs are covered. If a team decides not to use the Club provided space, they are free to procure their own training space. However, teams will not be reimbursed for those costs, and they will not be charged through individual player accounts. Regardless of a team procuring their own training space, the team will be responsible for paying their share of the Club procured space.

UNIFORM POLICY

The Black Hills Rapids are affiliated with the Colorado Rapids. This affiliation dictates uniform brand, logo placement, and player uniform requirements. There shall not be unapproved modifications, additions, or sponsor logos allowed to player uniforms, warm-ups, training shirts, coaches gear, or equipment throughout all Black Hills Rapids divisions. In addition, teams may not produce team specific gear. The Black Hills Rapids is a professional organization and players, coaches, and staff will represent the club as a whole, not as individual teams. The Board of Directors has the sole authority to approve uniform branding. Any Black Hills Rapids team found in violation of this policy may face sanctions, up to, and including removal from tournament play. All uniforms with unapproved alternations will be replaced, at the cost of the team, before the team is allowed to compete again.

UNIFORM REBATE POLICY

New players who are accepted onto a team already mid-way through the 2-year uniform cycle may be eligible for a future rebate on their required uniform kit the following year. If a uniform is purchased after the first year (of the two-year cycle), a rebate in the amount of 50% of purchased jerseys and shorts costs will be given in the form of a coupon to be applied toward the following year's registration. This is intended to offset the burden placed on those who must purchase a uniform kit two years in a row in order to get on the same cycle as the rest of their team. Player or parent is responsible for making this request in writing to the Club Manager upon acceptance to the team the next year or rebate will be forfeited.

PLAYER APPEARANCE

The Black Hills Rapids is a professional organization and players are expected to dress in an appropriate manner. The following guidelines shall be followed by all Pre-Select and Select teams:

Arrival to Field and Warm Up

- Training T-Shirt
- Select Players – BH Rapids warm up jacket and pants (unless temperatures are over 75 degrees then no warm up jacket or pants)
- Pre-Select Players – May wear a non-branded warm up.
- Correct color short and socks (see below)

Home Team

- Burgundy Jersey
- Burgundy Short
- Burgundy Socks

Visiting Team

- White Jersey
- Burgundy Short
- White Socks

After Game and Spectating

- Training T-Shirt
- Warm up jacket and pants (unless temperatures are over 75 degrees then no warm up jacket)
- Training

- All players are required to wear the club training t-shirt to practice. In addition coaches may determine color of short and socks to be worn at practice.

UNIFORMS

The Black Hills Rapids Soccer Club has a signed, exclusive, agreement with Adidas. Player uniforms, training gear, coach's gear, and equipment must be Adidas. All uniforms will be ordered through Soccer.com.

Pre-Select Program

The uniform cost for the Pre-Select Division is separate from club fees and the responsibility of the player to have prior to the first game. Uniforms have a two year cycle. Numbers will be assigned by the Black Hills Rapids.

Required Uniform Kit

- 1 Burgundy Jersey
- 1 White Jersey
- 2 Burgundy Shorts
- 2 Socks
- 2 Training t-shirts

Optional but recommended

- Adidas Warm-Up
- Adidas Back-Pack

Goalkeepers Gear

Players that express interest in playing Goalkeeper are encouraged to purchase the following gear:

- Goalkeepers gloves
- Goalkeepers jersey

Each team at the Pre-Select level will be provided with one set of goalkeeper gear to be shared among players. Goalkeepers will wear the approved jersey for all competitive games. The team will be responsible for replacing any lost gear.

Select Program

The uniform cost for the Select Division is separate from club fees and the responsibility of the player to have prior to the first game. Uniforms have a two year cycle. Numbers will be assigned by the Black Hills Rapids.

Required Uniform Kit

- 1 Burgundy jersey
- 1 White jersey
- 2 Burgundy shorts
- 2 Socks
- 2 Training jerseys
- Adidas Warm Jacket and Pant
- Adidas Back-Pack

Goalkeepers

Goalkeepers at the Select Division are required to purchase a Goalkeepers Jersey, which is to be worn during games. Goalkeepers must wear the approved jersey during competition.

Numbering System

The Black Hills Rapids will assign player numbers. Special number requests will not be accepted. The numbering system has been established to reduce the need for guest jerseys when playing either up or down an age division.

The following system will be utilized:

Age Group Year which is based on the soccer year starting January 1.

- Odd Year – Odd team numbers
- Even Year – Even team numbers

Cold Weather Gear

It is recommended that players purchase cold weather gear. This gear must appropriately match the uniform. Either white or black but the entire team must have the same color.

TOURNAMENT BUY-OUT POLICY

There may be a time when a member decides to leave the Club but has signed a year-long commitment to the team. We understand that having to pay ongoing tournament fees may not be desirable. The Club therefore offers a buy-out as an alternate to paying expenses. At the time the letter of intent to quit the Club is received, and if requested by the account holder, the player account will be charged a flat fee per each remaining tournament as per the agreement at the beginning of the season. Pre-Select players will be charged \$35, and Select players will be charged \$50 per remaining tournament. Once the player account is settled, this will be considered a fulfillment of the committed obligations to the team and the player account will be closed.