

# LSA POLICY MANUAL

## *Policy 201-1*

## *100% Registration Rule*

Article VI of the Louisiana Soccer Association Constitution requires “All clubs affiliated with this Association must register every soccer player and every soccer team that is sponsored, financed, coached or administered by the club.” This is commonly known as the “100% Rule.” United States Soccer Federation (USSF) also has a 100% rule. Article III LSA constitution provides that in case of a conflict between the rules of LSA and USSF, The rules of USSF shall control. Recent interpretations by USSF allow the 100% rule to be achieved by a club registering all its players and coaches with one or more USSF affiliates, not just a state association. This endangers the fisc of the corporation and allows other associations to offer affiliation without providing local benefits and services provided by LSA. In order to protect its membership and the assets of its membership, the following policy is adopted:

1. Only clubs that register 100% of their soccer players and teams with LSA will be afforded full rights and coverages of the association.
2. Clubs who split registration between USSF affiliates will be provided with restricted liability coverage.
  - a. Example – A club registers only certain ages or teams with LSA and provides proof that it is 100% registered with USSF affiliates. LSA will furnish restricted Insurance Certificates to the club and the third parties who own the fields used by the club. The certificates will be restricted to a list of named teams, which will be attached to the certificate and furnished directly to the third party.
3. Clubs who split registration between USSF affiliates will not be afforded complete coverage or services by the Staff of LSA, in particular the Director of Coaching.
  - a. Example – A club registers only it's U14 and above players with LSA, registers its U6 – U13 Players with another affiliate and provides proof that it is 100% registered with USSF affiliates. LSA staff will not provide or sell coaching materials germane to U13 or below.
4. Players or coaches not registered with LSA shall only be provided services if those services are available to non-members, and then at the fees set for non-members, if applicable.
  - a. Example – A club registers only it's U14 and above players with LSA, registers its U6 – U13 Players with another affiliate and provides proof that it is 100% registered with USSF affiliates. LSA's Director of Coaching will not provide coaching clinics or license courses germane to U13 or below, unless those courses are offered to non-members and then only at the fees for non-members, which will be higher than the fees set for members.

Rationale – the erosion of the 100% rule at the national level threatens the financial well being of LSA and other state associations. LSA owes a duty to its loyal members to protect its fisc and the assets of the association. Over the years, LSA has sought to provide its member clubs with more and better services such as broader insurance coverage, employment of a Director of Coaching and providing a local (State) office to service its members. Local clubs who seek to split their

membership with USSF, either to save money or other reasons, are not entitled to the same level of services as clubs 100% registered with LSA.,.,.,.,.

***POLICY 202-1 CONFLICTS OF INTEREST***

The officers, employees and representatives of the Louisiana Soccer Association are expected to avoid conflicts of interest and the appearance of impropriety. On an annual basis, each officer, employee or appointed representative shall file with the Secretary of LSA a signed copy of the following Conflicts of Interest Policy.

***LOUISIANA SOCCER ASSOCIATION  
CONFLICTS OF INTEREST STATEMENT***

For Officers, Directors, Staff Members, and certain Consultants:

No member of the Board of Directors shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the Louisiana Soccer Association.

Each individual shall disclose to the organization any personal interest which he or she may have in any matter pending before the organization and shall refrain from participation in any decision on such matter. The Secretary shall record in the minutes of the Board Meeting the potential conflict of interest, and the use of the procedures and criteria of this policy.

Any member of the Board or Staff who is an officer, board member, a committee member, or staff member of a client organization or vendor of the Louisiana Soccer Association shall identify his or her affiliation with such agency or agencies; further, in connection with any committee or board action specifically directed to that agency, s/he shall not participate in the decision affecting that agency and the decision must be made and/or ratified by the full board.

Any member of the Board, Staff, and certain Consultants shall refrain from obtaining any list of clients for personal or private solicitation purposes at any time during the term of their affiliation.

At this time, I am a board member, committee member, or an employee of the following organizations:

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Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:

- 1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with the Louisiana Soccer Association which has resulted or could result in personal benefit to me.

- 2) A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the Louisiana Soccer Association.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with the Louisiana Soccer Association.

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

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

Printed: \_\_\_\_\_

**(Copy of this form to be filled out can be downloaded from Website)**

### ***Policy 202-2 Employee Protection (Whistleblower) Policy***

If any employee reasonably believes that some policy, practice, or activity of The Louisiana Soccer Association ("LSA") is in violation of law, a written complaint must be filed by that employee with the Board President or Vice President - Youth.

It is the intent of LSA to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of LSA and provides the LSA with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

LSA will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of LSA, or of another individual or entity with whom LSA has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

LSA will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of LSA that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## **Policy 203- Bank Accounts**

All LSA Bank accounts in the LSA's Name will have the following signatures, The LSA President, the LSA Vice President of Youth, and the Treasurer. The Petty Cash Account will have those signatures along with the LSA Administrator.

## **Policy 206- Fees**

### **Policy 206-1 Youth Fees**

#### **REGISTRATION**

<i>Youth League Affiliation Fee</i>	<i>\$25.00</i>
<i>Player Registration Fee (Fall/Spring Current Year)</i>	<i>\$15.00</i>
<i>Player Registration Fee (Summer of Current year, After State Cups)</i>	<i>\$8.00</i>
<i>Player transfer fee</i>	<i>\$15.00</i>
<i>International Player Clearance</i>	<i>No LSA fee</i>
<i>Interstate player release</i>	<i>\$5.00</i>
<i>Guest Player</i>	<i>No LSA fee</i>

#### **TEAM ENTRY FEES**

<i>Premier League fee</i>	<i>\$50.00</i>
<i>USYS LSA Premier State Cup entry fee</i>	<i>\$500.00</i>
<i>LA Division 1 State Cup entry fee</i>	<i>\$450.00</i>

#### **APPLICATION TO HOST U.S. TEAMS IN TOURNAMENT/GAMES**

##### *LSA FEES:*

<i>Application to Host Tournament</i>	
<i>180-90 days prior to event</i>	<i>No fee</i>
<i>89-60 days prior to event</i>	<i>\$25.00</i>
<i>30-59 days prior</i>	<i>\$50.00</i>
<i>less than 30 days prior</i>	<i>\$100.00</i>

<i>Application to Host Friendly Games</i>	
<i>14 days prior to event</i>	<i>No fee</i>
<i>2-13 days prior to event (per day)</i>	<i>TBD</i>

*(No applications will be approved the day before the event.)*

#### **APPLICATION TO HOST FOREIGN TEAMS**

<i>LSA Foreign team application fee</i>	<i>\$25.00</i>
<i>Hosting Foreign team(s) in a tournament</i>	
<i>USYS application fee</i>	
<i>less the 150, more than 90 days prior</i>	<i>\$25.00</i>
<i>less than 90, more than 60 days prior</i>	<i>\$50.00</i>
<i>less than 60, more than 30 days prior</i>	<i>\$75.00</i>

<i>less than 30 days prior to event</i>	<i>\$100.00</i>
<i>USSF application fee:</i>	
<i>60 or more days in advance</i>	<i>\$50.00</i>
<i>less than 60 days in advance</i>	<i>\$100.00</i>

*Hosting Foreign team(s) in Friendly Games*

<i>USYS application fee:</i>	
<i>less than 60, more than 30 days prior</i>	<i>\$25.00</i>
<i>less than 30 days prior</i>	<i>\$50.00</i>
<i>USSF application fee:</i>	
<i>60 or more days in advance</i>	<i>\$50.00</i>
<i>less than 60 days in advance</i>	<i>\$100.00</i>

*(The above plus applicable LSA fees)*

**YOUTH TRAVEL TO TOURNAMENT/GAMES**

*Notice of Travel – within the U.S. –* *No LSA fee*  
 Notice of Travel must be received in the LSA office prior to the first day of travel

- **(See Policy 308 TRAVEL PROCEDURES)**

*Application for Foreign Travel*

*LSA – fees as stated above (\*) apply*  
*USSF*

<i>90 days prior to travel</i>	<i>\$25.00</i>
<i>90-60 days prior</i>	<i>\$50.00</i>
<i>60-30 days prior</i>	<i>\$75.00</i>
<i>less than 30 days</i>	<i>\$125.00</i>

**Policy 206-2 ADULT FEES**

**REGISTRATION**

<i>ADULT LEAGUE AFFILIATION FEE</i>	<i>\$25.00</i>
<i>1<sup>st</sup> Team LSA PLAYER FEE</i>	<i>\$32.00</i>
<i>2<sup>nd</sup> Team LSA PLAYER FEE</i>	<i>\$15.00</i>
<i>PLAYER TRANSFER FEE</i>	<i>\$3.50</i>
<i>INTERNATIONAL PLAYER CLEARANCE</i>	<i>AS REQUIRED</i>
<i>TRAVEL PERMIT FEE</i>	<i>\$5.00</i>
<i>TEAM ENTRY FEES</i>	<i>TBD</i>
<i>STATE TOURNAMENT</i>	<i>TBD</i>
<i>NATIONAL CUP FEES</i>	<i>AS REQUIRED</i>

**APPLICATIONS TO HOST N. AMERICAN TEAMS**

*Applications to Host Tournament*

<i>120-90 days prior to event</i>	<i>No fee</i>
<i>89-30 days prior to event</i>	<i>\$25.00</i>
<i>less than 30 days prior</i>	<i>\$50.00</i>

**APPLICATIONS TO HOST FOREIGN TEAMS**

*Hosting foreign teams in a tournament/games*

*LSA Fees* *\$100.00*

*USASA foreign team tournament fees*

*180 days or more in advance* *No fee*

*90-150 days prior* *\$25.00*

*60-89 days prior* *\$50.00*

*30-59 days prior* *\$75.00*

*29 days or less in advance* *\$100.00*

*USASA foreign team game fees*

*120-60 days prior* *No fee*

*30-59 days prior* *\$25.00*

*29 days or less* *\$50.00*

**Policy 206-3                      REFEREE FEES**

**GAME FEES**

The below structure is effective beginning with State Cups – Spring 2008

Age Group	Duration	LSA State Tournament Rate Premier & Div 1 Games & Louisiana Premier League Rate			
		CR	AR	4th	Stand by
U11	60 minutes	30	20	20	10
U12	60 minutes	30	20	20	10
U13	70 minutes	35	20	20	12
U14	70 minutes	35	20	20	12
U15	80 minutes	40	25	25	15
U16	80 minutes	40	25	25	15
U17	90 minutes	45	30	30	20
U18	90 minutes	45	30	30	20
U19	90 minutes	45	30	30	20
Shoot Outs*		30	20	20	

\* Only for Shootouts that occur outside of a game situation (Such as for team advancement in Tournament) where additional referees are needed to be called in to conduct the shootout.

Bonus Pay (State Cup Only)

Grade 7 Referee                      \$ 3.00 per Game

Grade 5 & 6 Referee                \$ 5.00 per Game

## **ASSIGNMENT FEES**

\$4 per game

## ***Policy 208***

## ***EXPENSE REIMBURSEMENT***

### **A. EXPENSE REIMBURSEMENT POLICIES**

Reimbursement of expenses incurred in the scope of LSA business can be made following the procedures below and with prior approval.

1. All eligible expenses for officers are accepted as legitimate; however, if charging the travel/expenses to a program not under your authority, approval must be received from the officer in charge of that program. Consult the Treasurer or the approved budget.
2. All eligible expenses of a committee person, State Select Team coaches, or persons other than officers must have advance approval from the LSA Officer in charge of the program being charged and reimbursement forms must be signed by that officer. Each LSA Officer is responsible for the expenses being charged to the programs they handle.
3. Director of Coaching and State Coaching Staff must have advance approval from the Vice President-Youth or the LSA President. Expense reimbursement forms must be signed by the officer giving advanced approval.
4. The LSA Office Administrator must have advance approval from the Treasurer or the LSA President. Expense reimbursement forms must be signed by the officer giving advance approval.
5. All expense reimbursement forms must be approved by the appropriate program person and then submitted to the LSA Office. Reimbursement will then be made within thirty (30) days. Expenses submitted to the LSA Office ninety (90) days after they are incurred will not be paid. EXPENSE REIMBURSEMENT FORMS ARE NOT TO BE MAILED DIRECTLY TO THE TREASURER.
6. BE CONSERVATIVE! Do not send more people than necessary or authorize unnecessary items. Expenses shall be actual, reasonable, and proper that are necessary in the conduct of approved LSA business.
7. LSA does not pay for alcoholic beverages! LSA does not reimburse for personal expenses, such as traffic citations, cost of clothing, personal medical expenses, valet, entertainment, loss of personal property, personal grooming, or other personal expenses.
8. Be specific when coding expense account forms. If you are requesting reimbursement for more than one type of coding (i.e. boys State Select Team, girls State Select Team, youth tournament, etc.) it might be best to use a separate expense form for each program.

### **D. ELIGIBLE EXPENSES**

1. TRAVEL: Price per mile to be set using IRS guidelines for non-profit organizations for travel over 35 miles to be adjusted annually beginning each LSA fiscal year. Group travel by persons living in the same area should be considered whenever possible. The amount reimbursed for travel by private automobile will not exceed the amount of reasonable air transportation. Air travel value will be based on 21 days prior to travel using the lowest air fares and from the major airport closest to your home. If it is necessary to fly from a different city due to the availability of flights, LSA will pay mileage to and from the airport. Parking will be paid only if necessary. Officers flying from the city of their residence will not be reimbursed for mileage to and from the airport. AIR TRAVEL MUST BE BOOKED TWENTY-ONE (21) DAYS OR MORE IN ADVANCE AND NO ONE-WAY TICKETS TO DESTINATION OR ONE-WAY TICKET RETURNING FROM DESTINATION ARE PERMITTED. One-way tickets might be purchased if party has another way home at no expense to LSA. LSA will not reimburse for changes made after ticket is booked or purchased except in extreme emergencies. If transportation is provided, no mileage will be reimbursed.

2. LODGING: For actual expenses. Find lodging that is reasonable. Receipts are required. No expenses paid for Pay-TV channels, movies, or games. Internet access charges will not be allowed unless pre-approved. No expenses paid on items from a personal bar in the hotel room but this could be counted in meal allowance expense except for alcohol. Tips will be paid at reasonable costs, maximum of \$4.00 check-in and \$4.00 check-out.

3. MEALS: When overnight travel is required, reimbursement for meals will be limited to actual expenses up to \$40.00 per day maximum- receipts for all meals are required. If the event attended has certain meals included such as luncheons, banquets, etc. attendance is expected at these events, thus cutting down on the cost of meals. Certain events may have different limitations. NO MEALS WILL BE REIMBURSED FOR ONE-DAY TRAVEL. LSA DOES NOT PAY FOR THE MEALS OF GUESTS. Tips will be counted in the per day allowance.

4. REGISTRATION FEES: LSA will pay all required registration fees for officers attending approved functions. Late fees will not be paid unless the error in submitting such items in a timely manner lies with LSA or if the late fees are approved by the Executive Committee and/or the Program Committee. LSA does not pay registration fee for family or guests.

5. TELEPHONE CALLS: Telephone expenses of officers and/or authorized committee persons will be paid at actual costs. Avoid credit card calls, third party calls or mobile car telephones as they are at higher rates. LSA does not pay for air time on mobile telephones. Submit an expense reimbursement form with a copy of your telephone bill with the LSA calls highlighted and a copy of the long distance log sheet. When overnight travel is involved, \$5.00 per day for telephone calls is allowed.

Exceptions to any of the above can be made by the appropriate officer if necessary. Exceptions should be documented. Certain events may supersede reimbursement amounts and expenses.

## ***Policy 208-1***

## ***EXPENSE REIMBURSEMENT - MILEAGE***

## TRAVEL

*Travel over 35 miles one-way      Current Year                      \$0.50/mile*

### ***Policy 208-2                      Olympic Development Program Finances***

- A. The Olympic Development Program (ODP) is operated as a self funded entity within the organization with \$5,000.00 per fiscal year from the general operating funds of the organization, which amount is dedicated to program scholarships on a need basis.
- B. Fees to participate in the program shall be set by the ODP Committee annually in an amount to cover all program expenses. The ODP Committee shall prepare an annual budget for the upcoming fiscal year prior to June 1<sup>st</sup>. The budget is subject to approval by the LSA Executive Board and shall become an overall part of the LSA Budget presented to the membership.
- C. Any excess funds generated from year to year by ODP fees shall remain within the program. The ODP Committee may budget these funds first to erase past years' deficits, if any, and then for special projects or other non-recurring expenses. In order to have an amount certain, the amount budgeted shall be the excess funds from the previously completed fiscal year. (Example: the amount used to prepare the 2007-2008 budget shall be the ODP account balance at the close of 2005-2006 fiscal year.)

### ***Policy 208-3                      Referee Program Finances***

- A. The Referee Program is operated as a self funded entity within the organization.
- B. Income is generated by state fees from referee registrations. The Referee Committee shall prepare an annual budget for the upcoming fiscal year prior to June 1<sup>st</sup>. The budget is subject to review and approval by the LSA Executive Board for conformance with US Soccer policy and sound fiscal practices. It shall become an overall part of the LSA Budget presented to the membership.
- C. Any excess funds generated from year to year by referee registration shall remain within the program and carried forward to the following year's budget. The Referee Committee may budget these funds first to erase past year's deficits, if any, and then for special projects or other non-recurring expenses. In order to have an amount certain, the amount budgeted shall be the excess funds from the previously completed fiscal year. (Example: the amount used to prepare the 2007-2008 budget shall be the Referee account balance at the close of 2005-2006 fiscal year.)

## ***Policy 211-1    Hosting International Games***

The USSF has very specific rules and regulations governing foreign team play and should we fail to properly follow their procedures to host international games we could lose our affiliation, be fined, etc. Notification of the request to host an international team must be submitted ***one hundred eighty (180)*** days prior to the event and there is a \$100 hosting fee for adult teams and a \$25 hosting fee for youth teams ***payable to LSA*** by the league or team wanting to host. Referees are also chosen by the Chairman, LSA State Referee Committee, not by the local leagues. In some cases, the strict FIFA LAWS OF THE GAME rules will apply such as substitution. **DO NOT HOST A FOREIGN TEAM WITHOUT RECEIVING THE PROPER APPROVAL.**

## ***Policy 213.        Procedures to Conduct a Hearing or Appeal, Disciplinary Action Committees / Hearings / Protest / Appeal Committees:***

D & A Committees hearing matters involving a referee cannot have a majority membership of current registered referees.