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## SANDHURST SOCCER CLUB RULES, POLICIES AND PROCEDURES

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### SECTION 1: INTRODUCTION

In addition to Sandhurst Soccer Club's (the "Club") constitution and bylaws, players, parents, managers, and coaches of the Club (collectively "members") are governed by the rules and regulations of the United States Youth Soccer Association ("USYSA"), Missouri Youth Soccer Association ("MYSA") and the St. Louis Youth Soccer Association ("SLYSA"). The rules and regulations of these governing soccer associations are usually posted on their respective websites. The provisions set forth herein as well as the policies and rules of the other governing organizations may be enforced by the Club's Board of Directors and any violation thereof may result in reprimand, suspension, or expulsion of a player, parent, coach, or team from the Club.

The purpose of this document is to provide Club members with a basic understanding of the policies that govern the Club's operations. The following rules, policies, and procedures will be used to resolve any disputes that may arise, and will be applied fairly and consistently with all the Club's members. These rules, policies, and procedures were developed to ensure that the Club functions and operates efficiently and were initially adopted by the Board of Directors of the Club on February 22, 2016 and afterwards as amended. It is not possible to document all possible issues and potential resolutions so the good judgment of the Board and the Executive Committee will prevail in any issues that may arise.

The Board encourages all members to become familiar with these rules, policies, and procedures. If anyone has any concerns, questions or issues that this document does not cover, please feel free to contact the Club Director. The Board reserves the right to add to, delete from, or to modify this document as necessary to ensure the fair, equitable and efficient operation of the Club.

### SECTION 2: CLUB DISCIPLINE

#### Authority

The Rules and Disciplinary (R&D) Committee has the authority and responsibility to investigate all allegations and occurrences of infractions of the letter or spirit of the Club, SLYSA, MYSA and USYSA rules, policies and procedures by players, parents, teams, coaches, and administrators and to discipline those determined to be guilty of infractions. The fact that the state or league association may discipline a player, parent, team or coach or that a coach may discipline a player, does not mean there will not be further discipline issued by the R&D Committee.

## Process

For allegations to be considered appropriate for review and action by the R&D Committee, the allegations must first be submitted to the Club Director in writing and delivered by hand, by mail, or electronically. The accuser has the burden of proof against the accused and must provide evidence to support his/her allegations. Evidence includes documents, such as texts and emails, or corroborating information from other members or witnesses. Based on the evidence received, the Club Director will request information from the accuser, including any evidence to the contrary. After preliminary fact-finding, the Club Director will determine if the matter should be reported to the R&D committee. If the matter goes to the committee and the committee determines that a hearing is warranted, the Club Director will inform the parties involved in the dispute and schedule a committee hearing.

At the hearing, both parties shall have the opportunity to state their position, present relevant supporting documents or written statements, have their position corroborated by others, and answer questions from committee members. Committee hearings will be closed to all persons who do not have a direct interest in the issue. In all instances in which a minor player is involved, the player's parents must accompany the player but the parents may only speak to issues where they have direct, first-hand knowledge of the matter being discussed. If the person making the allegation is not present at the hearing, the issue may be dismissed.

## Decisions

After the hearing, the R&D Committee will decide if an infraction has occurred, and if so, the Committee will decide what, if any, disciplinary action will be taken against the offender. The Committee will notify the interested parties in writing of its decision and any action to be taken. The Committee's decision will be given in 7-10 business days after the hearing. The R&D Committee's decisions are final and binding.

If the R&D Committee finds the conduct of any player, parent or coach purposely violates the Club's rules, policies, and procedures or is detrimental to the objectives of the club, it may suspend the member, impose other sanctions or take any actions deemed necessary based on the specific circumstances.

## SECTION 3: GENERAL RULES OF CONDUCT

The Club's code of conduct sets out expectations relative to behavior, sportsmanship, and conduct as a member of the Club. Every player, parent, coach, and manager are expected to abide by these codes and all club policies upon accepting an invitation to join the Club. The Club's rules and policies permit the Club to discipline, suspend, dismiss or otherwise penalize members of the Club for conduct deemed unsuitable or not in the best interest of the Club. No refunds, partial or full, will be made in the event a player is suspended or removed from the program.

Unsuitable or conduct not in the best interest of the Club is defined as, but not limited to:

- 1) Any unsportsmanlike act with any official, coach, player, or parent, whether penalized by external authorities or not, before, during, or after a match.
- 2) Any dissent directed toward an official.
- 3) Any use of verbal language that is abusive, foul, or offensive to others.
- 4) Any physical assaults on referees, coaches, parents or players of SSC or opposing teams.

- 5) Any possession and/or use of any illegal drugs or substances.
- 6) Any intoxicated behavior resulting from the use of any alcoholic beverage before, during or after games or training sessions.
- 7) Any willful act of destruction to the property of the Club or of others.
- 8) Any interference at any time with the duties and responsibilities of the head coach.
- 9) Failure to follow reasonable and practical directions from coaches, or others authority figures representing the Club while on a trip, or engaged in any Club related activities.

Disciplinary actions for violating any of these rules or for any unsuitable conduct may include, but are not limited to, the following:

*For Players:* Disciplinary actions may range from a warning to requiring the player to "sit out" one or more games. In extreme cases, a player may be dropped from his or her team and/or club. Disciplinary action may be extended to include other or all family members if deemed appropriate.

*For Teams:* Teams who violate Club or league rules may be subject to probation, fines (amounts to be determined by the Board), or, in very serious cases, dropped from his or her team and/or club.

*For Coaches:* Discipline may include a warning or a requirement to "sit" for a specified number of games. Gross misconduct, such as assaulting a referee or intentionally registering or attempting to register an ineligible player is cause for the immediate dismissal from the Club.

A coach may be involuntarily removed from a Club team only by the Executive Committee upon the written recommendation of one or more of the following:

- 1) The Rules and Disciplinary Committee
- 2) The Club Director
- 3) Sixty percent of the parents associated with the impacted team, with the parents of each player having one combined vote.

*For Parents:* Parents who violate rules or policies of the Club or the leagues are also subject to disciplinary action by the Club. Normally, these actions will range from a warning to being banned from the sidelines (home and away) for a specified number of games. In extreme cases, such as an assault on a referee, the parent may be expelled from the Club. Disciplinary action may be extended to include other or all family members and supporters if deemed appropriate.

### **Behavior During Games**

Parents are expected to maintain a positive sportsmanlike attitude towards all players, officials, coaches, and other families before, during, and after a game. In addition, it is important that parents do not give any directions to players from the sideline or confront opposing players. By observing these rules, the parents reduce confusion created when players receive instructions from multiple sources and model good sportsmanship. Allowing the coaches to be the sole source of instruction during a game ensures that players can focus on the game plans and strategies the coach wants them to accomplish and increases their potential to do well in their games.

## Field/Facility Rules

Club members are expected to help keep the Club safe, healthy and pleasant by observing the following rules while at the Club's training facilities:

- 1) For health, cleanliness, and safety reasons, no pets are allowed at the Club's training facilities at any time unless the Club permits pets on the property after reviewing a pet owner's request.
- 2) Each member is responsible for his or her own litter, which should be placed in garbage cans or removed from the field/facility.
- 3) During a game, coaches and teams are limited to their assigned side of the field. Spectators and teams are to be on opposite sides of the fields during a game – that is, teams must be on one side, and all spectators must be on the other side. Only authorized personnel with MYSA approved identification cards are permitted on the teams' side of the field.
- 4) Car parking: Club members are to park courteously and safely, so that other members may also park safely.
- 5) Child Safety: Parents are responsible for the supervision and safety of their children when they are not on the field of play. The Club is not responsible for the safety of children who are not actively engaged in a training session or game.

## Poaching

Any player or parent found to be actively recruiting Club players to transfer to another soccer organization may be expelled from the Club. In instances where a parent is directly involved, and has more than one player in the Club, the suspension may be extended to include all other family members.

## SECTION 4: GRIEVANCES

Grievances or complaints about team matters should be directed to the team's head coach and, if possible, resolved at the team level. If the matter cannot be resolved at the team level, the head coach should present the grievance or complaint in writing to the Club Director or the Director of Coaching. The Club Director should try to resolve all coach related grievances, but if he or she is unable to do so, the Club Director should present the grievance or complaint in writing to the Rules and Disciplinary Committee. After doing fact finding investigation, if the Club Director cannot resolve the problem, the grievance or complaint will be submitted to the R&D Committee. If the complaint concerns the Director of Coaching, the grievance should be reported to the Club Director. If the complaint concerns the Club Director, the grievance should be reported to the R&D Committee in writing.

All grievances must be filed in writing with the Director of Coaching, Club Director or R&D Committee within seven (7) days for a match-related grievance or within thirty (30) days if non-match related. However, serious issues, such as abuse or harassment should be reported immediately. After grievances or complaints are given to either of the aforementioned parties, he or she must start a fact-finding investigation within seven (7) days following written notification of grievance or charge of allegation requiring committee action. All grievances and complaints should be resolved in accordance with Club, MYSA and USYSA rules, policies and procedures. If no clearly applicable rule, policy, or procedure exists, the Board of Directors will make the final determination.

## **SECTION 5: TEAM ADMINISTRATION**

### **Uniforms**

Club and team colors are electric blue, white, and gold. Uniforms for all teams shall be obtained through the purchaser designated by the Club. All Club teams shall have game uniforms that are the same in all respects, with the Club logo on the front of the shirt. The team uniform is chosen every 2-3 years by a uniform committee formed by the President. Sponsorship of Club uniforms are encouraged.

### **Coaches**

Coaches will be responsible for the proper age-appropriate instruction of soccer. To assure the highest quality of instruction, all Club coaches are encouraged to continually educate themselves in soccer techniques and strategies. The Club does not require that coaches have a coaching license to begin coaching with the Club. However, any coach who enters the Club without a license must immediately start and complete a required licensing course.

The minimum age for a head coach is 21. The minimum age for an assistant coach is 18. Assistant coaches under 18 may be assigned provided that they will reach 18 during the current season. No person under the age of 21 may take charge of a practice or supervise a game unless an approved coach over the age of 21 is present.

Coaches are responsible for providing game schedules, game site location, time of games, travel maps/instructions, and any other information necessary to assure arrival of players to a team game site 20 to 30 minutes prior to kickoff time. This information must be provided for all league and tournament matches. Coaches may delegate these tasks to someone else, such as a team manager; however, the final responsibility for communicating this information rests with the coach.

### **Background Checks**

All coaches or volunteers who potentially have access to minors must undergo and pass a background check and must file a valid certificate to that effect with the Club each year they are in such roles. Persons with convictions for violence, crimes against children or other crimes against a person are not permitted to become a Club coach.

### **Head Coach**

A team will be assigned one head coach and (if possible) one or more assistant coaches. Head coaches may choose their assistant coaches. If the Club cannot assign an assistant, the head coach may recruit a parent from within the team or accept assistance from other persons. However, the head coach and any assistant coach must meet all coaching requirements, including registering as a coach, completing the minimum coach licensing requirement, submitting to background checks, do the Center for Disease Control's concussion and Safe Sport tests, and must be formally assigned to a coaching position by the Club before participating in any game. If anyone else intends to assist coaching a team on a regular basis, he/she must register as a coach with the Club, submit to background checks, and do the Center for Disease Control's concussion and SafeSport tests before participating in any training sessions.

The role of the Head Coach is to:

- 1) Train the team,
- 2) Coach during games,

- 3) Do player evaluations. Club players should be continually evaluated during the course of the soccer season.
- 4) Hold at least two parent meetings during the course of the seasonal year. Head Coaches shall have a parent meeting with parents of team members not later than seven (7) days prior to start of league play each fall and spring season.
- 5) Communicate with their team manager, if any, relative to schedules, tournaments, etc.
- 6) Perform the duties of Team Manager if the team does not have a manager,
- 7) Select any team name within reason that he or she desires. All teams are reminded that their league will refer to them as "Sandhurst \_\_\_\_\_".
- 8) Address concerns from parents about their child,
- 9) Be the first line of communication for team parents when a potential grievance is identified.

The Head Coach shall have full authority over the selection of the team's players, drops or additions to the roster, starting line-up, players' positions, the amount of playing time given to individual team members, training schedule, conduct of practice, and policy on missed practices.

A head coach may coach more than one Club team. Because of this, there may be schedule conflicts that prevent the Head Coach from making it to every game and to some training session if a game is scheduled during the week. In such instances the Assistant Coach, another Club coach, or a Club member designated by the Head Coach may cover the game, subject to that person satisfying the coaching requirements highlighted in Section 5 of this document. Otherwise, the affected training session may be canceled.

The Club's registration fee shall be waived for any children of a volunteer head coach who joins the Club.

### **Assistant Coach**

Each team may or may not have an Assistant Coach. The Assistant Coach shall:

- 1) Support all the Head Coach's responsibilities, as requested by the Head Coach,
- 2) At the direction of the Head Coach, assist with the coordination of the activities of the team, and
- 3) Perform the duties or exercise the powers of the Head Coach during the absence and/or inability of the Head Coach to perform his or her duties.

### **Team Manager**

The Head Coach of each team may select a Team Manager. The Team Manager's role may include:

- 1) Serving as liaison between the parents and the coach,
- 2) Handling the administrative duties for the team and keeping the coach abreast of relevant information,
- 3) Performing or assigning the administrative duties necessary to support the team to meet the requirements of the Club and the applicable league and tournament organizers, and to keep the coach abreast of any relevant information,
- 4) Communicating all information to the team in a timely manner, and
- 5) Keeping the team calendar updated for use as a primary source for scheduling and communicating to team members.

If a Team Manager is not selected, the Head Coach or the Assistant Coach should also assume the team manager's duties, as appropriate.

### Players

The Club will approve all applications it receives from players under 7 years old if the Club has a team for those age groups. That is, they will be invited to join and become members of the Club regardless of their skill level. Players 7 years and older must go through the Club's tryout system. Players shall be registered to the Club in accordance with MYSA procedures. Upon joining the Club, players shall commit to playing for the Club for the entire seasonal year or the remainder of the seasonal year if they registered after the year began. They are also expected to abide by the Club's rules, policies and procedures, including the member agreement.

### Parents

Parents of Club players are expected to:

- 1) Ensure their child is present and on time at scheduled practices,
- 2) Ensure the child is at the game field 20 to 30 minutes, before the scheduled kickoff time for league and tournament games, as determined by the head coach,
- 3) When necessary, may assist the team manager or coach, if there is no team manager,
- 4) Adhere to Club and applicable league policies and Codes of Conduct at all games,
- 5) Encourage good sportsmanship on the part of their child and other members of the team, and
- 6) Abide by the Club's Member Agreement.

In addition to registration fees, parents or guardians are responsible for the cost of their player son/daughter's tournament and league fees, uniforms, indoor training facilities fees, and traveling expenses, if any. The Club's Board will determine the registration fee for players before the start of the fall season each year.

### Guest Playing

Guest playing for another soccer organization is permitted as long as the Club player gets approval from his or her head coach and the Club Director or Registrar. As per MYSA guidelines, Club players may only guest play for another soccer organization in tournaments. In order for a guest playing request from another soccer organization to be considered, the coach for that team must make such request in writing (Guest Player form) to the Club player's head coach who, in turn, must send a copy of the request along with his written approval to the Club Director, Director of Coaching, or Registrar. The Club Director reserves the right to restrict a player from guest playing on another team.

A player is not allowed to miss or arrive late to his or her team's training sessions or games because they were playing for another team or playing another sport, unless playing for such team or playing such other sport was approved by the head coach in advance.

SSC head coaches may use guest players from other clubs to play for their SSC teams. The same policies outlined above should be followed by SSC head coaches. The Club Director reserves the right to restrict a non-SSC player from guest playing on a SSC team.

### Secondary (Dual) Roster

A Club player may roster as a secondary player with another Club team (inter-club team) or a team outside of the Club (intra-club team). To secondary roster with an inter club team, the coach for the team needing the player (secondary team) must obtain approval from the coach of the player's primary team and the player must agree to be a secondary player for the team requesting the player to secondary roster. The secondary team coach must submit a completed and signed MYSA secondary player form to the Club Director or Registrar before the player can play any games for the secondary team. The Club Director reserves the right to restrict a player from secondary playing on another inter-club team.

To secondary roster with an intra-club team, the coach for the non-SSC team (secondary team) needing the SSC player must obtain approval from the coach of the player's primary team and the player must agree to be a secondary player for the intra-club team requesting the player to secondary roster. The primary team coach must first seek approval to secondary-roster an SSC player for an intra-club team from the Club Director before agreeing to secondary-roster the SSC player. Upon approval, the secondary team coach must complete the MYSA Secondary Roster form and submit it to the Club Director or Registrar for him/her to sign and return to the secondary team coach. This form must be submitted to the Club Director or Registrar 2 business days in advance of the SSC player playing any games for the secondary team.

A player is not allowed to miss or arrive late to his or her team's training sessions or games because they were playing for another team or playing another sport, unless playing for such team or playing such other sport was approved by the head coach in advance. A player may only secondary-roster for one team, either an inter-club team or an intra-club team, but not both.

Non-SSC players may roster as a secondary player with an SSC team for SLYSA league games only when the SSC team does not have sufficient players on its roster, as outlined below:

- i. If a 4v4 team has 6 or more SSC players on its roster, no intra club secondary players are permitted on the team's roster. If players are needed (less than 6 SSC players on its roster), a team may add a maximum of 2 intra-club secondary players to its roster.
- ii. If a 5v5 team has 7 or more SSC players on its roster, no intra club secondary players are permitted on the team's roster. If players are needed (less than 7 SSC players on its roster), a team may add a maximum of 2 intra club secondary players to its roster.
- iii. If a 7v7 team has 10 or more SSC players on its roster, no intra club secondary players are permitted on the team's roster. If players are needed (less than 10 SSC players on its roster), a team may add a maximum of 3 intra club secondary players to its roster.
- iv. If a 9v9 team has 12 or more SSC players on its roster, no intra club secondary players are permitted on the team's roster. If players are needed (less than 12 SSC players on its roster), a team may add a maximum of 3 intra club secondary players to its roster.
- v. If an 11v11 team has 15 or more SSC players on its roster, no intra club secondary players are permitted on the team's roster. If players are needed (less than 15 SSC players on its roster), a team may add a maximum of 3 intra club secondary players to its roster.

If a team needs additional players on their roster, head coaches should check with SSC team players and coaches before considering adding an intra-club player to his/her team roster. The Club Director reserves the right to restrict the number of intra-club players or any particular intra club player from being placed on an SSC team's roster, especially if the Club Director believes there are suitable players within the club who may dual-roster with the Club team seeking players.



## SECTION 6: TRYOUTS

The Club's official start date to hold open tryouts is the date stipulated by MYSA's eastern district, the district in which the Club is registered. Usually, this date is in June each year. Generally, the open tryout period runs from that date through July 31<sup>st</sup>.

### Procedure

Prior to the beginning of each soccer year, the Club will schedule kickarounds and tryouts for both existing and new teams. The Club will advertise for players to attend its kickarounds and tryouts with the intent to offer players Club membership. The Club will post kickaround and tryout dates and times on its website, other soccer websites, such as SLYSA's, as well as utilize other media to notify players of its kickarounds and tryouts activities.

The Club will schedule kickarounds for children under 8 years old (U-8). These children's applications will be automatically accepted and approved unless an exceptional circumstance(s) exists. U-9 and up players will be evaluated and offered membership to the team that best suits their technical abilities, fitness, and skill level. No prospective U-9 and up player will be selected on a team without having a tryout. The Club Director or Head Coach may waive this requirement on a case-by-case basis if it is determined that there is sufficient cause to do so. To afford the opportunity for all interested players to participate in tryouts, Club teams are required to schedule additional kickaround and/or tryout dates, as needed, prior to or subsequent to the Club's official tryout date.

When a player is selected for a Club team, the player is selected for the entirety of the coming seasonal year of play or, if the seasonal year has begun, for its remainder. Therefore, if a team selects a player who proves incapable of competitive play on the team, it is the Club's policy that the player be retained on the team roster until the conclusion of the seasonal year. Players may be released during a seasonal year only for disciplinary reasons.

### Age Appropriate

Players will be expected to try out for Club teams in their natural age group. However, some players may elect to tryout with an older team - to "play-up". It is the Club's policy that players in the U-5 through U-13 age groups may not "play-up" more than a single year. Exceptions to this policy will be considered in certain circumstances and must be approved by the Club Director. In all cases involving players playing out of their age groups, applicable league, state and USYSA rules and policies must also be followed.

### Team Assignments

Kickarounds and tryouts for competitive level players are designed to evaluate players and ensure that they are placed on the appropriate team rosters. Team assignments are generally made by the head coaches and are based on skill level and capabilities. There are occasions when the Club through the Club Director or Director of Coaching may intervene in this process:

- 1) While the Club is committed to ensuring that the team assignment is either age and/or grade appropriate, the Club reserves the right to assign individual players to teams that are not age appropriate, but are a better fit with the player's skill level and capabilities.
- 2) The Club may assign players to teams to ensure that there are enough players to field a team of a particular age level, as long as the assignment does not negatively impact the player's development.
- 3) The Club may also transfer a player midseason to a higher or lower-level team within the Club, if deemed in the best interest of the player, the teams, and the Club.

## **SECTION 7: TRAINING AND TEAM COMPETITION**

Players are expected to attend training sessions on time and to be ready to play. If a player cannot attend training or any other team event, the player or his or her parents or guardians is expected to contact the team coach before the event to explain the player's absence and should also update the team app on a timely basis. Players need to bring the following items to Club training sessions: personal water bottles, appropriate weather-related clothes (warm-ups, gloves, hat, etc.), shin guards, and a soccer ball.

A player is expected to participate in all of his or her team's league games, tournaments, and friendly matches unless arrangements have been made in advance with the head coach. However, the Club supports and respects the fact that some of our players play other sports. Our Club and our coaches will try to work with the schedules of those players, when possible, while honoring SSC's mission and commitment to promoting youth soccer and to consistently field full teams at league and tournament games.

## **SECTION 8: PLAYING TIME**

All U-8 and under players will get sufficient playing time in league and tournament games so they have the opportunities to participate in the sport, demonstrate their talents, build confidence, and progress in their development.

The Club does not have an equal playing time policy for players on U-9 and higher teams. Consequently, the Club tries to select and place players on teams for which their skill levels are best suited. The Club believes this policy provides players with better opportunities to obtain sufficient playing time to develop optimally. Moreover, playing with other players who possess similar skill levels is instrumental in a player's developmental process.

At the U-9 and higher age-levels, the amount of playing time each player gets is determined by merit and must therefore be earned. Playing time is based on several factors including: hard work, positive contributions to team chemistry, attendance and punctuality at training and games, attitude at practices and games, work ethic, playing ability, fitness level, and adherence to team goals, norms and tactics. Head coaches will weight each of these factors differently when evaluating players. Nothing is guaranteed from week to week except the opportunity for players to control their own destiny through their effort and commitment to team goals in training and in games. Just because a player has earned a starting slot does not necessarily mean that he or she will receive the most playing time. The coach will always reserve the right to put the most effective team on the field at any given time in the best interest of the overall team or the current competitive situation. Despite this policy, the Club encourages all coaches to substitute so that all players have some playing time.

## **SECTION 9: PLAYER RELEASE**

While a player cannot be released from his or her Club team during the seasonal year due to performance, it is an unfortunate fact that some players selected for Club teams will prove unable to perform at the level expected or necessary. In these cases, SSC strongly suggests that the head coach inform the parents and player prior to or close to the end of the seasonal year and offer suggestions for other options, which could include transferring the player to another team within the Club.

A team is more important than any individual player. Consequently, a player who creates an on-going discipline problem on the team or who consistently fails to attend practices or games may be released if the coach determines the player's conduct is detrimental to the discipline or morale of the team. The Club must adhere to the applicable state guidelines when it releases a player for disciplinary reasons

#### **SECTION 10: GOAL SAFETY**

The Club believes that maintaining goal safety is a high priority for all coaches, trainers, parents and members of the club. The Club's Equipment and Field Maintenance Coordinator will routinely conduct goal inspections at the Club's training facilities. The coaches or other person(s) responsible for each game or training session held at the Club's training facilities will make a physical inspection of each goal prior to the activity to assure that goals and nets are properly anchored and secured. Coaches will remind players and their parents that climbing, swinging on, or attempting to move the goals without supervision is not permitted. Players violating the rule may be asked to "sit" part of or the entire game or training session.

#### **SECTION 11: CLUB FEES AND FINANCIAL POLICIES**

##### **Club Fees**

At the Board meeting following the conclusion of each spring season, the Board, after consultation with the Executive Committee, will determine the Club fees to be assessed each player for the upcoming seasonal year. The Club fee also referred to as the registration or membership fee is an annual fee payable to the Club. The Club fee will generally cover the entire seasonal year: fall, winter, and spring for non-high school players, fall and winter for U-15 and U-16 high school girls, and winter and spring for U-15 and U-16 high school boys. U-17 and older high school boys and girls may respectively elect to register with the Club for the spring or fall seasons only.

##### **Registration**

An individual registration and medical waiver form are required for every player each season and are electronically processed. No player is permitted to participate in any Club program until his or her registration for the program has been completed, any required payment is made, and all required materials are submitted. Registration for youth programs must be completed by a parent or legal guardian, or another person who has legal signatory authority on behalf of the player. Birth certificates (or equivalent official documentation) must be presented as proof-of-age for players. Passports, inoculation records and baptismal certificates are acceptable alternative documents; other official documents may be accepted at MYSA's discretion.

To become members of the Club, players have to register online through the GotSport system. The Club will provide a player registration link. Only credit or debit card payments will be accepted on this system. The Club will provide registration instructions to players who wish to join the Club. A player who accepts an invitation to register and play with the Club commits to pay the entire fee for the full or remaining seasonal year.

##### **Fees, Discounts, Payments, and Refund Policy**

Parents/guardians shall be responsible for their child's registration fees in addition to any other fees and expenses that may be assessed by their team. The registration fee is payable when the player enrolls in the Club. The Club registration fee will be used to pay for operational expenses, Club events, and other common Club expenses.

The Club's registration fees for the various age levels are as follows:

- 1) U-5 to U-6 = \$150
- 2) U-7 to U-8 = \$250
- 3) U-9 to U-10 = \$330
- 4) U-11 to U-14 = \$430. Some U-15 players who are not yet in high school also pay this fee.
- 5) High school students, generally U-15 (in high school) and U-16 = \$300 if they register for the fall and winter seasons (girls) or the winter and spring seasons (boys).
- 6) High school students, generally U-17 to U-19 = \$150 if they register for the fall (girls) or the spring (boys) seasons only.

Families who have multiple children joining the Club will be given a 50% family discount for each additional child who registers with the Club. To calculate the discount, the Club will use the highest Club fee for the first child to determine the amount of discount to be applied. For example, if there are 2 children registering with the Club and the Club fees for each child are \$430 and \$330, a total of \$760, the total fees payable when the discount is applied would be \$595 (\$430+\$165). Volunteer head coaches who have children registered with the Club will get fee waivers for their children who register with the Club.

Family discounts are assigned to a player's immediate family only. Immediate family includes siblings (including half-siblings) and parents (including step-parents), regardless of whether individual family members live in the same household. The Club will also generally consider any situation in which an adult has temporary or permanent legal custody of a child to be an immediate family relationship. As individual situations vary considerably, interpretation of this policy will be made on a case-by-case basis, without regard to precedent. Interpretation is made by the Club Director and Registrar, but may be referred to the Executive Committee to resolve any disagreement. The Executive Committee's decision is final.

No refunds, partial or full, will be issued to players who choose not to participate regardless of reason at any point after the commitment is made. Refunds may be given only if there is no team for a player prior to the start of a season, or upon the approval of the Board of Directors in extraordinary situations. At the discretion of the Club's Board a discretionary credit/refund may be considered for a season-ending injury. Requests must be submitted in writing to the Club Director and must include proof of injury or relocation. No refunds, partial or full will be made in the event a player is suspended or removed from the program.

Failure to pay fees on time will result in the player being suspended from play for all league games and tournaments until all financial issues are resolved. Upon receipt of payment, including any late fees, the player will be reinstated. Any fees incurred by the Club to collect outstanding fees including but not limited to collection agency and attorney fees will be added to the balance owed to the Club.

The Club Director must be notified in writing about circumstances preventing the fulfillment of fee commitments. Extended payment plans may be considered on a case-by-case basis. SSC may honor requests for players to be released from a Club team to join another club provided all Club and team fees have been paid in full. All fees must be paid prior to the release of the player. The family

requesting the release is also responsible for any fees, such as the MYSA transfer fees, associated with the release from the Club.

### **Fee Options**

Club members have the following fee payment options when registering to join the Club:

- 1) Pay the annual registration fee in full;
- 2) Pay the annual registration fee in 3 to 5 equal monthly installments via automatic deduction. The number of monthly installments depends on the player's age group;
- 3) If the prospective member is a U-15 or U-16 male high school player, he may register in June (early registration) and pay the fee for the upcoming seasonal year (winter and spring) in 5 equal monthly installments via automatic deduction starting in June and ending in October.
- 4) If the prospective member is a U-17 or older male high school player, he may register in June (early registration) and pay the fee for the upcoming seasonal year (spring) in 3 monthly installments via automatic deduction starting in June and ending in August;
- 5) If the prospective member is a U-15 to U-17 female high school player, option 1 or 2 applies; and
- 6) If male high school players do not choose option 3 or 4, then option 1 or 2 becomes applicable to them if they decide to join the Club in November or later, but installments would run from November through March.

Club members are subject to a convenience fee associated with providing these installment services. Convenience fees are based on the processing and transaction charges our merchant company charges per transaction, which is currently a 3.25% processing fee plus \$0.15 per transaction.

### **Late Fees and Returned Checks**

Failure to register by the designated registration deadline dates or failure to make team expense payments by their due dates will result in a \$40 late fee per player.

**Return Check Fee:** If a bank returns a check, the Club will apply a \$30 fee to the affected player's team account. If this event causes a due payment to be late, a \$40 late fee will also be charged to the affected player's team account.

### **Team Accounts**

Club teams' financial accounts are centralized and managed by the Club. The Club manages and maintains records of each team's finances. The Club may write checks on the team's behalf. The Club opens a separate bank account for each team so that the team can make deposits and withdrawals. The head coach is responsible for informing the Club Director that his/her team will participate in a non-SLYSA league event or a tournament so that the Club can prepare the team budget and carry out the associated administrative duties. A deposit or withdrawal form must be completed for each transaction made with the Club.

The Club will provide members of each team with a statement showing their individual deposits, withdrawals, and account balances upon request.

Team expenses include, but are not limited to league, tourney, gym rental, and any other fees that a team may incur during the season. Per player league fee is calculated by totaling all SSC teams'

league fees and dividing by the number of players registered to play for the club for each season. Per player tourney and gym fees are usually calculated by dividing the cost of a tournament for a team or the rental fee for a gym by the number of players on the team participating in the tournament or the team using the gym.

### **Player Account Balances**

Monies left in team accounts at the end of the season will remain in the team account for the next season unless the team is disbanded. If a player withdraws from his or her Club team and has a credit balance in his or her team account, such funds will remain with the Club unless that player or his parents or guardians requests a refund of the balance. To be honored, the refund request must be in writing and submitted to the Club Director.

### **SECTION 12: FINANCIAL ASSISTANCE PROGRAM**

The Club is committed to ensuring that no child shall be denied membership based upon financial needs. To that end, the Club has established a financial assistance program to support needy families. Applications for financial assistance must be received before registration. Applications are kept confidential. All applicants for financial assistance will be required to provide proof of need. The Club uses the Federal poverty guideline as a guide in determining qualification for the program.

Financial assistance is generally awarded by waiving the Club fees for players who qualify for the program. In exceptional circumstances, the Club may award funds to players to cover specific additional expenses, such as uniform costs. Funds are limited and the amount of an individual award will be determined by the number of qualified applicants and the total amount of funds available for the program in that given year.

The financial assistance program will allow for qualified families who are receiving financial aid through the program to perform volunteer duties over the course of the seasonal year. Examples of volunteer duties include aiding the Club in its fundraising efforts, performing as a match official in friendly games against other Club teams or against non-member teams, becoming a head coach or an assistant coach, and any other duties that may aid the Club in carrying out its tax-exempt purposes. The program will be monitored to ensure that participating families perform the expected volunteer duties. Qualified families who sign up for the financial aid program but do not perform their volunteer duties will lose the opportunity to participate in the financial assistance program going forward.

### **SECTION 13: TOURNAMENT POLICIES AND FEES**

Each seasonal year, each team may participate in sanctioned, organized tournaments that the head coach deems suitable. No team may participate in a tournament that is not sanctioned by MYSA unless approved by the Board of Directors. The Club recommends that each team participates in at least 1 tournament in both the fall and the spring seasons if suitable tournaments can be identified. The number and choice of tournaments a team enters will be at the discretion of the team's head coach and will be based upon team development needs, costs, the competitive level of other participating teams, and whether the tournament is within a reasonable traveling distance. The Club considers a reasonable traveling distance to be a one-way drive time of 45 minutes or less. Otherwise, the Club would consider the team a travel teams.

The Club does not recommend that U-13 and under teams be travel teams. However, the decision to become a travel team rests with the head coach and team parents.

Tournament applications are completed by the Club at the request the head coach. The Club will issue payment for the tournament by mailing a check to the tournament organizers on behalf of the team. Please note, it is the head coach's responsibility to ensure payment is received by the tournament organizers. The Club will not process or forward any payment to the tournament organizers unless the team has a credit balance equal to or greater than the full amount of the payments deposited in the Club's account at the time tournament fees are due. The same holds true for payment of league fees or any other team related expense.

The head coaches must be present throughout any tournament their teams enter and are responsible for communicating with the players' parents; for the well-being of the players; for the timely collection and submission of all documentation and fees required by the Club and the tournament organizers; and for care and return of all Club equipment.

Any disciplinary action reported to the Club by a tournament host will be dealt with by the Rules and Discipline Committee.

#### **SECTION 14: FUNDRAISING**

The Club will seek ways to raise funds to help defray the cost of its programs, and is open to suggestions. Suggestions should be forwarded to the Club's Fundraising Coordinator or Club Director for review. No individual team shall use the club's name to fundraise without the approval of the Fundraising Coordinator or the Club Director. In addition, no team is allowed to independently seek donations from current Club vendors and marketing partners.

#### **SECTION 15: MEMBERSHIP LIST AND PRIVACY**

The Club's mailing list is a valuable and private resource, which must be protected. The term "mailing list" applies to both US mail addresses and to e-mail addresses. The Club's policy is to avoid allowing its members to be subjected to unsolicited commercial mailings, either by US mail or by e-mail, to the extent reasonable and possible. The mailing list must not be given to any member or outside party without explicit Board approval. No person may use the Club's mailing list for distribution of personal information, or for commercial, charitable or private solicitation, without explicit Board approval. No member may use Club information to reveal personal details of any other member except for legitimate Club purposes. This policy applies even if the person requesting the information is also a member. Examples of legitimate use are providing the telephone number of a coach to a parent or to another coach. It is not legitimate to honor a request for a telephone number for any purpose that is not related to Club business, or for unspecified purposes. Members' email addresses are private, and must be protected to the extent possible. Members sending an email to a bulk distribution list should endeavor to protect the recipients' addresses by using anonymous mail lists and blind carbon copy (BCC) distribution.

Notwithstanding the above provisions, the Board may occasionally contract with third-party vendors to provide certain services (ex: on-line registration or soccer-related events or activities) that may require members to provide the vendor with personal information about themselves and their children. Before approving any such agreement, the Board must review the vendor's privacy policy and ensure that:

- 1) Members have the right to opt out of communication unrelated to the event or activity for which they registered.
- 2) The vendor states that he/she/it will not sell or otherwise share members' personal information for any use unrelated to the purpose and intent of the agreement.

When using third-party services members are individually responsible for:

- 1) Reviewing the vendor's policies before entering into any agreement or providing information and/or payment.
- 2) All interactions and any disputes (financial or otherwise) arising from their relationship with the vendor.

The Club may use its website to provide informational services to its members. The club will safeguard personal information to the best of its ability by using recognized security techniques such as encrypted communication, discrete identifiers, and passwords. However, members are expected to recognize that they are also responsible for safeguarding their own privacy by keeping passwords and other identifiers secure.

The Club will not require or store members' credit card numbers, or other personal information that is not essential to the club's operation. However, the Club may use the services of third-party organizations that do store such information, such as on-line payment services. No member's personal information will be displayed on the public area of the web site without explicit approval of the member. This policy applies to telephone numbers, US mail and email addresses, and photographs. No identifiable photographs of minors will be displayed without parental approval.