



CSSA

Connecticut State Soccer Association

Handbook

Connecticut State Soccer Association

Affiliated with the United States Soccer Federation, Inc.

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CSSA Handbook

CSSA Handbook

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Preface

Purpose

The purpose of this handbook is to centralize the information needed by League Officers and Team Managers to administer the league and teams. Referee administration will be covered in a separate document. Players may find all or parts of this document as useful to their understanding of league operations.

Overview

The handbook is divided into chapters that contain league and team administration, the league constitution, bylaws, playing rules, and discipline procedures. It is meant as an aide to understanding.

Handbook History

This document contains document information that has been in existence since the founding of the league. 2008 is the first attempt to collate the information in one place.

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Administration

Accident and Injury Procedures

Instructions for Team Coaches and Managers

1. The First Step is to download the First Report of Injury form ([PDF](#) [MS Word](#) [OpenOffice](#))
 - Read the form.
 - Note the information required
 - Carry copies of the form to your games.
 - Your Team Roster (not the game line up) should contain most of information for each player. Keep a copy of your full roster with you.
2. Fill in the form and mail it to the address indicated on the form.
 - Be sure to work with the referee to get the accident reported properly.
 - You can ask her/him to sign this form. That does not mean they do not have to file a report.
 - If the ARs had a good view, do not hesitate to get their information.
3. When you have filed the *First Report of Injury* form, the CSSA will verify the information and proceed to the next step.

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Instructions for the Injured Party

1. Download a Claim Form (PDF MS Word OpenOffice)
2. To receive a reimbursement on medical related expenses on a soccer injury under USASA/CSSA Participant Accident Policy with K&K Insurance, all claimants must follow these steps:
 - a. Be registered with CSSA as a member of their local soccer association.
 - b. Suffer an injury during a CSSA sanctioned soccer related event with the local league.
 - c. Have been medically treated for the soccer related injury and have reimbursable medical expenses.
 - d. File a completed USASA Medical Reimbursement Injury Claim Form with CSSA having been provided:
 - i. Your name as it is printed on your player pass
 - ii. Current and accurate contact information, in the event of questions
 - iii. The date of the injury
 - iv. Details on the accident that caused the injury
 - v. Detailed description of the injuryAll questions need to be answered on the form, but these require special attention.
 - e. Claim Forms can be obtained by download, as above, or by email request.
 - f. Send the completed USASA Medical Reimbursement Injury Claim Form with to CSSA at: *11 Executive Dr. Farmington, CT 06032*, along with any copies of your player pass (front and back) and any medical expense statements. Do not send medical expense statements without the Claim Form or player pass. Future medical expense statements will be sent directly to claims department of K&K Insurance Company.
 - g. If ALL the information on the Claim Form is accurate and the player's is a registered member of CSSA, then the Claim is validated by CSSA and sent to K&K Insurance Company for remittance on the claim. A copy of the validated form is sent to the claimant for their records.
 - h. If any information on the Claim Form is found to be missing, including one of these:
 - i. The date of the injury
 - ii. The details on the accident that caused the injury
 - iii. The detailed description of the injurythen the Claim will be held indefinitely until the information is provided. K&K Insurance will not accept the Claim for remittance until the Claim Form is complete and accurate.
 - i. K&K Insurance will send an acknowledgement to the claimant within 48 hours of having received the CSSA Validated Claim, K&K Insurance will contact the claimant if additional information is needed.
 - j. K&K Insurance only acknowledges claim remittance to the claimant. It does not make any acknowledgement to CSSA once the validate claim is forwarded from CSSA.

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Notes:

CSSA does not communicate with medical offices on medical information. Occasionally CSSA is called by medical office on billing questions. All such inquiries are either referred to the player or K&K Insurance.

CSSA does not keep any medical expenses statements on file once the Claim Form has been validated and forwarded to K&K Insurance. Future medical expense statements will be sent directly to claims department of K&K Insurance Company.

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Frequently Asked Questions

Below are some frequently asked questions regarding the USASA player insurance that you receive as a member of CSSA.

1. *Where can I get a claim form?*

There is a claim form available online [here](#), along with instructions on how to file a claim.

2. *How do I file a claim?*

There is an explanation of how to file a claim [here](#), as well as a downloadable claim form.

3. *What is Primary Carrier?*

The Primary Carrier is the insurance company who will consider your medical expenses first and issue any eligible payments. A Primary Carrier is any Health Insurance Plan through your place of employment, a family plan through a relative's place of employment, a University health plan for college students, Retirement policy, or other accident policies and/or Medicare.

4. *What is Excess or Supplementary Coverage?*

This is a coverage that will reduce your out of pocket expenses after your Primary Health Insurance has paid your eligible medical expenses.

5. *What if I do not have any other Health Insurance?*

Then, the USASA plan will be considered the Primary Carrier. Keep in mind that if this is the case, it will not change policy limits, guidelines or procedures. You will be responsible for any difference between what the provider charged and what the insurance companies paid.

6. *What is considered an itemized bill?*

An itemized bill will have all the following: the complete name, address, phone number and tax identification number of the provider (doctor or hospital). It will also have a diagnosis code, live digit procedure codes, dates and services rendered and the amounts charged.

7. *What is an Explanation of Benefits?*

An Explanation of Benefits (commonly abbreviated EOB) is a statement your Health Insurance company sends to you whenever they process a claim. It will show the types of services, how much was allowed, how much was applied to a deductible and the amounts charged.

8. *What is payment calculated?*

We look at what the provider charged (before primary carrier calculations) and determine the maximum allowable based on our limits. Then, we check to see if you have satisfied your accident deductible. If the deductible has not been satisfied, we subtract the deductible amount from the allowed charges. If there is a balance left, we then look to see what the primary carrier paid. This is deducted as well. Any balance due, after the above calculations, is remitted to the participant or health care provide.

9. *Do I have to fill out a claim form every time I submit bills?*

No, additional forms are not needed once we have received your validated claim form. Additional medical bills and Explanation of Benefits can be sent directly to the insurance company for handling.

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Registration Procedures

This section describes the current registration process. Please check back each season for possible updates.

Why we register players

The USASA requires that we provide minimum data on each player/member that they cover for insurance purposes. The CSSA also registers players to verify participation in member leagues.

Data collected

We currently collect name, date of birth, address, city, state, zip, phone and email (optional). This data is subject to the privacy statement below.

Privacy Statement

Connecticut State Soccer Association (CSSA) is committed to protecting your privacy and developing technology that gives you the most powerful and safe online experience. This Statement of Privacy applies to the CSSA Web site, use of team roster forms, and governs data collection and usage. By using the CSSA website and/or use of team roster forms, you consent to the data practices described in this statement.

Collection of your Personal Information

CSSA collects personally identifiable information, such as your e-mail address, name, home, or work address, or telephone number. CSSA also collects anonymous demographic information, which is not unique to you, such as your ZIP code, age, and gender.

There is also information about your computer hardware and software that is automatically collected by CSSA. This information can include your IP address, browser type, domain names, access times and referring Web site addresses. This information is used by CSSA for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the CSSA Web site. This data is routinely collected by most web sites.

Please keep in mind that if you directly disclose personally identifiable information or personally sensitive data through public CSSA forums or message boards, this information may be collected and used by others. Note: CSSA does not read any of your private online communications.

CSSA encourages you to review the privacy statements of Web sites you choose to link to from CSSA so that you can understand how those Web sites collect, use and share your information. CSSA is not responsible for the privacy statements or other content on Web sites outside of the CSSA and CSSA family of Web sites.

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Use of your Personal Information

CSSA collects and uses your personal information to operate the CSSA Web site and provide registration information to the USASA.

CSSA does not sell, rent, or lease its customer lists to third parties. CSSA may, from time to time, contact you on behalf of external business partners about a particular offering that may be of interest to you. In those cases, your unique personally identifiable information (e-mail, name, address, telephone number) is not transferred to the third party. In addition, CSSA may share data with trusted partners to help us perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to CSSA, and they are required to maintain the confidentiality of your information.

CSSA does not use or disclose sensitive personal information, such as race, religion, or political affiliations.

CSSA keeps track of the Web sites and pages our customers visit within CSSA, in order to determine what CSSA services are the most popular. This data is used to deliver customized content and advertising within CSSA to customers whose behavior indicates that they are interested in a particular subject area.

CSSA Web sites will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on CSSA or the site; (b) protect and defend the rights or property of CSSA; and, (c) act under exigent circumstances to protect the personal safety of users of CSSA, or the public.

Security of your Personal Information

CSSA secures your personal information from unauthorized access, use, or disclosure. CSSA secures the personally identifiable information you provide on computer servers in a controlled, secure environment, protected from unauthorized access, use, or disclosure.

Changes to this Statement

CSSA will occasionally update this Statement of Privacy to reflect organization and participant feedback. CSSA encourages you to periodically review this Statement to be informed of how CSSA is protecting your information.

Contact Information

CSSA welcomes your comments regarding this Statement of Privacy. If you believe that CSSA has not adhered to this Statement, please contact CSSA at webmaster@ctsoccer.org. We will use commercially reasonable efforts to promptly determine and remedy the problem.

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Forms

Roster Form

The roster form is available from the website in [MS Excel](#)® and [Open Office](#)® formats. They are also available in Spanish: [MS Excel](#)® [Open Office](#)®. Only the most current versions should be used. Please follow the instructions for emailing the rosters. A copy must go to your league registrar. Some leagues may require non-playing personnel to have passes if they are going to be on the bench. Please be sure to indicate these people in the *Manager* section.

Waiver Form

Every player should sign the [waiver form](#) each year. This document insures that the player is aware of the risks they are taking. It is also available in [Spanish](#).

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Certificate of Insurance

Many towns require proof of liability insurance, in order to use their fields.
Certificates of Insurance are issued for the Period of **September 1st** through **August 31st**.

If you are renewing, do not request a new one until the old one is about to expire.
If you are requesting for a *new* league or team, you may apply anytime.

Download this [Form](#), fill it out and e-mail it to [Al Bell](#). When the request is for a town, indicate "A/" on the form, rather than requesting for individual fields. This will cover you for all the town fields.

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Checklists

Checklists will allow quick and easy identification of those items that are needed for administration.

1. CSSA – under development
2. League – under development
3. USASA – Link to the form on the [USASA website](#).

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Fee Schedule

Connecticut State Soccer Association 2008 Fee Schedule		
Section 1	Player Fees	
	All Players	\$20.00
	Professional	
	International Clearance Application Fee (where required)	\$5.00
	Amateur Reinstatement	\$50.00
Section 2	Referees - CSSA Competition games	
	Referee	\$75.00
	Assistant Referee	\$45.00
Section 3	State Cup and other State Competitions	
	Entry	\$75.00
	Forfeit	\$100.00 plus, total match referee fees if notified < 7 days
	Protest	\$100.00
	Appeals and Fines	
Section 4	Appeals (including State Cup or other State competition)	\$100.00
	Fines	
	Signs with more than one team (same league) without release	four (4) game player suspension player fine: \$100.00 team fine: \$100.00
	Team using:	
	non-registered player;	If applicable, team disqualified from State Cup
	improperly registered player, including forgery;	player fine: \$100.00
	or, team using suspended player	team fine: \$100.00
	Team failure to provide captain's armband (in State Cup or other State competition match)	\$25.00
Section 5	CSSA Member fees (annual)	\$0.00

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Figure 1

Figure 2

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New League Application

Under Construction

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Operations

Accident Reporting Guide

Under Construction

Administrators Guide

Under Construction

Appeals Committee Guide

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Coaching Committee Guide

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Cups Committee Guide

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Discipline Committee Guide

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Registrar's Guide

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Rules Committee Guide

Under Construction

Secretary's Guide

Under Construction

Treasurer's Guide

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Bylaws

[CSSA Bylaws Revised 030808.pdf](#)

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Competitions

League

Each League Member runs their own competitions. Some are seasonal, some are yearly. They may involve playoffs. Check the League [websites](#) for more information.

CSSA Cup Competitions

The CSSA sponsors statewide cup competitions for various age groups. Currently there are O40 and O30 Men's cups. There is an O26 Women's Cup and an Open Men's under development.

Alex Lucas O30 Men's Cup

Al Schumann O40 Men's Cup

O26 Women's Cup

Open Men's Cup

Competition Rules

[CSSA Competition Rules 030808.pdf](#)

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Playing Rules

CSSA observes FIFA and USSF playing rules. We also have some exceptions or extensions to those rules. CSSA Playing Rules must be observed by all member leagues. They are designed to insure fairness in play.

[CSSA Playing Rules - Revised 03/08/08](#)

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Appendices

The Appendices will be updated after the AGM.

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Glossary

The Glossary will be updated after the AGM.

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The Index will be updated after the AGM.