

## Standing Resolutions of the Washington County Soccer Club

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## Standing Resolution I: Club's Philosophy & Tone

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As Adopted: **October 6, 2015**

### A. Coaching Objective

The Club encourages each Coach to adopt the philosophy of "Players First – Winning Second".

### B. Words Vs. Actions

While it is easy to agree to the idea "Players First – Winning Second", putting it into action is often difficult. Some Coaches who say winning is least important don't behave that way when they Coach. When Coaches play only their best Players, when they play injured Players, or when they scream disparaging remarks at Players who have erred, they obviously believe winning is more important than Player development. Most problems occur when Coaches or Parents lose perspective and winning becomes the primary motive.

One Coach stated in his letter requesting to Coach a Competitive Team, that his goals in coaching soccer are to:

1. Promote sportsmanship
2. Make soccer fun and interesting to all
3. Develop fully the technical and tactical skills of each Player
4. Prepare each Player both physically and mentally so they will be able to perform at their full potential
5. Mold the Players, given their individual talents, into a team functioning as a single unit in which no one Player or position appears to be any more important than any other.

He went on to state that if you do these five things well, winning will take care of itself.

### C. Referees

Refereeing soccer games is about making decisions. Was the Player's challenge fair or a foul? Was the handball intentional, or was the ball just kicked into a Player's hand? Did the high kick endanger another Player? Was the Player with the ball fouled, or did he fall because he was off balance? These are just some of the decisions that a referee must make during a game. On average, the referee must make three (3) decisions per minute, for the duration of the game. Even for the forty-eight (48) minutes of an under-8 game, that amounts to one hundred and forty four (144) decisions. It is also important to realize that the referee does not have an omnipotent view of the game, allowing him to see every foul. We urge you to try to make the referee's experience enjoyable too.

Refereeing, like life, is a learning process.

#### **D. Coaching Assistance**

As a Club, we are interested in the physical, psychological, and social development of all Players. To increase each Coach's proficiency at Coaching and teaching soccer skills, we have hired a Technical Director of Coaching (DOC) and Academy Director of Coaching (ADOC) to work with the Coaches Coordinator to provide opportunities for completion of an Oklahoma Soccer Association OSA Coach's certification course. The Technical Director of Coaching (DOC) and Academy Director of Coaching (ADOC) will also be available to discuss Coaching techniques and development of lesson plans. With the Board's approval, the Club will pay for any Module I or II course for any of our Coaches and an E and D level license for any U14 and above Recreational Coach upon presentation of documentation showing they have passed the course requirements. Any payment of Coach Licensing for FCB Competitive and Academy Coaches will be paid through the FCB Coach Assessment funds. In addition, if a Recreational Coach needs assistance in dealing with a Coaching situation, please contact the Coaches Coordinator or any Board Member. We recognize that the strength and success of this program lies with the Coaches.

#### **E. Setting A Positive Image**

The Club wants to promote a healthy, positive image for the youth within the program. With this positive image in mind, Coaches, Parents, Referees, and Players should refrain from the use of tobacco products, alcohol, aggressive or abusive behavior, or foul language when they are involved in Club events, which includes soccer practices and games. Firearms, knives, and controlled substances (or drugs) are also prohibited at Club events.

## Standing Resolution II: Payment Structure For Registration Fees

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As Adopted: **October 6, 2015**

The fees for registering Players in the Club are:

### A. Recreational/Academy League

The per season fee is set by the Board each season to cover the costs associated with Club operations. Uniform and personal equipment are not included in the Registration Fee.

### B. Competitive League

The per season fee is set by the Board each season to cover the costs associated with Club operations. Uniform and personal equipment are not included in the Registration Fee.

### C. Late Fee

A \$10.00 late fee will be assessed on all registrations accepted after the registration cut-off date.

### D. Family Discount

The maximum a family can pay per season is for three (3) Players. If the family has both Recreational/Academy and Competitive Players, the Competitive Players will be used first in determining the maximum amount paid. The Competitive fee will be broken down into to a per-season value when determining the total cost.

### E. Financial Aid

Recreational/Academy registrants that participate in the reduced or free lunch program at school will pay a fifty-percent (50%) reduced registration fee per season upon presentation of a current and valid school lunch letter at the time of registration. Competitive registrants will pay a fifty-percent (50%) reduced fee per year (Fall and Spring) upon presentation of the school lunch letter at the time of registration. If the registrant does not have a copy of the school lunch letter during registration, they will pay the full registration fee and receive a refund of half (1/2) the amount paid upon presentation of the school lunch letter to the Registrar.

## Standing Resolution III: Recreational & Academy Team & League Formation Guidelines

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As Adopted: **October 6, 2015**

### A. Intent

It is the Club's intent that Recreational and Academy Teams be formed in a consistent, fair, and equitable manner that complies with the Oklahoma Soccer Association's (OSA's) guidelines for team formation and minimizes the opportunity for manipulation.

### B. Team Formation

#### 1. Academy Teams

Academy Team Formation will occur under the supervision of the Academy Director of Coaching (ADOC). Each Academy Trainer will assess the Players at the beginning of the season and rate each on a scale of 1-4 (with 1 being the best). The players will then be divided into teams as equally as possible to ensure competitive game play. Reassessment and adjustment of teams throughout the season is permissible to maximize Player enjoyment.

#### 2. Recreational Returning Players

Returning Academy Players who have been evaluated during the previous season with input from the game day Coaches, Academy trainers, the Technical Director of Coaching (DOC), Academy Director of Coaching (ADOC) and the Coaches Coordinator are assigned in a round-robin method to Teams and fine tuning is performed to balance the total rating of the team and the individual dimensions, e.g. one team doesn't end up with all higher rated Players.

#### 3. Recreational New Players

New Players or Players who have not played the previous season will be placed by random draw, according to-age and school. Teams will be made up of a minimum of two (2) Players from a school when possible. A Player remaining in the same age division will be allowed to continue with the same team for which they played the previous season as long as they sign up on time and the Teams remain balanced.

#### 4. Players Playing-Up

A Player moving up to an older age division becomes unaffiliated and will be assigned by random draw to a team using the existing team formation guidelines.

**5. Player Requests**

A Player or their Parents may request the Player not be placed on the same team as the preceding season, or not play for a particular Coach, providing that the request is made on or before the date the random draw takes place. The Player will then become unaffiliated and will be placed on a team by random draw or on a team with the least number of Players.

**6. Late Registrations**

Late Registrations could lose their priority for placement with the team they played on during the previous season. If this occurs, they are placed back in the random draw or on the team with the least number of Players at the time of the draw.

**7. Games Committee**

Team formation for each age division and category will be accomplished by members of the Games Committee who do not have a vested interest in the team composition within that age division and category.

**8. Age Group Random Draws**

The Games Committee has the right to random draw an entire age group when it is in the best interest of the Club. The Games Committee has the right to form pure age group Teams in the U8 and U10 divisions when there are at least 5 Teams in the division.

**9. Optimum Player Per Team**

The optimum number of Players for formation of a team are:

- |                 |                     |             |
|-----------------|---------------------|-------------|
| <b>1. U6:</b>   | Minimum: 10 Players | Maximum: 12 |
| <b>2. U7:</b>   | Minimum: 6 Players  | Maximum: 8  |
| <b>3. U8:</b>   | Minimum: 6 Players  | Maximum: 8  |
| <b>4. U9:</b>   | Minimum: 8 Players  | Maximum: 12 |
| <b>5. U10:</b>  | Minimum: 8 Players  | Maximum: 12 |
| <b>6. U11:</b>  | Minimum: 11 Players | Maximum: 16 |
| <b>7. U12:</b>  | Minimum: 11 Players | Maximum: 16 |
| <b>8. U14:</b>  | Minimum: 15 Players | Maximum: 18 |
| <b>9. U16:</b>  | Minimum: 15 Players | Maximum: 18 |
| <b>10. U19:</b> | Minimum: 15 Players | Maximum: 22 |

### C. League Formation

If in the opinion of the Games Committee, with input from the Registrar, there are too many Teams to be placed in a single league, multiple leagues will be formed.

The placement of Teams in each league will be established in the order in which the Teams are formed. The order of team formation is a random process and thus league formation is random.

The Games Committee will try to form leagues with an equal number of Teams to reduce byes. If the leagues cannot be made up of equal number of Teams, the first league formed will receive the larger number of Teams.

Example: If fourteen (14) Teams are formed in an age group and two (2) leagues are to be formed, the first eight (8) Teams formed will make up the "A" league and the second (2<sup>nd</sup>) six (6) Teams will make up the "B" league.

If there is an odd number of Teams in a league, an attempt will be made to schedule an extra game for those Teams with byes, thus ensuring an equal number of games played.

### D. Late Registrants

Players signing up after the Club's registration deadline are considered a late registrant. Late registrants will be added to a waiting list in the order that they are received. In addition, a late fee will be assessed. Late registrants will be added to a team if available. Teams will not be reformed or adjusted to accommodate late registrants.

### E. Playing Up Policy

The primary consideration when assessing a Player's suitability for Playing-Up is that they be deemed eligible and in accordance with the Oklahoma Soccer Association (OSA) Bylaws and Standing Resolutions. A Player that does not meet these criteria will not be considered by the Club for Playing-Up Approval until they become eligible pursuant to Oklahoma Soccer Association (OSA) rules.

#### 1. Parental Request

The Club will consider a parent's request that their Player Play-Up if it places a hardship on the Player, parent or club for their Player to remain within their current age group. To do this, they would make their Academy Trainer, of their current age group, aware of their desire in writing.

## 2. Academy Trainer Request

Academy Trainers may make a Play-Up request based upon what they have observed during Academy practice sessions. The Academy Trainer would be responsible for contacting the parent and making them aware of their opinion, but it would be the parent's decision whether or not to have them attend a Play-Up Assessment.

## 3. Play-Up Assessment

Players that have been identified via the aforementioned procedures would then need to be present for a Play-Up Assessment. Dates will be set by the Technical Director of Coaching (DOC) and the Academy Director of Coaching (ADOC) and communicated directly to the Player's Parents. Players must be present at the time of the Play-Up Assessment in order to be considered for a Playing-Up Approval. This Play-Up Assessment would be held prior to team formation for the following season and the freezing of rosters by the Oklahoma Soccer Association (OSA).

## 4. Decision Making Process

The decision for the Player being assessed will be based upon input from a three (3) person Play-Up Committee comprising of the Technical Director of Coaching (DOC), Academy Director of Coaching (ADOC), and the Academy Trainer or Coach of the age group they are being assessed for. The committee will make their decision based upon the following criteria:

1. **Player Skill:** Does the Player possess the necessary skill to be Competitive at the older age group and does it create an environment conducive to the overall development of the Player.
2. **Physical Development:** Is the Player physically developed enough that playing in the older age group does not present an unnecessary risk of injury.
3. **Team Formation/Roster Size:** The number of Players that will be moved up will be based upon, to some extent, the total number of Players at a given age group so as not to eliminate Teams forming out of their current age group nor to fill rosters beyond a reasonable number at the older age group.

## 5. Determination

The decision of the Play-Up Committee will be final and the Player will not be re-considered for Playing-Up Approval until the conclusion of the season year that they were assessed for. Players will be notified within one (1) week of the Play-Up Assessment of the committee's decision. In the event that one of the Play-Up Committee members may have a conflict of interest due to a pre-existing relationship with the Player being considered, the Competitive Coordinator would assume the



responsibilities of the conflicted party.

#### **F. Players Playing Down**

The Oklahoma Soccer Association (OSA) Standing Resolutions specifically indicate that Players will not be allowed to play down.

#### **G. Falsified Addresses or Birth Dates**

False addresses or birth dates provided in order to influence placement with a particular team or Coach, will forfeit any fees paid and cancel the Player's registration.

#### **H. Spring Season Team Formation**

Teams are formed according to the guidelines in Standing Resolution III. B, with the following exceptions:

1. Players are returned to their team, if they sign up on time and Teams remained balanced.
2. If the team folds, Players from that team will be dispersed to other Teams.

## Standing Resolution IV: Game/Field Scheduling Guidelines

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As Adopted: **October 6, 2015**

### A. Field Maintenance Administrator

Maintenance on the fields is scheduled through the Field Maintenance Administrator.

### B. Adult Leagues

Adult leagues are scheduled through the Adult League Coordinator.

### C. Practice & Scrimmages

For Recreational Teams, unscheduled practices and scrimmages are prohibited. To keep the game fields in quality condition, we must limit non-game activity. Teams are allowed one scrimmage per team per season on the game fields at the discretion of the Field Scheduler. Fields are available on a first-come, first-serve basis with rescheduled games taking precedence over scrimmages. This stipulation does not apply to Academy Teams.

### D. Game Cancellations

Requests for game cancellations, other than those canceled by the Club due to inclement weather, must be submitted to the Game/Referee Scheduler no later than seventy-two (72) hours (Noon Wednesday for Saturday Games, Noon Thursday for Sunday Games) prior to game time. Games canceled less than seventy-two (72) hours prior to game time are subject to a \$10.00 rescheduling fee. For games canceled with less than twenty-four (24) hours notice, the Coach shall pay the scheduled Referees their fee and the team will be responsible for the payment of the rescheduled referee without any reimbursement from the Club. Exceptions are at the discretion of the Game/Referee Re-Scheduler.

Examples of unacceptable reasons for cancellation:

1. Weather might be too cold or too hot or too wet. The Club will cancel games for severe or extreme weather conditions.
2. Team will be short Players. U14-19 Recreational Teams and U12 Competitive Teams are legal with 7 Players, U11 Competitive and U12 Recreational Teams are legal with 6 Players, U9-10 Teams are legal with 5 Players, and U7-8 Teams are legal with 3 Players. Subs are not a requirement to play a game.

In the case of late cancellations by the away team, the Club's Coaches should inform the away Coach, there will be a \$10.00 field rescheduling fee. If the cancellation is within twenty-four (24) hours of game time, the Club's Coach shall notify the scheduled Referees and the Referee Re-Scheduler. If the Coach should fail to notify the scheduled Referees, the Coach shall pay the scheduled Referees their fee and the Team will also be responsible for the payment of the Re-Scheduled Referee without reimbursement from the Club.

Rescheduled games can be played any day of the week or weekend during any available time slot.

## Standing Resolution V: Rules for Academy Under 5's & 6's

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As Adopted: **October 6, 2015**

### A. Uniforms

The Registrar shall coordinate the ordering of uniforms, and along with the Academy Trainer, disseminate. Shin guards are mandatory. Socks must cover shin guards. Players must wear soft-cleated soccer shoes (no toe cleat). No earrings, necklaces, brooches, watches or bracelets are permitted to be worn during games.

### B. Practice

One (1) practice session a week for approximately one (1) hour per session.

### C. Ball

Size three (3).

### D. Field Dimensions

Simultaneously played on two (2) fields measuring forty five (45) feet by sixty (60) feet. Fields should be set up and marked with **no** center circle, **with** a center mark, **no** 18-yard or 6-yard goal boxes, **no** penalty spot, **no** Corner Kick quarter-circles, **no** corner flags, **no** Goal Kick spots, and using four (4) feet pop-up PUGG goals.

### E. Games

The game is played three (3) a-side. The game is divided into four (4) five (5) minute periods per half. The Coach will stop the game at the end of each period to allow substitutions. There will be two (2) game fields utilized and running simultaneously. There are no assigned Player positions. Goals scored are irrelevant at this age level; the fun aspect should be paramount, so avoid any use of the score.

### F. Playing Time

Each Player should play a minimum of fifty percent (50%) of the total playing time.

### G. Substitutions

Substitutions are allowed during the breaks between periods and at half time.

### H. Goalkeepers

**No** goalkeeping or goal tending is allowed. Therefore, **no** Penalty Kicks will be awarded.

**I. Free Kicks**

There are **no** Free Kicks.

**J. Goal Kicks**

Goal Kicks shall be taken at an unmarked spot located approximately three (3) feet to the side of the goal on the bye-line.

**K. Offside**

There is **no** enforcement of the Offside rule.

**L. Throw-Ins**

There are **no** Throw-Ins. Should the ball leave the field via the sideline; the Coach shall roll a new ball onto the field.

**M. Corner Kicks**

There are **no** Corner Kicks. Should the ball cross the bye-line, regardless of which team last touched the ball, a Goal Kick shall be awarded.

## Standing Resolution VI: Rules for Academy Under 7's & 8's

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As Adopted: **October 6, 2015**

### A. Uniforms

The Registrar shall coordinate the ordering of uniforms, and along with the Academy Trainer, disseminate. Shin guards are mandatory. Socks must cover shin guards. Players must wear soft-cleated soccer shoes (no toe cleat). No earrings, necklaces, brooches, watches or bracelets are permitted to be worn during games.

### B. Practice

Two (2) times a week for approximately one (1) hour per session.

### C. Ball

Size three (3).

### D. Field Dimensions

Played on a field measuring ninety (90) feet by one hundred and five (105) feet. Fields should be set up and marked **with** a center circle **and** a center mark, **no** 18-yard or 6-yard goal boxes, **no** penalty spot, **with** Corner Kick quarter-circles **and** corner flags, **with** Goal Kick spots located three (3) yards to the side of the goal and three (3) yards into the field, and using goals measuring four and a half (4.5) feet by nine (9) feet.

### F. Games

The game is played four (4) a-side. The game is divided into four (4) six (6) minute periods per half. The referee will stop the game at the end of each period to allow substitutions.

### G. Playing Time & Position Rotation Policy

Each Player should play a minimum of fifty (50) percent of the total playing time. Each Player should play in each of the four (4) positions at least one (1) time during each game. The Coach shall utilize a rotation form to ensure that Playing Time and Position Rotation occur correctly. The four (4) positions are Defender, Right-Midfielder, Left-Midfielder and Forward.

### H. Substitutions

Substitutions are allowed during the stops between periods and at half time.

### I. Goalkeepers

**No** goalkeeping or goal tending is allowed. Therefore, no Penalty Kicks will be awarded.

#### J. Free Kicks

All Free Kicks will be **Indirect**.

#### K. Goal Kicks

Goal Kicks shall be taken at either goal kick spot located three (3) yards to the side of the goal and three (3) yards into the field.

#### L. Offside

There is **no** enforcement of the Offside law.

#### M. Throw-Ins

The referee will allow one (1) re-throw attempt after a foul Throw-In.

#### N. Goal Difference Rule

If a team obtains a four (4) goal lead, the opposing team may immediately and during a six (6) minute period and before the game restarts, add one (1) Player to the field. If the opposing team then narrows the goal difference to two (2) goals, they must then remove the extra Player from the field at the end of that six (6) minute period or half time (whichever comes first). Should a team obtain an eight (8) goal lead, then the opposing team may add a second (2<sup>nd</sup>) additional Player, following the same rules as previously mentioned, until such time as the goal difference is reduced to four (4) at which point the second (2<sup>nd</sup>) additional Player must be removed at the end of the six (6) minute period or half time (whichever comes first).

#### O. Corner Kicks

Corner Kicks shall be taken from whichever side of the goal the ball left the field and within the marked quarter (1/4) circle.

## Standing Resolution VII: Rules for Academy Under 9's & 10's

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As Adopted: **October 6, 2015**

### A. Uniforms

The Registrar shall coordinate the ordering of uniforms, and along with the Academy Trainer, disseminate. Shin guards are mandatory. Socks must cover shin guards. Players must wear soft-cleated soccer shoes (no toe cleat). No earrings, necklaces, brooches, watches or bracelets are permitted to be worn during games.

### B. Practice

Two (2) times a week for up to ninety (90) minutes per session.

### C. Ball

Size four (4).

### D. Field Dimensions

Played on a field measuring one hundred and twenty (120) feet by one hundred and sixty five (165) feet. Fields should be set up and marked **with** a center circle **and** a center mark, **with** an 18-yard and 6-yard goal box, **with** a penalty spot, **with** Corner Kick quarter-circles **and** corner flags, and using goals measuring six (6) feet by eighteen (18) feet.

### E. Games

The game is played six (6) a-side. The game is divided into two (2) twenty-five (25) minute halves. The referee will stop the game every six (6) minutes to allow for substitutions.

### F. Playing Time & Position Rotation Policy

Each Player should play a minimum of fifty (50) percent of the total playing time. Each Player should play in each of the six (6) positions at least one (1) time during each game, with the exception of Goalkeeper if the Player does not want to. The Coach shall utilize a rotation form to ensure that Playing Time and Position Rotation occur correctly. The six (6) positions are Goalkeeper, Right-Defender, Left-Defender, Right-Midfielder, Left-Midfielder and Forward.

### G. Substitutions

Substitutions are allowed when the referee stops the game after each six (6) minute period and at half time.



## H. Goalkeepers

Games are played with a goalkeeper.

## I. Free Kicks

Most Free Kicks are **Direct**. However, dangerous play and goalkeeper fouls will be **Indirect**.

## J. Goal Kicks

Goal Kicks must completely leave the penalty area (18-yard box) before they are considered in play.

## K. Offside

There is **no** enforcement of the Offside law.

## L. Throw-Ins

Players will **not** be given a re-throw after a foul Throw-In.

## M. Goal Difference Rule

If a team obtains a four (4) goal lead, the opposing team may immediately and during a six (6) minute period and before the game restarts, add one (1) Player to the field. If the opposing team then narrows the goal difference to two (2) goals, they must then remove the extra Player from the field at the end of that six (6) minute period or half time (whichever comes first). Should a team obtain an eight (8) goal lead, then the opposing team may add a second (2<sup>nd</sup>) additional Player, following the same rules as previously mentioned, until such time as the goal difference is reduced to four (4) at which point the second (2<sup>nd</sup>) additional Player must be removed at the end of the six (6) minute period or half time (whichever comes first).

## N. Corner Kicks

Corner Kicks shall be taken from whichever side of the goal the ball left the field and within the marked quarter (1/4) circle.

## Standing Resolution VIII: Rules for Recreational Teams U11 & Up

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As Adopted: **October 6, 2015**

### A. Uniforms

Coaches will order uniforms for their team. Shin guards are mandatory. Socks must cover shin guards. Players must wear soft-cleated soccer shoes (no toe cleat).

### B. Governing Authority

The Oklahoma Soccer Association (OSA) rules for Recreational Games will be the Governing Authority for all Club Recreational Teams.

## Standing Resolution IX: Coaches Duties

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As Adopted: **October 6, 2015**

### A. Team Organization & Administration

Contact Players within seventy-two (72) hours of receiving the roster, and report any dropped Players to the Registrar so Players on the waiting list may be assigned to Teams. Hold a parent meeting to present information regarding uniforms, equipment requirements, practices, etc.

### B. Volunteer Disclosure Statement Form

All Coaches and Assistant Coaches are required to submit a Volunteer Disclosure Statement Form electronically generated by the Registrar. Forms are good for one (1) seasonal year (Fall-Spring).

### C. Creating A Positive Image

Coaches, Parents, and Players should refrain from the use of tobacco products, alcohol, aggressive and/or abusive behavior, or foul language when they are involved in Club events, which includes soccer practices and games. Firearms, knives, and controlled substances (or drugs) are also prohibited at Club events.

### D. Required Playing Time

For Academy/Recreational Teams, Players must play at least half (50%) of the game, except for disciplinary action, medical reasons, absenteeism or additional Players on roster which would prohibit playing all Players half (50%) of the game. Any reason this cannot be achieved, should be noted on the Game Form prior to the game.

### E. Practice Fields

Academy members will be contacted by the Club's Academy Trainer regarding time and location of Academy training sessions. Each Recreational team is responsible for obtaining the use of a practice field. The game fields at Robinwood are not to be used for Recreational team practice. Recreational Coaches practicing on a game field at Robinwood without consent of the Field Scheduler will be subject to a \$50.00 fine on the first (1<sup>st</sup>) offense and a \$75.00 fine for continued violations. Fines not paid within ten (10) days of being levied will result in the Coach being placed in bad standing with the Club and the Oklahoma Soccer Association (OSA).

## F. Out-of-Town Games

Whether you are going out of town or a visiting club is playing in town, **please** make phone contact with the other Coach prior to game day, especially in inclement weather, to verify the game is being played, location, and directions to the field.

## G. Practice Times

Practice times for Academy and Recreational Teams are:

1. **U5 & U6:** One (1) time per week – Sixty (60) minutes in duration
2. **U7 & U8:** Two (2) times per week – Sixty (60) minutes in duration
3. **U9 & Up:** Two (2) times per week – Ninety (90) minutes in duration

Fall Teams may begin practice after the Coaches have received their roster. Spring Teams may not begin practice until Spring rosters have been distributed.

## H. Authority to Treat & Waiver Form

In case of medical emergency, each Player should have an Authority to Treat and Waiver Form signed and notarized. This form should be kept with the Coach at all times during practices and games.

## I. Field Etiquette

All Coaches are responsible for picking up trash after the game. Coaches playing Teams from out of town should check both sidelines. Opposing Teams and spectators should sit on opposite sides of the field. The home team sits on the North or West side of the field and the away team sits on the South or East side of the field.

## J. Distribution of Funds to Referees

The distribution of funds to the Referees is through the Club's designated online vendor.

## K. Referee No Shows

In the event that no Referee shows for a game, it is the responsibility of the home team Coach to select a Referee agreeable to both Coaches.

## L. Game Forms

Recreational Coaches should have an official Oklahoma Soccer Association (OSA) Roster and Game Form for each game. If a Player does not play the required time for medical or disciplinary reasons, it should be noted on the game form prior to the start of the game. At the end of the game, both Coaches and the Referee must sign both game forms. The winning Coach (home Coach in the case of tie) is responsible for mailing the forms to the designated league commissioner within three (3) days.

For terminated games or for games in which there was an ejection (red card), the Referee will retain the game forms.

### **M. Protests**

No protests are allowed for U-5 through U-10 Academy games. Protests for Recreational games must be noted on the game form before the Referee signs it at the end of the game. The protesting Coach must deliver their own game form to the Oklahoma Soccer Association (OSA) Games Committee Chairman with a check, money order or certified check for the Oklahoma Soccer Association's (OSA's) current fee.

A game protest will not be upheld unless both the following are proven: FIFA law or Oklahoma Soccer Association (OSA) standing resolution was violated and the game outcome affected.

### **N. Game Rescheduling Procedures**

See Standing Resolution XII.

## Standing Resolution X: Sideline Conduct

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As Adopted: **October 6, 2015**

### A. Failure to Observe the Code of Conduct

The Club strives to provide a positive environment in which the youth of our community can enjoy soccer. If you interfere with this by violating the Club's code of conduct, any Referee or Board Member may remind you of our code of conduct or ask you to leave.

You may be asked to leave the immediate area of the field or if circumstances warrant be sent to the parking lot. Failure to comply may result in the Bartlesville police being notified and/or suspension from future games.

1. Respect the authority of the Referee. **Do not** direct negative comments towards the Referee.
2. Refrain from negative comments to or about opposing Players, Parents, Coaches or Referees.
3. Don't Coach if you are not the Coach, it only confuses the kids.
4. Encourage and demand good sportsmanship from fellow Parents and Players.
5. Please, **do not** smoke or drink alcoholic beverages at the games.
6. Enjoy the game and encourage the Players.
7. We Care! We don't want adults interfering with the Players fun and enjoyment during games.

### B. Referee Abuse

Candidates for Referee must take a nine (9) hour course then pass a fifty (50) question test to be certified as an **09** Referee. The Club provides the new Referee with a uniform and then mentors the new Referee. Referees take a three (3) hour recertification class every year. Upgrading to an **08** is an additional twelve (12) hour course and a one-hundred (100) question test. The Club spends a lot of time, money and effort developing our Referee corps. We take Referee abuse seriously.

Referees will make mistakes. Youth Referees learn by making mistakes, just as youth soccer Players learn by making mistakes. You can help the process by **not** yelling. If it is a one-time mistake, after the game the Coach may ask the Referee to check the law pertaining to the incident. No raised voice, this is a discussion among friends. If continuous errors are made, report the day, time, field number and what happened to the Referee Coordinator.

## Standing Resolution **XI: Rain Out Notification**

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As Adopted: **October 6, 2015**

These procedures will be used to notify Coaches, Parents, and Referees when games are canceled due to weather or field conditions:

### **A. Field Maintenance Administrator**

On days with questionable weather, the Field Maintenance Administrator will assess field conditions and determine if the day's games will be canceled or postponed, refer to the website for Field open/closed status.

### **B. Referee Re-Scheduler**

The Referee Re-Scheduler will post notification of the rain out announcement on the Club's web site.

### **C. League Commissioners**

League Commissioners should refer to the website for Field open/closed status. The League Commissioners should contact the Coaches with the earliest game times first regarding rainout information.

### **D. Coaches**

Coaches playing Teams traveling to Bartlesville are to notify the opposing Coach of any rain out announcement. Note: To reschedule a game, see Standing Resolution XII: Game Rescheduling Procedures.

## Standing Resolution XII: Game Rescheduling Procedures

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As Adopted: **October 6, 2015**

Rescheduling of games is discouraged and should be used as a last resort. Games may be postponed with the mutual consent of both Coaches provided a minimum of seventy-two (72) hours notice is given to the Referee Re-Scheduler.

The following information should be e-mailed and called in to the Game/Referee Scheduler: team name, age group, field, Coach's name and phone number, date and time of original game, date and time of rescheduled game (if known).

Games canceled less than seventy-two (72) hours prior to game time (other than those canceled by the Club due to inclement weather) are subject to a \$10 rescheduling fee, and for games canceled with less than twenty-four (24) hours notice, the Coach shall pay the scheduled Referees their fee and the team will be responsible for the payment of the rescheduled Referee without reimbursement from the Club. Exceptions are at the discretion of the Game/Referee Re-Scheduler.

In case of late cancellations by away Teams, Coaches should inform the away Coach there will be a \$10 field rescheduling fee. If the cancellation is within twenty-four (24) hours of game time, the Club's Coach shall notify the scheduled Referees (consult the Referee Call Out List on the web site) and the Game/Referee Re-Scheduler. If the Coach should fail to notify the scheduled Referees, the Coach shall pay the scheduled Referees their fee and the team will be responsible for the payment of the rescheduled Referee without reimbursement from the Club.



## Standing Resolution XIII: Referee Incentive Guidelines

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As Adopted: **October 6, 2015**

Equipment, travel, training and continuing education requirements all add to the costs which a Referee must bear in order to keep his standing and competence at the highest levels. The Club, through these guidelines, provides a program which will help a Referee offset these costs associated with their service to the youth of the Club.

These guidelines are not to be construed to form an employer/employee relationship between the individuals who officiate games and the Club rather to institute guidelines which Referees affiliated with the Club may use to offset their associated expenses when volunteering their time and efforts to officiate games.

### A. Competitive League Fee Schedule

Competitive League home games are scheduled by an outside organization, such as the Oklahoma Soccer Association (OSA) Sanctions Committee, where fee schedules may be in excess of the schedules described below, the home Coach shall obtain a signed receipt from the Referees who are paid in excess of the below guidelines, including compensation for mileage. Upon delivery of the signed receipt to the Treasurer, the Treasurer will deliver a check from the Club's General Fund to the Coach for the difference in fees between the Oklahoma Soccer Association (OSA) sanctioned guidelines and the Club's guidelines.

<b>1. U11:</b>	Center - \$17.00	Lines - \$12.00
<b>2. U12:</b>	Center - \$20.00	Lines - \$12.00
<b>3. U13 &amp; U14:</b>	Center - \$26.00	Lines - \$15.00
<b>4. U15 &amp; U16:</b>	Center - \$32.00	Lines - \$20.00
<b>5. U17, U18 &amp; U19:</b>	Center - \$40.00	Lines - \$25.00

### B. Recreational League Fee Schedule

Payment for Officials are handled through the Club's online vendor, using the following schedule:

<b>1. U5 &amp; U6:</b>	No Referee	
<b>2. U7 &amp; U8:</b>	Center - \$8.00	
<b>3. U9 &amp; U10:</b>	Center - \$11.00	
<b>4. U11 &amp; U12:</b>	Center - \$15.00	Lines - \$11.00
<b>5. U13 &amp; U14:</b>	Center - \$20.00	Lines - \$12.00
<b>6. U15 &amp; U16:</b>	Center - \$25.00	Lines - \$15.00
<b>7. U17, U18 &amp; U19:</b>	Center - \$35.00	Lines - \$20.00

### C. Abandoned Games

If the game is abandoned by the Referee due to unsafe conditions such as inclement weather, the Referee(s) shall retain the fee. If the Referee abandons a match due to unsafe conditions, and the Games Committee requires that the game be replayed, the Coach of the home team can request reimbursement for that game from the Treasurer. If the Referee abandons a match due to unruly behavior of the home Coach, Players or Parents, the Referee(s) shall retain the fees and the Club's will not reimburse the home Coach for Referee(s) fees, should the Games Committee decide that the games should be replayed.

### D. Un-played Games

No fees shall be paid to the Referee(s) if a game is not started due to inclement weather or unplayable field conditions.

### E. One Team Present

If only the home team and the Referee(s) are present at game time, the Referee(s) are paid and the Center Referee will record the failure of the visiting team to show. If only the visiting team shows, the Referee(s) will receive payment from the Club.

### F. No Teams Present

If neither team is present at game time, the Referee(s) should notify the Referee Re-Scheduler. The Referee Re-Scheduler will determine who was at fault. In the event that the game has been rescheduled, and the Referee Re-Scheduler was not properly notified by the home Coach, then the home team shall be responsible for payment to the Referee(s). If the Club was at fault, (for example, the Re-Scheduler forgot to notify the Referee(s) of the canceled game) then the Club will pay the Referee(s).

### G. Assignment of Officials

The Referee Coordinator shall rate each Referee according to the level of games that he/she is competent to officiate, and may employ the assistance of a Referee Assignor and/or a Re-Scheduler, in order to insure qualified Referees at all games.

The Referee Assignor, in consultation with the Referee Coordinator, shall be responsible for assignment of all Referees for all home games of the Club.

The only exception is for games in which the Referees are assigned by the Oklahoma Soccer Association (OSA) Competitive Commission Referee Committee.

The duties of the Referee Re-Scheduler, in consultation with the Referee Coordinator, are to obtain qualified officials for any rescheduled games and notify the Scheduler of any changes in the original schedule. The Referee Re-Scheduler will work closely with the Referee Assignor and the Referee Coordinator to ensure that Referees are informed of their scheduled/rescheduled games.

The Club, through the Referee Coordinator, may contract out the Referee rescheduling task at a rate approved by the Board.

## Standing Resolution XIV: Competitive Division

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As Adopted: **October 6, 2015**

The Club's Competitive Division, hereafter referred to as FCB, is designed to provide competition for those Players who possess the desire and demonstrate advanced capabilities to achieve their utmost in soccer skills and experience. FCB is the Competitive division of the Club and shall be comprised of all "Coach-Select" Teams (Teams whose members are selected by the Coach).

### A. Teams

FCB Teams are those Teams formed under the supervision of the Technical Director of Coaching (DOC) and Competitive Coordinator and FCB as provided herein. FCB will be permitted to conduct fund-raising activities and all profits from such activities will be identified on the books and records of the Club as the FCB Fund.

Expenditure of such funds will require the unanimous approval of all Members of the FCB Committee.

### B. Committee Members

1. The seven (7) Members of FCB Committee shall be as follows and shall all be Voting Members:
  1. Chairperson
  2. Vice Chairperson
  3. Secretary
  4. Treasurer
  5. Registrar
  6. FCB Team Manager Committee's Co-Chair (Boys)
  7. FCB Team Manager Committee's Co-Chair (Girls)

#### 2. Chairperson

The Chairperson shall be the Club's Competitive Coordinator. The Chairperson shall be responsible for coordinating all regular Competitive Division game schedules with the Club's Game Scheduler. The FCB Chairman shall assist the Technical Director of Coaching (DOC) in resolving problems between the FCB Coaches, Players and Teams. The Chairperson and/or the Technical Director of Coaching (DOC) shall represent all FCB Coaches in the Oklahoma Soccer Association's (OSA's) Competitive Commission and have minutes of such meetings sent to the FCB Coaches and the FCB Team Manager Committee Co-Chairs. The Chairperson shall also be a Member of all

Club Competitive tournament Committees and participate in the planning, organizing and operating of such tournaments.

### **3. Vice Chairperson**

The Vice Chairperson shall be the Club's Technical Director of Coaching (DOC). The Vice Chairperson shall be responsible for recruiting, selecting, registering, training, evaluating and disciplining all FCB Coaches. The Technical Director of Coaching (DOC) shall have broad authority to manage the affairs of FCB, develop rules and regulations (subject to prior submission of such rules and regulations to the Club's Board) for the FCB. The Technical Director of Coaching (DOC) shall determine Player training programs, discipline FCB Players and, with the assistance of the FCB Chairperson, resolve problems between FCB Coaches, Players and Teams. However, FCB Coaches, Players and Teams reserve the right to appeal such decisions to the full FCB Committee with further appeal to the Club's Board.

### **4. Secretary's Duties**

The Secretary of the Club and the FCB Committee shall be the same individual. The Secretary shall record and publish all FCB meeting minutes, give notice of all FCB Meetings and carry out other administrative tasks, as required. The Secretary shall mail the minutes of all FCB Meetings to the Chairman, all FCB Committee Members and the Club's President within fourteen (14) days of the Meeting. The Secretary shall also be responsible for maintaining the FCB website.

### **5. Treasurer's Duties**

The Treasurer of the Club and the FCB Committee shall be the same individual. The Treasurer shall account for all monies in the Technical Director of Coaching (DOC) salary fund and the FCB fund and prepare financial reports of such accounts for presentation to the Chairman, Board and FCB Committee at each of their regularly scheduled meetings. The Treasurer shall collect and account for all monthly FCB Player fees, if any, and any other monies collected or earned by FCB and turn over such amounts to the Treasurer and insure they are properly reflected in either the Technical Director of Coaching (DOC) salary fund or the FCB fund on the books and records of the Club.

#### **6. Registrar's Duties**

The Registrar of the Club and the FCB Committee shall be the same individual. The Registrar shall be responsible for assuring that all FCB Teams and Players are properly registered with the Club and the Oklahoma Soccer Association (OSA) in accordance with all applicable requirements.

#### **7. Team Manager Committee Co-Chair's Duties**

The Team Manager Committee Co-Chairs shall be selected and voted on by the members of the FCB Team Managers Committee. The FCB Team Managers Committee is formed and composed of one team manager from each of the FCB Teams. Team Managers are responsible for performing the administrative duties associated with the team (registration, finances, etc.) and representing the team on the FCB Team Managers Committee. This Committee shall meet every other month or more often if needed and will be chaired by one (1) Team Manager for a boy's and girl's team that will serve as the Team Manager Committee Co-Chairs on the FCB Committee. Team Manager Committee Co-Chair's shall have a one (1) seasonal year (Fall and Spring Seasons) term of office.

### **C. Meetings**

Meetings of the FCB Committee shall be held at a minimum of once every other month (6 times per year) at a time and place specified by the Chairperson. Special Meetings of the FCB Committee may be called by the Chairperson or at the request of three (3) Members of the FCB Committee.

### **D. Competitive Teams**

The number of Coaching positions available for the FCB Teams will be based on the number of FCB Teams, in age groups U11 through U19 for both boys and girls, which the FCB Committee determines is feasible for the coming Fall/Spring seasons.

The Chairperson or Vice Chairperson will provide the following information to the Club's Board following the conclusion of the Spring season:

1. Current number of FCB Teams in each age group for both boys and girls and number of registered FCB Players.
2. Current identification of each team's status as to pure or mixed age group.
3. Results of FCB Teams for the previous Fall/Spring seasons, President's Cup, State Cup and other tournaments if available.
4. Identified and assigned Coaches for the next Competitive year by

age group, gender and Coaching qualifications and license.

### **E. Competitive Coach Selection**

The Competitive Coordinator, Coaches Coordinator and Technical Director of Coaching (DOC) will review potential FCB Head Coaches, Assistant Coaches and Trainers and determine assignments prior to the Club's Board presentation. Determinations affecting assignments may include:

1. Feedback from FCB Parents, Players, Coaches, FCB Committee Members, FCB Team Manager Committee members.
2. Disciplinary information on each FCB Coach and their team from current Fall/Spring seasons from the Oklahoma Soccer Association (OSA), and the Club.
3. Direct meetings and/or interviews with the Technical Director of Coaching (DOC).
4. USYSA Licensing level and experience of individual.

In the event after selection and assignment to a FCB Team an FCB Coach should become unable to fulfill their commitment as FCB Coach of an FCB Team, the Technical Director of Coaching (DOC) and Competitive Coordinator shall find a suitable and qualified Coach to assume coaching the FCB Team. If no replacement can be found within a reasonable period of time the Technical Director of Coaching (DOC) shall assume the team until a replacement is secured.

### **F. Coaches Meetings**

There will be a FCB Coaches Meeting after FCB Coaches have been selected but prior to the beginning of tryouts (May or June). The purpose of this meeting will be to remind FCB Coaches of pertinent Oklahoma Soccer Association (OSA) rules and discuss tryouts, team formation, and play ups with emphasis on the needs of FCB that take priority over the desires of any one FCB Team. In addition details concerning FCB Pre-Tryout camp will be discussed along with rules and regulations concerning dead week and recruiting limitations. All FCB Coaches will be required to attend this meeting.

### **G. Team Formation**

Following the selection and notification of FCB Coaches each FCB Coach shall work with the Technical Director of Coaching (DOC) and Competitive Coordinator to establish a complete tryout schedule for their team. All FCB Teams will be required to schedule a tryout on the first day of the Oklahoma Soccer Association (OSA) designated tryout period. Additional tryout dates can be added during the remainder of the tryout period. Players can tryout for any team for which they are age eligible.

After completion of tryouts but prior to posting selections, the Technical Director of Coaching and/or Competitive Coordinator will compare proposed rosters of FCB Teams to prevent overlaps of Players trying out and being selected by multiple age Teams. If there is no overlap, then selections shall be posted. The names of the members selected to the FCB Teams will be posted by the Competitive Coordinator or Secretary on the FCB website and passed to the Club for posting on the Club's website following the completion of the try out period.

If there is an overlap, the Technical Director of Coaching (DOC) and/or Competitive Coordinator will contact the FCB Coaches involved to discuss the overlap. At no time is either FCB Coach to contact the overlapping Player. Should the Coaches be unable to resolve the overlap, the Director of Coaching (DOC) and/or Competitive Coordinator will contact the Player and Parents of the overlap Player within twenty-four (24) hours. The Technical Director of Coaching (DOC) and/or Competitive Coordinator will indicate that the Player has been selected by more than one team and that the Player must choose a team and notify the Technical Director of Coaching (DOC) and/or Competitive Coordinator within twenty-four (24) hours. Once each roster is full with no overlap, team selections will be posted by the Competitive Coordinator or Registrar on the FCB website. This protocol may not cover all circumstances. Resolution of conflicts expressed (in writing) by Parents shall be handled by the FCB Committee.

The Competitive Coordinator is responsible for ensuring that the FCB Coaches notify all tryout applicants on their status with the FCB Team. Once the formation of a FCB Team has been determined, the FCB Coach shall notify each Player by telephone, email or a letter as set forth by the FCB Board.

Selected Players shall be informed that a signed the Oklahoma Soccer Association (OSA) Commitment form and the Club's registration fee must be provided to complete the selection for the Player to be a member of the team. Should the Player have intentions of trying out for another team, either in another age bracket or for another soccer club and does not return the Oklahoma Soccer Association (OSA) Commitment form as required by the Club by the last day of the tryout period, the FCB Coach may then replace this Player on their selected roster at their convenience. The FCB Coach shall then notify the Player of the decision.

Non-selected Player notifications should be handled in person or by telephone communications informing the Player they have not been selected for the original roster. This communication should thank the Player for their effort and time spent trying out. A FCB Coach should consider adding any insight to assist the Player in their development that they feel is necessary.



## H. Non-Formation or Disbanding of a Team

If during the course of tryouts a FCB Coach feels he/she will not have a sufficient number of Players in the selected age division, the FCB Coach shall notify the Technical Director of Coaching (DOC) and Competitive Coordinator immediately. The Technical Director of Coaching (DOC) and Competitive Coordinator will then notify the FCB Committee and the Club's Board concerning their decision on the formation of the given team.

In the event of a team not forming in a given age division and the Players are eligible to play in another age division and the Players have not tried out for this age division, the FCB Coach in that age division shall be notified of available Players by the Technical Director of Coaching (DOC) prior to the end of the tryout period. It is the FCB Coach's decision as to whether or not these Players shall be selected in the tryout process.

## I. Player Registration

The Competitive Coordinator will work with the Registrar to set a final registration deadline for the FCB Teams. FCB Team Managers must have all paperwork for Players selected to their FCB Teams in the Registration system and to the Competitive Coordinator and Registrar by this date.

Paper work includes all Registration fees, Player pictures, Birth Certificates, FCB annual assessment fees, etc. Paper work and payments not turned in by the established deadline will be subject to penalties, including late registration fees. Players will not be placed on a FCB Team roster until all registration documents are received. The Competitive Coordinator is responsible for providing the FCB Coaches, Team Managers and Players with the proper information, user-id's and passwords for registering their Teams. The Competitive Coordinator is responsible for overseeing the registration of FCB Teams with the Oklahoma Soccer Association (OSA).

FCB Teams are initially formed for one (1) seasonal year (Fall and Spring). In accordance with Oklahoma Soccer Association (OSA) by-laws and standing resolutions, Players can be added and dropped throughout the seasonal year. The FCB Coaches and/or FCB Team Managers shall coordinate all such activity through the Competitive Coordinator and/or Technical Director of Coaching (DOC).

All FCB Teams in the Competitive Division shall be named FC Bartlesville followed by the team year (example: FC Bartlesville 98). For age groups with multiple FCB Teams the team color will be assigned as Navy or White. The uniform colors for all FC Bartlesville Teams will be Navy and White with black and/or grey used as a

practice colors. All uniforms will be of the same brand ordered through a source provided by the Club and/or FCB.

In addition to the Club Registration fees covering Oklahoma Soccer Association (OSA) Insurance and Registration, and Club expenses the FCB Teams and Players will be assessed an FCB Annual Fee to cover among other items, scholarships, equipment, Coach clinics, to be allocated for the benefit of the entire FCB Membership.

There will be an FCB Player Fee (payable monthly August 1 through and including May 1 of each seasonal year or in a lump sum at the option of the Player and his/her Parents) with a portion set aside for financing the cost of the Technical Director of Coaching (DOC). The portion of the monthly assessment designated as salary for the Technical Director of Coaching (DOC) must be approved in advance by the Club's Board. All funds received under this monthly assessment shall be reflected in the Technical Director of Coaching (DOC) salary fund on the books and records of the Club. The remainder of the monthly assessments collected will be used for the FCB Coaching staff including Goal Keeper training, a portion of tournament entries, referee fees, etc.

## Standing Resolution XV: Operating Budget

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As Adopted: **October 6, 2015**

### A. Monthly Financial Statements

The Treasurer shall prepare monthly financial statements presenting both actual and budgeted expenditures at each Board meeting.

### B. Yearly Budget Statement

The Treasurer shall solicit budget information from each Board member. The information shall be provided in a timely manner so that the budget may be prepared and presented at the January Annual Membership Meeting. Each Board Member is responsible for providing reasonable cost estimates to support their budget.

Any anticipated material expenditures in excess of those already in an approved budget must be approved by the Board. Non-discretionary expenditures, as defined by the Board, do not require Board approval. Non-discretionary items are registration fees, Referee registration fees and distribution of payments to Referees. Emergency expenditures up to \$200.00 may be made at the discretion of the President.

## Standing Resolution XVI: Risk Management Program

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As Adopted: **October 6, 2015**

Under the direction of the United States Youth Soccer Association (USYSA) and in conjunction with the Oklahoma Soccer Association (OSA), the Club has adopted a risk management program. As required by the Oklahoma Soccer Association (OSA), every Board Member and any individual required by the Program must submit an on-line Volunteer Disclosure Form.

### A. General

The First Vice President of the Club will administer the Club's Risk Management Program. This person will be referred to as the Club Risk Management Coordinator (CRMC). The CRMC will communicate the Club's Risk Management Program to the Board, Coaches and team managers.

### B. First Aid & Safety

All Club Coaches, Assistant Coaches and Trainers will be encouraged to have a Coaching license appropriate for the age level they are coaching. All Coaches shall have medical release forms in their possession for all Players on their team.

### C. Volunteer Disclosure Forms

All Coaches, Assistant Coaches, Trainers, Managers or anyone else required by the Program, must submit an on-line Volunteer Disclosure Form. The CRMC along with the Registrar will ensure that the forms are being submitted.

All Coaches and team Managers are encouraged to immediately report suspected child abuse to the CRMC, who will inform the appropriate authorities.

Any person who does not complete the required form before the established Oklahoma Soccer Association (OSA) deadline will not be allowed to participate in Club activities. The Club will inform any individual who has been denied by the Oklahoma Soccer Association (OSA) Risk Management Program. The CRMC will inform any individual who has been denied participation of the Oklahoma Soccer Association (OSA) appeals process.

The CRMC will assist the Oklahoma Soccer Association (OSA) with investigations of all personnel.

**D. Fiscal Risks**

The CRMC will work with the Treasurer to analyze potential financial risks to the Club and take any necessary corrective action.

The Board reserves the right to review and/or cancel any Teams fund raising activities.

An audit of the Club's financial operations may be conducted as needed by an Audit Committee and a written report submitted to the Board.

## Standing Resolution XVII: Conflict of Interest Policy

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As Adopted: **October 6, 2015**

### A. Purpose

The Washington County Soccer Club (hereafter 'the Club') is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of the Club as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.

Consequently, there exists between the Club and its board, officers, and employees and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, and employees have the responsibility of administering the affairs of the Club honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of the Club. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the Club or knowledge gained therefrom for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

### B. Persons Concerned

This statement is directed not only to officers, but also to all employees who can influence the actions of the Club. For example, this would include all who make purchasing decisions, all persons who might be described as "management personnel," and anyone who has proprietary information concerning the Club.

### C. Areas In Which Conflict May Arise

Conflicts of interest may arise in the relations of directors, officers, and management employees with any of the following third parties:

1. Persons and firms supplying goods and services to the Club.
2. Persons and firms from whom the Club leases property and equipment.
3. Persons and firms with whom the Club is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
4. Competing or affinity organizations.
5. Donors and others supporting the Club.

6. Agencies, organizations and associations which affect the operations of the Club.
7. Family members, friends, and other employees.

#### **D. Nature of Conflicting Interest**

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned in Section 3. Such an interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with the Club.
2. Holding office, serving on the board, or being otherwise employed (or formerly employed) with any third party dealing with the Club.
3. Receiving remuneration for services with respect to individual transactions involving the Club.
4. Using the Club's time, personnel, equipment, supplies, or good will for other than the Club approved activities, programs, and purposes.
5. Receiving personal gifts or loans from third parties dealing or competing with the Club. Receipt of any gift is disapproved except gifts of a value less than \$50, which could not be refused without discourtesy. No personal gift of money should ever be accepted.

#### **E. Interpretation Of This Statement of Policy**

The areas of conflicting interest listed in Section 3, and the relations in those areas which may give rise to conflict, as listed in Section 4, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the directors, officers, and management employees will recognize such areas and relation by analogy.

The fact that one of the interests described in Section 4 exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of the Club.

However, it is the policy of the board that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the board, officers, and employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

## **F. Disclosure Policy & Procedure**

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

- 1.** The conflicting interest is fully disclosed;
- 2.** The person with the conflict of interest is excluded from the discussion and approval of such transaction;
- 3.** A competitive bid or comparable valuation exists; and
- 4.** The board has determined that the transaction is in the best interest of the organization.

Disclosure in the organization should be made to the President (or if she or he is the one with the conflict, then to the First Vice President), who shall bring the matter to the attention of the board.

The board shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to the Club. The decision of the board on these matters will rest in their sole discretion, and their concern must be the welfare of the Club and the advancement of its purpose.





If yes, please describe the purchased services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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- 5. Please indicate whether you or any of your affiliated persons had any direct or indirect interest in any business transaction(s) in the past year to which the Club was or is a party?

**Yes**  **No**

If yes, describe the transaction(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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- 6. Were you or any of your affiliated persons indebted to pay money to the Club at any time in the past year (other than travel advances or the like)?

**Yes**  **No**

If yes, describe the transaction(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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- 7. In the past year, did you or any of your affiliated persons receive, or become entitled to receive, directly or indirectly, any personal benefits from the Club or as a result of your relationship with the Club, that in the aggregate could be valued in excess of \$1,000, that were not or will not be compensation directly related to your duties to the Club?

**Yes**  **No**

If yes, please describe the benefit(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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8. Are you or any of your affiliated persons a party to or have an interest in any pending legal proceedings involving the Club?

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

If yes, please describe the proceeding(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by the Club's board in accordance with the terms and intent of the Club's conflict of interest policy?

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

If yes, please describe the proceeding(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Conflict of Interest Disclosure Statement**

**I hereby confirm** that I have read and understand the Club's conflict of interest policy and that my responses to the above questions are complete and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with this policy, I will notify the President (or if I am the President, the First Vice President) immediately.

\_\_\_\_\_ **Signature**

\_\_\_\_\_ **Date**

# Washington County Soccer Club

## Gift Policy & Disclosure Form

### Gift Policy

As part of its conflict of interest policy, the Club requires that officers and employees decline to accept certain gifts, consideration or remuneration from individuals or companies that seek to do business with the Club or are a competitor of it. This policy and disclosure form is intended to implement that prohibition on gifts.

**1. Responsible Person**

A Responsible Person is any person serving as an officer, employee or a member of a committee of the Club.

**2. Family Member**

A Family Member is a spouse, domestic partner, parent, child or spouse of a child, or a brother, sister, or spouse of a brother or sister, of a Responsible Person.

**3. Contract or Transaction**

A Contract or Transaction is any agreement or relationship involving the sale or purchase of goods, services or rights of any kind, receipt of a loan or grant, or the establishment of any other pecuniary relationship. The making of a gift to the Club is not a "contract" or "transaction."

**4. Prohibited gifts, gratuities and entertainment**

Except as approved by the President of the Board or his/her designee or for gifts of a value less than \$50 which could not be refused without discourtesy, no Responsible Person or Family Member shall accept gifts, entertainment or other favors from any person or entity which:

- A. Does or seeks to do business with the Club or,
- B. Does or seeks to compete with the Club or,
- C. Has received, is receiving, or is seeking to receive a Contract or Transaction with the Club.

### Gift Disclosure Statement

I certify that I have read the above policy concerning gifts, and I agree that I will not accept gifts, entertainment or other favors from any individual or entity, which would be prohibited by the above policy. Following my initial statement, I agree to provide a signed statement at the end of each calendar year certifying that I have not received any such gifts, entertainment or other favors during the preceding year.

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

## Standing Resolution XVIII: Director of Coaching

[Top...](#)

As Adopted: **February 4, 2016**

### **I. Position**

The Director of Coaching (DOC) will be a paid coach hired by the Board.

### **II. Responsibility**

The Director of Coaching (DOC) will oversee and manage the affairs of the FC Bartlesville (FCB) and oversee the Academy Director of Coaching (ADOC) and the Academy Program. Refer to the Director of Coaching (DOC) – Job Description document for complete details.

### **III. Voting Rights**

The Director of Coaching (DOC) will be a Non-Voting Board Member of the Board.

### **IV. Appointment & Removal**

A super majority, two-thirds (2/3) vote of the full Board will be required to, hire (following a recommendation from the Director of Coaching (DOC) Selection Committee), fire or override any decision of the Director of Coaching (DOC).

### **V. Remuneration Funding**

The Club shall establish a Director of Coaching (DOC) salary fund in the books and records of the Club for the purpose of setting aside monies to pay the salary of the Director of Coaching (DOC). Monies will be paid into this fund from the profits of the FCB monthly coach assessments, FCB tournaments and other FCB fund raising activities. No monies, collected from non-FCB players or Club recreational teams, will be paid into this fund without the prior approval of the Club's General Membership at an Annual or Special General Membership Meeting, unless such amounts were collected from a fund raising activity that was advertised as being for that purpose.

### **VI. Suspension of Standing Resolution**

This Standing Resolution shall be suspended during any such time that the Club has entered into a strategic alliance agreement with a parenting club, which has by the terms of agreement assumed such responsibility.

## Standing Resolution XIX: Academy Director of Coaching

[Top...](#)

As Adopted: **February 4, 2016**

### **I. Position**

The Academy Director of Coaching (ADOC) will be a paid coach hired by the Board.

### **II. Responsibility**

The Academy Director of Coaching (ADOC) will oversee and manage the affairs of the Academy Program. Refer to the Academy Director of Coaching (ADOC) – Job Description document for complete details.

### **III. Voting Rights**

The Academy Director of Coaching (ADOC) will be a Non-Voting Board Member of the Board.

### **IV. Appointment & Removal**

A super majority, two-thirds (2/3) vote of the full Board will be required to, hire (following a recommendation from the Academy Director of Coaching (ADOC) Selection Committee), fire or override any decision of the Academy Director of Coaching (ADOC).

### **V. Remuneration Funding**

The Club shall establish an Academy Director of Coaching (ADOC) salary fund in the books and records of the Club for the purpose of setting aside monies to pay the salary of the Academy Director of Coaching (ADOC). Monies will be paid into this fund from the profits of the Academy+ Program, and other fund raising activities. No monies, collected from non-FCB players or Club recreational teams, will be paid into this fund without the prior approval of the Club's General Membership at an Annual or General Membership Meeting, unless such amounts were collected from a fund raising activity that was advertised as being for that purpose.

### **VI. Suspension of Standing Resolution**

This Standing Resolution shall be suspended during any such time that the Club has entered into a strategic alliance agreement with a parenting club, which has by the terms of agreement assumed such responsibility.

## Standing Resolution XX: DOC Selection Committee

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As Adopted: **February 4, 2016**

### **A. Composition**

The Director of Coaching (DOC) Selection Committee shall be chaired by the Coaching Coordinator. Four (4) additional members of the committee shall be current FCB Competitive Coaches, two (2) each representing boys and girls teams. No other serving Board Member may serve on this committee.

### **B. Purpose**

If vacant, the committee will provide a recommendation to the Board of a candidate for the Director of Coaching (DOC) position.

### **C. Approach**

Committee members will participate in the interview and selection process of potential candidates for the Director of Coaching (DOC) position and will advise and make a recommendation to the Board at the end of such process.

### **D. Suspension of Standing Resolution**

This Standing Resolution shall be suspended during any such time that the Club has entered into a strategic alliance agreement with a parenting club, which has by the terms of agreement assumed such responsibility.

## Standing Resolution XXI: ADOC Selection Committee

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As Adopted: **February 4, 2016**

### **A. Composition**

The Technical Director of Coaching (DOC) Selection Committee shall be chaired by the Coaching Coordinator. Four (4) additional members of the committee shall be current FCB Competitive Coaches, two (2) each representing boys and girls teams. No other serving Board Member may serve on this committee.

### **B. Purpose**

If vacant, the committee will provide a recommendation to the Board of a candidate for the Academy Director of Coaching (ADOC) position.

### **C. Approach**

Committee members will participate in the interview and selection process of potential candidates for the Academy Director of Coaching (ADOC) position and will advise and make a recommendation to the Board at the end of such process.

### **D. Suspension of Standing Resolution**

This Standing Resolution shall be suspended during any such time that the Club has entered into a strategic alliance agreement with a parenting club, which has by the terms of agreement assumed such responsibility.



## Standing Resolution XXII: DOC Oversight Committee

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As Adopted: **February 4, 2016**

### **A. Composition**

The Director of Coaching (DOC) Oversight Committee will be chaired by the Coaching Coordinator. Four (4) additional members of the committee shall be current FCB Competitive FCB Coaches, two (2) each representing boys and girls teams. No other serving Board Member may serve on this committee.

### **B. Purpose, Approach & Timing**

To review and report on the performance of the Director of Coaching (DOC) over the preceding twelve (12) months; through personal observation and surveying/research of FCB Competitive Members and to present such findings in written form to the Board. The Director of Coaching (DOC) – Oversight Committee Report should come before the Board no later than three (3) months following the end of the Spring/Summer Competitive Season.

### **C. Suspension of Standing Resolution**

This Standing Resolution shall be suspended during any such time that the Club has entered into a strategic alliance agreement with a parenting club, which has by the terms of agreement assumed such responsibility.

## Standing Resolution XXIII: ADOC Oversight Committee

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As Adopted: **February 4, 2016**

### **A. Composition**

The Academy Director of Coaching (ADOC) Oversight Committee will be chaired by the Coaching Coordinator. Four (4) additional members of the committee shall be current Academy Coaches, two (2) each representing boys and girls teams. No other serving Board Member may serve on this committee.

### **B. Purpose, Approach & Timing**

To review and report on the performance of the Academy Director of Coaching (ADOC) over the preceding twelve (12) months; through personal observation and surveying/research of Academy Members and to present such findings in written form to the Board. The Academy Director of Coaching (ADOC) – Oversight Committee Report should come before the Board no later than three (3) months following the end of the Spring Academy Season.

### **C. Suspension of Standing Resolution**

This Standing Resolution shall be suspended during any such time that the Club has entered into a strategic alliance agreement with a parenting club, which has by the terms of agreement assumed such responsibility.

## Standing Resolution XXIV: FCB Competitive Team Managers Committee

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As Adopted: **February 4, 2016**

### **A. Composition**

There shall be a FCB Competitive Team Managers Committee formed, composed of the team managers of each of the FCB Competitive teams. FCB Competitive Team Managers shall be selected by each FCB Competitive team from the parents of that team. Team Managers are responsible for performing the administrative duties associated with the team (registration, finances, etc.) and representing the team on the FCB Competitive Team Managers Committee. The Committee shall meet every other month or more often if needed and will be chaired by one representative from a boy's and girl's team as selected by the FCB Competitive Team Managers. The Co-Chairs will also serve as the Team Manager Committee Co-Chairs on the FCB Competitive Board.

### **B. Suspension of Standing Resolution**

This Standing Resolution shall be suspended during any such time that the Club has entered into a strategic alliance agreement with a parenting club, which has by the terms of agreement assumed such responsibility.