



**ALITHSA  
ARSENAL**

PARENT HANDBOOK  
2007-2008

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## ALITHSA Travel Soccer Parent Handbook

Voice Mail (checked daily) 847-622-4345

### **General questions or information - [info@alithsa.org](mailto:info@alithsa.org)**

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### **Travel Contacts**

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Director of Coaching  
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### **Questions or Concerns**

If a complaint pertains to a team and/or coach, it is recommended you first try and talk to the coach to reach a mutual solution. Never try to talk to a coach on game day, make arrangements to meet before or after practice. If that doesn't resolve the situation, then you may contact the Director of Coaching. If you are still not satisfied, contact the Travel Director. Issues that cannot be resolved in that fashion can be directed to the Club President. All emails can be found at [www.alithsa.org/contact.html](http://www.alithsa.org/contact.html). Team Manager can also assist contacting the club.

**All parents and athletes are welcome to the monthly board meetings. Board meetings are the second Tuesday of every month at 7:30. Look for notices on ALITHSA web site.**

### **EMAIL**

In place of a newsletter ALITHSA will periodically send out information via the ALITHSA email database. The information may include practice or tournament information, travel information, results from tournaments, fundraising information, a letter from the Director and any information pertinent to the program. If you are unable to use e-mail to obtain information, please let your team manager know so they can make other arrangement to send this information.

# ALITHSA Travel Soccer Parent Handbook

## Welcome to ALITHSA

ALITHSA, the Algonquin / Lake in the Hills Soccer Association currently have over 1,000 members ranging in age from 4 through 17. Our primary goal is to promote soccer and good sportsmanship throughout the Fox Valley area. ALITHSA is a non-profit organization and depends entirely upon its volunteers to operate the organization.

The ALITHSA Arsenal Travel Program has committed soccer players from Algonquin, Carpentersville, Dundee, and Lake in the Hills, Huntley, Crystal Lake and McHenry. Our teams compete in the NISL and IWSL leagues at the Platinum, Gold, Silver & Bronze levels.

ALITHSA Arsenal Travel provides a more competitive soccer experience for the committed youth of our community. Our primary objective is to develop individual soccer skills for the U8-U18 player as they learn to successfully work together as part of a team. We also hope to instill a passion for the game in the players as well as the parents, coaches and community.

Due to the competitive nature of the Travel Program, tryouts are required.

ALITHSA Arsenal Travel is run by volunteers who serve as managers and coordinators. Our core group of professional coaching staff will ensure impartiality and deliver quality training to meet the developmental needs of our players. ALITHSA's professional coaching staff boasts an impressive resume. ALITHSA Arsenal professional coaches are: USSF/NSCAA Nationally licensed; Head Coaches at Chicago land Universities and JUCO schools; ODP (Olympic Development Program) staff members; and also a strong playing background at the Collegiate and Professional level.

## Club Structure

### ALITHSA Board of Directors

The Board of Directors consists of the officers and all appointed chairpersons. Their primary responsibility is to direct and maintain the operation of ALITHSA. The Elected Board of Directors is selected during our annual Board meeting in May.

Board meetings are held on the second Tuesday of each month, 7:30 pm, at the old Algonquin Village Hall located at the corner of Rt 62 and Rt 31. All are welcome.

### Travel Program Director

The Travel Program Director will function as ALITHSA's administrator to the individual travel league(s). The Travel Program Director is responsible for two-way flow of communication between the Board and the coaches. The duties of the Travel Program Director include: securing qualified team managers/coaches, as defined by the individual travel leagues, facilitating teams' financial transactions with the Treasurer, coordinating the annual travel team tryouts, identifying qualified trainers for travel teams to utilize, distribution of equipment to coaches and ensuring that the game and practice fields are safe and ready for play per IYSA guidelines. Additionally, he is the primary source of information for the coaches and is the first level for resolution of any disputes.

### Director of Coaching

The Director of Coaching (DOC) is responsible for establishing developmental guidelines and training priorities for each age level. The DOC also designs and administers the Travel program tryouts. He has carefully chosen the trainers and the coaching staff for each team based on the skill level and needs of the team.

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### **Travel Tryouts**

ALITHSA Travel conducts tryouts annually in early June. At tryouts, independent and certified evaluators along with our Director of Coaching will rate players on a variety of criteria including ball skills, passing, defensive abilities (on & off ball abilities), finishing, speed, agility & stamina. The final decision on team composition is made by the Director of Coaching and the independent evaluators. They will use the tryout ratings as well as the coaches input to fill positions. The goal is to provide each team with the number of players required on the field plus four or five additional players.

- On occasion, a player may be asked to play up one age level. This is done only when a roster cannot be completely filled with comparably rated age appropriate players, and with the parent's permission. Parents may NOT request their child play up a level; it is the Director of Coaching's decision.
- Previous placement in the Travel program does not guarantee future placement. Your child will be graded against all players trying out, both new to the program and returning.
- Acceptance on a team is 1-year commitment to ALITHSA. A player may leave the team, but the player/parent must be aware that they can not join another travel team without written permission from ALITHSA, and the one year fees are paid in full.
- Participating in the Travel Tryouts is NOT a guarantee of acceptance into the Travel program. Your child will be evaluated by independent coaches and trainers, and then assigned to a team according to ability. Siblings will be placed on the same team only if they qualify for the same team. If your child is not playing at a travel level, he will still be eligible to play in our Recreational Program.
- Team assignments will be made by the Director of Coaching and the independent tryout evaluators to assure impartiality.
- All decisions and team assignments are final, and may not be appealed by the coordinators, coaches or parents.
- Players are notified with-in 72 hours as to whether they have been placed on a team. Players are asked to commit to playing for a full year, which includes the fall and spring seasons. Commitment must occur within 48 hours of receiving a phone call by registering and paying with our online registration system.

### **Completing registration**

A Team manager will be contacting you about meeting with them to complete the necessary forms for registration. All aspects of the program, including financial commitments will be discussed at this meeting. During this meeting, each athlete must register and turn in all necessary paperwork including a copy of the athlete's birth certificates. Be prepared to include a payment for the athlete's uniform and initial dues installment. (Details of the meeting will be distributed at the conclusion of the final tryout.)

The following must be completed and turned in at registration during the informational meeting:

- **Medical Waiver Form** It is mandatory for the parent(s) or guardian to read and sign this form before any athlete can practice or play in a game. Form is located at [www.alithsa.org/waiver.html](http://www.alithsa.org/waiver.html)
- **Copy of a Birth Certificate** – only for new players
- **Digital Picture** – picture will be taken at meeting or e-mail digital picture for players pass.

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- **ALITHSA Arsenal Parent/Player Contract Agreement** - This contract agreement clearly states the Conditions of Participation, Membership Dues, and other fee agreements. Parent and player will sign this contract.
- **ALITHSA Soccer Code of Conduct**-This agreement describes in detail the expectations of the athlete while representing Sky High Volleyball in practice and competition. The parent and player must sign.
- **Uniform order form** -This form is for ordering uniforms, equipment and optional accessories. A check for all items ordered must accompany this form. Samples are available at the meeting.

### **Fees**

- Travel fees consist of Club fees, league fees and training.
- Club fees cover such things as administrative costs (accountant/audits, meeting room rental - board meetings, referee training, coach meetings etc.), equipment purchases, upkeep and use of fields, IYSA membership, salaries for assistant referees and the Director of Coaching as well as field striping.
- League fees are set by each league and are paid directly to either the NISL or IWSL. These fees can vary on a per player basis based on league, age group and roster size. To simplify payment, the Club charges a set league fee. If additional monies are collected due to these variables, it will be rebated back to the player's family each season.
- The majority of travel fees though go to the use of licensed trainers for each team. The ALITHSA Arsenal is committed to seeing each of its players reach their potential as individual soccer players as well as successful participants in a team. Trainers will conduct two practices a week and be present at all games.
- Tournament fees are for the NISL seeding tournament and one tournament a year.
- 1<sup>st</sup> payment is made in June, 48 hours after accepting a position on the team. Second payment is made Sept 1<sup>st</sup>. Checks can be mailed directly to PO Box 365, Algonquin rd. 60102 or by credit card. Any Payments 2 weeks late will result in a suspension of the player until fees are paid. Should there be any reason you are unable to pay the balance, call the Director of Travel and arrangements for payments could be arranged.
- Sponsorship and Fundraisers could off set the players expense. At the end of June, should the teams account have a balance, a rebate will be sent back to the travel families. They can apply the rebate to the next season's payment or receive a check.

### **Leagues**

NISL - Northern Illinois Soccer League consists of our mixed and boys teams. [www.northernillinoisoccerleague.com](http://www.northernillinoisoccerleague.com).

IWSL- Illinois Women Soccer League consists of our girls teams. [www.iwsl.com](http://www.iwsl.com)  
Scores and league info are available on the web site.

### **Tournaments and Practices**

Practices for the fall season will start in August. Monthly practice schedules will be announced by team managers or posted on the website. Various age groups have different time and location commitments for practice. The practice schedule is usually consistent and dependent upon coach's schedules, availability of fields and player schedules. Schedules are subject to change. The team practices will consist of the four key elements of soccer: Technical, Tactical, Physical, and Psychological training. ALITHSA's training philosophy is measured through total player development, and not solely on game results.

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NISL (Northern Illinois Soccer League) conducts a Seeding Tournament the first two weeks in August every year. The two day soccer tournament results will help determine where the teams will be seeded for the current season. It is not a mandatory tournament but is highly recommended, therefore ALITHSA does participate.

Other tournaments are recommended for the year by the DOC and will be announced by the team manager.

### **Home and Away Games**

Home game will always be at your team's home field. Team Managers will announce at beginning of each season. Players will need to report to their home field no later than 30 minutes prior to start of game. Most Away games are anywhere from 5 minutes to 45 minutes away in the Northern Suburbs with the exception of tournaments. All players are required to be at the home or the away field no later than 30 minutes prior to game start unless otherwise stated by the coach.

### **Players**

Travel soccer requires a significant commitment from August to mid-November and March to mid-June. In addition, Travel teams usually play one indoor soccer session in the winter. Players should not enter a Travel soccer program without the expectation of attending at least 75% of practices and 90% of games. Travel soccer does not usually interfere with after school activities. Most leagues play games on Sunday afternoons. Our Club supports the US Youth Soccer Association's caution against the over-scheduling of youth athletes. **Players are asked to commit to playing for a full year, which includes the fall and spring seasons. Players receive a player pass which the club will hold for 1 year.** The team manager or coach will present the cards to the referee at start of each game. A player will not be able to play with out card and may only play for ALITHSA during this period of time.

- Players are not allowed to play for a recreation team whether it is within ALITHSA or any other club. Violation of this rule will result in the suspension of the player.
- Player will not play, try-out, practice with other travel club without written consent from ALITHSA Travel Director and Team Coach.
- Release requests are to be in writing to the Travel Director. All fees for the year need to be paid in full prior to releases approval. Releasing player from the club doesn't guarantee that the League will release the player for another club.
- Expectation of player -commitment, good sportsmanship, attendance, and knowledge of the rules.

### **Playing Time**

Positions and playing time is determined by the team's coach. Due to the competitive nature of the Travel Program, equal playing time is not a requirement. Your child will play in every game, but his total playing time will be based on ability and growth in the program. Coaches will attempt to give all players adequate playing time as the team "strives to win." Parents and athletes need to understand these decisions are very difficult for the coaches. Should you have questions as to your child's role on the team, or the amount of playing time they are receiving, speak to your child's coach at the appropriate time. Make arrangements with the coach before or after practice. Please never approach a coach on game day. Parents, players and coaches need to remember we are all working together towards common goals and should therefore act accordingly

### **Uniforms and Equipment**

Each player must be wearing a full uniform in order to play. This includes a matching Jersey, black shorts, shin guards, socks, and soccer cleats. Uniform order includes, white jersey, red jersey, black shorts, and 2 pairs of socks. Other equipment needed but not included; soccer ball, shin guards, soccer cleats, water bottle and soccer/sport bag.

White Jersey/black socks – Away games. Red Jersey/red socks – Home games. Both Jerseys need to be in the player's bag at each game. Home teams are responsible for changing should there be a conflict, but it is always best to carry both jerseys.

# ALITHSA Travel Soccer Parent Handbook

## Spectators

Positive energy from the sidelines is the best support you can give your child and the other players on the field. Keep the game in perspective and give positive reinforcements.

- Remember to cheer but do not coach from your sideline.
- Do not talk to the Referees or the Assistant Referees (AR) during the game. You may not like the calls, but you need to refrain from making negative comments. You take the focus off the game for the players a can negatively impact the game.

ALITHSA maintains a **ZERO-TOLERANCE** policy for abusive parents and coaches on the sidelines. Any form of abusive language, gesture or behavior directed towards any player, parent, coach, coordinator or referee is **UNACCEPTABLE BEHAVIOR**, and will be dealt with accordingly. ALITHSA reserves the right to suspend and/or expel any person found to be in violation of the zero-tolerance policy.

Starting with the fall 2004 season, The IYSA, NISL and IWSA (we are members of all) have implemented the same **ZERO-TOLERANCE** policy that we have always had in ALITHSA. The difference is that if any parent, coach, player, etc. is found in violation of this policy there will be a **\$200 fine** for the adult, and a **\$1000 fine** assessed to the club. Any fines paid by ALITHSA on behalf of any coach or parent will be considered monies due ALITHSA by that individual. The family members of that particular adult will **NOT** be allowed to participate in any ALITHSA activity until the club is reimbursed in full.

## Parent Support

There are so many different ways to support the club, team and your child. We are always in need of volunteers, fundraising support, team manager, and spirit wear.

### 1. Volunteers

- Field set up- volunteers are needed one Saturday before fall and spring season to help set the fields.
- Spirit wear- volunteer at beginning of each season to help collect orders
- Fundraising for travel expenses, such as tournaments, equipment, ect...

### 2. Team Managers

- Team Manager is need for each team. The team manager is a volunteer position for the team. They communicate between the parents, club, and coach. They assist the coach as games by bringing the appropriate players passes and rosters. They help set the schedule for the season and keep the team parents updated through e-mail or phone when necessary. Team Managers are required to go to 2 league meeting and to club/travel meetings.

### 3. Fundraisers

- The travel club as a whole will offer fundraisers to offset the tournaments costs. Individual team may fundraise as well. All fundraising funds must be deposited to the ALITHSA treasurer no later than 1 week after the end of the fundraiser. This fundraising money could be applied to the year's fees and families would be eligible for a rebate.
  1. **Spirit wear** ALITHSA Arsenal Travel sponsors the Spirit wear sale for the club. This is used as a fundraiser for Travel Tournaments. Orders are taken at the beginning of each season and delivered by mid season. A volunteer is needed to help with this fundraiser.
  2. **Chicago Fire Game** September 15<sup>th</sup> is the clubs night at Chicago Fire. If we get over 100 tickets sold we will get the profits from the Fire Game.

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### 4. Sponsorships

- Sponsorship is a great way to help keep the travel program affordable. Parents are encouraged to seek sponsorships from their work or neighborhood businesses. Different levels of sponsorships are outlined in the sponsorship brochure. Sponsorship brochures are available from your team manager or travel director. This can be applied to the fees and a rebate for fees would be given back to the families of that team.

### Safety Rules

- Suspend playing/practicing **IMMEDIATELY** if there is **ANY LIGHTNING**.
- Shin guards are mandatory (under socks) for games and practices.
- No jewelry may be worn for games or practices.
- Regular eye glasses without other forms of protection are not allowed - you must shield them in some way with goggles or something similar.
- Hoods may not be worn during play - they must be tucked inside the jersey.
- Jerseys must be tucked into shorts.
- If there is an injury on the field, we always err on the side of caution, and play will stop at change of possession while the injury is assessed. We will call an ambulance **ANYTIME A HEAD INJURY IS SUSPECTED!**
- One parent from the team must stay at every practice if the team manager will not be there.
- No practicing on game fields during the rain or when fields are soaked.
- No hanging on goal post, even though they are anchored in the ground.
- Do not drop players off at field until the coach and team manager arrives.

### Summer programming

- Summer training camps will be made available prior to the start of the fall season. This is not mandatory but is recommended to help prepare the players for the fall season. The cost of the program is not included in the yearly fees.

### Winter programming

- Futsal training will be made available at an extra cost during the months of Jan & Feb.
- Indoor soccer leagues are at the discretion of the team's coach and manager.

### Refereeing

- Players over the age of 12 are encouraged to become a certified referee. This will expand their knowledge of soccer and enhance their soccer experience. ALITHSA will reimburse the cost of certification after the completion of 3 games. To inquire about certification classes, go to [www.iysa.org](http://www.iysa.org) (referee section) or occasionally ALITHSA will hold group certification classes. Look for more info on the web site. Pay scale for referees is also located on the ALITHSA web site

**ALITHSA CODE OF CONDUCT**

Rev 5/07

All athletes are expected to conduct themselves in a manner that reflects a positive image and attitude for themselves, ALITHSA Soccer and the sport of soccer.

**A. Practices**

All practices will be structured and intense which will give the athlete an opportunity to experience many types of game situations. Practice should be approached with the same mental attitude as the game. This is a critical time for all athletes, as they will learn many techniques and skills needed to become successful.

1. **Absences:** Practices are mandatory. **Do not expect much playing time if you miss practice.** You must notify your team manager prior to practice if you are unable to attend.
  - Excused absences include sickness, school sports conflicts, and any unusual circumstance - Coaches discretion.
2. **Tardiness / Leaving Early:**
  - Practices will begin on time. Please arrive 10 minutes prior to your scheduled start time.
3. Athletes will have the proper practice attire and equipment at all times. (shin guards, ball)
4. Athletes will never undermine coaches or fellow teammates. (Grounds for dismissal.)
5. Players will honor the game by playing to win, playing fair, by encouraging all teammates, respecting opponents and officials.
6. Players will not play for any other club or play in the recreation division.

**B. Games:**

1. Athletes will be responsible to know time and location of games. If there is a transportation problem notify your Team Manager.
2. Players must always carry their full uniform (both color jerseys), ball and water.
3. Players will arrive to playing sites a minimum of 30 minutes prior to the scheduled
4. All rules of any competition or practice site will be obeyed. **NO TRASH TALKING!**  
**Honor the game.**
5. Athletes are not guaranteed court playing time. Player's skill, dependability, work ethic and attitude will determine their playing time.
6. No parent may address a coach regarding playing decisions, line-ups, etc.

**C. General Rules:**

1. Abusive or vulgar language and arguments will not be tolerated.
2. If a player or parent is found to be guilty of zero tolerance rule, a one year suspension will follow.
3. Athletes experiencing problems with another player, coach or team, will make an appointment to meet with their coach. Parents should never get involved until after the athlete meets with the coach.
4. Parents with a grievance need to schedule a meeting with the coach & team manager. Never schedule on game day. If you are not satisfied with the results please make arrangements to speak to the Travel director and Director of Coaching. If applicable please allow a 48 Hr. "Cooling Off" period.

**D. IYSA**

By signing below I acknowledge having read the "ALITHSA CODE OF CONDUCT" and understand all which is stated therein. I agree to follow the by-laws of the code.

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 Participant (Athlete)

---

 Date

---

 Parent / Legal Guardian

**ALITHSA Arsenal Soccer  
2006 - 2007  
Parent/Player Handbook**

**SIGNATURE PAGE**

By signing this form, I do affirm that I have read the Parent/Player Handbook in its entirety and understand all the rules governing participation in the ALITHSA Arsenal Travel Soccer program. **I also understand that my child is committed to playing for a full year for ALITHSA, which includes the fall and spring seasons. Players receive a player pass which the club will hold for 1 year. Release requests are to be in writing to the Travel Director. All fees for the year need to be paid in full prior to releases approval. Releasing player from the club doesn't guarantee that the League will release the player for another club.** This form must be turned in to the team manager or mailed in by the first practice.

U- \_\_\_\_\_ Team Manager \_\_\_\_\_

Athlete's Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Parent Name (Print) \_\_\_\_\_ Signature: \_\_\_\_\_

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

Mail this completed form to:  
ALITHSA Arsenal  
P.O. Box 365  
Algonquin, Il 60102