

**LAKEVILLE SOCCER CLUB**

**TRAVELING TEAM**

**GUIDELINES**

**&**

**HANDBOOK**

## **INDEX**

- 1. Weather Issues**
- 2. Emergency Medical Forms**
- 3. Birth Certificates**
- 4. Adult Informed Consent Forms**
- 5. Player Passes**
- 6. MYSA Official Roster & Game Reports**
- 7. Rescheduling of Home Games**
- 8. Referee issues**
- 9. Communications**

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# **WEATHER ISSUES**

**Check Home Page of Website  
Updates on Fields will be Posted ASAP**

**Call Park & Rec Hotline After 3:00 pm  
985 4690**

**1. If fields are ‘open’ as determined by Lakeville Park & Rec department, than assume that all games are to be played. It is up to the coaches, club, or city to determine whether adverse conditions merit the postponement of the game. Once the game begins the referee takes control of the game and decides if there should be any delays in play or postponement. Of course, lightning is one of the major factors to take into consideration.**

**2. If you have an away game keep in contact with the coach or manager from the opposing team. You must attend the game if they tell you it is still scheduled.**

**3. MYSA levies significant dollar fines to a team that does not show up for a scheduled game.**

## **EMERGENCY MEDICAL FORMS**

- 1. Each team must have a completed ‘emergency medical form’ filled out for each player. This form should be brought to all practices and games.**
- 2. It is not necessary for the LSC to have a copy of the ‘emergency medical form’.**
- 3. Be aware that some out of state tournaments are requiring that this form be notarized. Inquire with tournament officials to find out if this requirement is in effect.**

## **BIRTH CERTIFICATES**

- 1. It is a MYSA requirement that LSC has on file a copy of every traveling player's birth certificate.**
- 2. NO PLAYER PASS will be distributed prior to the start of the season unless this requirement is met.**
- 3. Only premier teams or teams traveling to out of state tournaments need to bring copies of birth certificates with them.**
- 4. At the end of the season the copy of birth certificate should either be returned to the parent or destroyed.**

## **ADULT INFORMED CONSENT FORMS**

- 1. It is a MYSA requirement that every adult (defined as anyone over 18 years of age who is in a position of influence over the players) fill out an ‘informed consent form’ and have it notarized. This is a yearly requirement and the form must be on file with the club registrar.**
- 2. No adult pass will be distributed unless this requirement is met.**
- 3. A team policy based on common sense should always be followed – no one adult should ever be alone with one player. As players are picked up from practice or games and a situation arises that you are the only adult left waiting for the last player to be picked up, make sure another adult stays with you or send that last player home with the parent.**

## **PLAYER PASSES**

- 1. Each season there is a pass issued for each player and a pass issued for coaches and team manager.**
- 2. Each pass will be received from the club registrar. The pass must be signed and a small picture affixed to the pass. \*\*\*Pass should be signed exactly as the name appears on the front of the pass\*\*\* An improperly filled out pass could result in a player not being allowed to play in a game or a tournament.**
- 3. All passes must be laminated. Kinko's is a good place to get this done. These passes should than be kept on a key ring.**
- 4. One adult should be assigned (not the coach!!!!) to get the passes back from the referee after each game.**
- 5. MYSA POLICY: NO PASS, NO PLAY**
- 6. There should be three adults with passes for each team. It is a MYSA requirement that at least one adult with a pass be on the sideline during all games.**

# **MYSA OFFICIAL ROSTER & GAME REPORTS**

- 1. The policy for MYSA Official Rosters has changed. MYSA tournaments no longer require an ‘official roster’ for check in. For district tournament, state tournament, State Cup, and Schwan’s USA you will need a copy of your official MYSA Roster. These rosters are available from Travel Program Manager after June 13th.**
- 2. Any team traveling to an out of state tournament will need an ‘official MYSA Roster. This roster will be mailed with your travel papers prior to your out state tournament.**
- 3. A ‘game report form’ will be required for each game that you play. When you receive the initial blank game report (at the pre season mandatory coaches meeting), you need to complete the team roster section as indicated. You than should make numerous copies of the game report.**
- 4. Prior to each game, the top portion of the game report should be filled out. This report should be placed in a stamped envelope with the address label of your age group coordinator (these labels are received at the mandatory coaches meeting) and given to the referee prior to each game.**



## **RESCHEDULING OF GAMES**

- 1. When you first receive your game schedule (at the mandatory coaches meeting), you will have a period of time to reschedule any game that you know will be difficult – concerts, plays, etc. You will be informed of how long you have to do this rescheduling at the coaches meeting.**
- 2. Once the season begins, every reasonable attempt to play a scheduled game should be made. Because of a scarcity of overscheduled referees, it is very difficult to reschedule games.**
- 3. Should it become necessary to reschedule a home game, you should first put together a list of several dates and times with the opposing coach. Make sure that you let the opposing coach (or manager) know that if once you reschedule a game using the agreed upon list of dates and times, that game becomes official. You should then contact the referee coordinator who is the sole authority in rescheduling all home games. The current referee coordinator can be contacted through the LSC website.**

# **REFEREE ISSUES**

- 1. The referee coordinator will email a link to access the system so you can check your game details and referee assignments.**
- 2. This schedule should be checked by each team to assure that it conforms with the game schedule as you know it.**
- 3. You can receive from the referee coordinator an alpha and phone list of each Lakeville referee. Several days before each of your home games you should contact the referees that are scheduled to officiate your game and verify that they are going to be there.**
- 4. Please understand that it is the responsibility of each referee to find a replacement if they cannot make a game. It is not your responsibility, nor is it the responsibility of the referee coordinator.**

# COMMUNICATIONS

1. The majority of communications are broadcast via email
2. The newly designed LSC website is a vital source of information

[www.lakevillesoccer.org](http://www.lakevillesoccer.org)

3. MYSA information can be accessed on their web site

[www.mnyouthsoccer.org](http://www.mnyouthsoccer.org)

This website can be accessed via the LSC website through 'links'.

4. You may contact the Club Administrator if you have any questions

**Bruce Reinhart**  
[\*clubadmin@lakevillesoccer.org\*](mailto:clubadmin@lakevillesoccer.org)

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5. You may contact the Traveling Program Manger if you have any questions

**Shawn Kugler**  
[\*Travelmanager@lakevillesoccer.org\*](mailto:Travelmanager@lakevillesoccer.org)

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