

Fairview Soccer Association

Policy and Procedure Manual

Version: January 2009

Policies Approved by the Board of Directors of Fairview Soccer Association

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Secretary

Date

President

Date

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Mission: To facilitate a safe, fun and satisfying soccer experience for the youth of Fairview, TN and it's surrounding areas so that we may make a positive difference in their physical, mental and emotional development.

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GENERAL PRINCIPLES

1. Mission Statement: FSA was created to facilitate a safe, fun and satisfying soccer experience for the youth of Fairview, TN and it's surrounding areas so that we may make a positive difference in their physical, mental and emotional development.
2. Providing a safe environment is the responsibility of everyone at all times, not just a select few or at certain periods.
3. Pressing players to win, solely for the sake of winning is strongly discouraged and will not be tolerated by FSA. On the other hand, competitive playing for the fun of the sport is strongly encouraged.
4. The membership list of players, coaches, managers, referees, board members as well as handouts, fliers and the FSA logo is the property of FSA and may not be used by, given or sold to third parties without the express approval of the Board or its specified representative.
5. The Recreational League has no player experience or qualification requirement. Specifically, any player with the consent of a legal parent or guardian shall be allowed to register and play in division structures and age groupings established by the Board. Travel Teams are formed at the discretion of a qualified and FSA approved Travel Team Manager.

6. FSA shall be a member of the Tennessee State Soccer Association (TSSA) under the United States Youth Soccer Association (USYSA)
7. FSA will use the FIFA (Federation Internationale De Football Association) Laws of the Game modified for club play at the Recreational and Travel levels. Modifications to FIFA shall be approved and documented by the Board in advance.

FINANCIAL POLICIES

GENERAL ACCOUNTING POLICIES

1. It is the purpose of these financial policies to provide consistent application of conduct and proper internal controls to safeguard the assets of FSA while performing the duties as described in FSA's Bylaws and Policies.
2. All funds raised and dispersed in the name of FSA must be managed in such a way that the tax-exempt status of FSA will not be endangered.
3. FSA adopts the Cash-Basis for accounting.
4. FSA adopts the FIFO method of inventory.
5. Checks and Money Orders for Recreation league should be requested in the name of "Fairview Soccer Association" or "FSA". Travel Teams will have their own name on their accounts.
6. No individual (coach, team manager, parent volunteer or otherwise) has the authority to commit FSA funds without the necessary approvals of either the FSA President, Treasurer or Board.
7. Non-routine items that cost over \$250 will require approval from the Board.

NO PERCIEVED CONFLICT OF INTEREST

1. FSA will not enter into any financial agreements with vendors that benefit or appear to benefit individual board members of their families at the expense of the FSA while a reasonable alternative exists.
2. Without previous consent of the Board, individual Board Members should not accept gifts and/or entertainment in dealings with vendors, suppliers or other persons with which FSA has or potentially could develop a business relationship. Gifts would include any gratuitous service, loan, discount or article of value over \$25. Gifts in the form of cash, gift certificates or other cash equivalents should never be accepted. Vendors are certainly welcome to make non-binding donations to FSA itself for charitable purposes.

BANK ACCOUNTS

1. General Requirements for Accounts:
 - a. All revenue shall be deposited into and all expenses shall be paid by checks drawn against the designated accounts for that purpose.

- b. There shall be, at a minimum, one checking account for Recreation League (which shall serve as the “Operating Account”), one checking account for Tournaments (“Tournament Account”) and one checking account for each Travel Team (“Travel Team Accounts”). The accounts shall be:
 - i. Descriptively named;
 - 1. The Operating Account shall be in the name of “Fairview Soccer Association”
 - 2. The Tournament account shall be named “FSA Tournaments”
 - 3. The Travel Team Accounts shall be named “FSA [Team Name]”
 - ii. In bank accounts that are FDIC Insured or insured by another equivalent federally insuring institution;
 - 1. Account balances should never exceed the insured level
 - c. Reserve Funds may, at the discretion of the Treasurer, be deposited in an interest bearing savings account with the following priority hierarchy:
 - i. Security, then
 - ii. Liquidity, then
 - iii. Rate of Return.
 - d. When closing a Travel Team Account due to dissolution of the Team, any remaining balance shall be transferred to the Operating Account.
2. Signatures Required.
- a. The Primary Signatory for the Operating Account and Tournament Account shall be the FSA Treasurer.
 - b. The Primary Signatory for any Travel Team Account shall be the respective Travel Team Administrator.
 - c. The FSA President may sign a check in lieu of the Primary Signatory listed above.
 - d. Change of personnel shall require changing signature cards at the respective banks within 10 working days.
 - e. Checks made out to either the FSA President or a Signatory Official shall have 2 signatures regardless of the amount to avoid the appearance of impropriety.
3. Security and Confidentiality
- a. Non-perishable assets shall be marked “Fairview Soccer Association” or “FSA” and inventoried annually.
 - b. Checks shall be kept in a secure, locked location.
 - c. PIN numbers and passwords are to be issued to and held by only the Signatory Official, Treasurer and/or President.

- d. The balances and expenses of FSA are not to be discussed with individuals outside of the Board without the permission/presence of the Treasurer or President. An exception is periodic statements put out by Travel Team Managers to their player's parents concerning the status of funds in their Team Account.
 - e. Any Form 990, 990EZ or other annual tax filings are to be available for public inspection and provided upon request in accordance with the law.
4. Credit/Debit Cards
- a. Any Debit Cards will ONLY be held/used by the Signatory Official of the account, the Treasurer or President.
 - b. FSA will decline the offer of any credit cards.

CASH FLOW POLICY

1. Deposits
 - a. All revenue of FSA shall be placed into FSA accounts.
 - b. Checks shall be stamped (or otherwise documented) for deposit to the appropriate account.
 - i. For player registration checks, the check number and amounts shall be documented on the Player Registration Form
 - ii. The check number, amount and name shall be listed on any deposit slips
 - c. Revenue in the form of cash shall have it's amounts verified and a receipt issued at the request of the party.
 - d. All bank deposits shall be made within 3 business days of receipt of funds.
 - e. As it is necessary to have cash on hand to support concessions (i.e. cash boxes), at no time should the total amount of unsecured cash exceed \$200 without being swept for deposits. After a season ends, all unsecured cash should be deposited.
 - f. The Board shall take reasonable efforts to recuperate all NSF Fees from the responsible party.
2. Disbursements
 - a. Unless otherwise excepted in this policy for cash payments, expenses shall be paid by check or debit card from the respective accounts. Exceptions are limited to the following:
 - i. Change from sale of concessions
 - ii. Cash advances for a tournament
3. Income Tax: FSA is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code as amended. Accordingly, no provision for income taxes shall be reflected in the financial statements.

4. Debt: FSA shall not incur interest-bearing debt. All items shall be paid in full at the time of purchase or upon invoice.

POST DATED AND NSF CHECKS

1. FSA does not support the writing of post-dated checks.
2. For NSF Checks
 - a. Immediate telephone contact shall be made with the originator of the NSF check informing them of the returned check and the amount owed, including all additional fees.
 - b. In the event that the originator does not respond within 3 days or if there was no reliable means to leave a message, a formal letter shall be sent to the originator indicating the situation.
 - c. For Player registration checks, FSA may prevent the child from playing that season only if the parent is notified prior to the first practice that the child cannot play due to failure to resolve the NSF check. HOWEVER, if the child has participated in at least one practice, the child may complete the season regardless of recuperation of the funds and the registration fee, if left uncollected by the end of the season, shall be logged as bad debt. Subsequent seasons by that family's children shall only be allowed with permission from the Board, which may require making up a portion or the entire amount owed from the previous season.

REGISTRATION FEE WAIVERS/DISCOUNTS

1. Recreation Division:
 - a. In an effort to keep fees as low as possible for all players, FSA does not allow for fee waivers in the recreational division.
 - b. Unless otherwise decided/modified by the Board for the beginning of a fall season, the following discounts are to be made routinely available for recreational player registration
 - i. Early Registration: A set amount of \$5 for registration prior to the end of the preceding season.
 - ii. Multiple Child Discounts: A set amount of \$5 for each subsequent child can be taken for families with multiple children registering. For example, if the fee is \$55, then for 2 children it will be \$105 (\$55 + \$50) and for 3 children it would be \$150 (\$55 + \$50 + \$45).
2. Travel Teams: Each travel team will decide on if/how they will handle any disproportionality of revenue from parents based on their individual needs.
- 3.

JOURNALS

1. FSA will keep journal entries for the Operating and Tournament Accounts. Travel Team Accounts may use any system, including paper, for their activity as long as it sufficiently describes the detail of the transactions.
2. For each of the Operating Account, Tournament Account and each Travel Team account, there shall be an accompanying Cash account to reflect that activity.
3. For season-to-season consistency, intercompany consistency and harmonization with IRS reporting requirements, the categories/subcategories should be at a minimum the following:
 - a. Revenue Categories
 - i. [Concessions]: The summation of this category shall give the overall financial impact of operating a concession stand during practices/games [Note: IRS rules severely limit the operation of the concession stand during times unrelated to our soccer activities- FSA shall not operate the concession stand as an “unrelated business activity” as defined by the IRS]. All items shall fall under the following subcategories:
 1. [Concessions/Equipment]: This subcategory classifies the purchase of equipment for use in the sale of concessions (e.g. BBQ equipment, refrigerator).
 2. [Concessions/Inventory]: This classifies the Cost of Goods Sold through concessions (e.g. candy, drinks, burgers etc).
 3. [Concessions/Revenue]: This subcategory for the revenue generated from the sale of concession inventory. Generally, this subcategory will be logged as received in the Cash Account (even if paid by check) and later transferred into the Operating Account when the actual deposit is made. Reconciliation of this subcategory shall be at the end of each day’s games.
 - ii. [Donations]: This category is reserved for non-sponsor donations to FSA. This may include a gift from another foundation, agency or individual of which there is no quid pro quo. As the number of donations meeting this criteria is expected to be rare, each subcategory should be named in the donor’s name. Note: A letter stating that no services were rendered MUST be generated for gifts over \$250 OR on the request of the Donor. Consult the IRS rules on this issue.
 - iii. [Registration Fees]: The summation of the subcategories herein shall be the overall financial revenue from player registration fees.
 1. [Registration Fees/Fall Rec]: This subcategory is for the fees PRIOR TO ANY DISCOUNTS received for registration in the

Fall Recreational season (for example, if the usual fee is \$55 and FSA allows a \$5 discount, a check for \$50 will be accepted, a credit of \$55 will be logged in this category and a debit of \$5 will be logged in the appropriate discount subcategory).

2. [Registration Fees/Spring Rec]: Same type of subcategory as Fall but for Spring registration fees.
 3. [Registration Fees/Refund Rec]: This is a debit subcategory logging any cash refund of recreational league fees. This is NOT to be used in logging the discounts.
 4. [Registration Fees/Travel Team Allocation]: This subcategory is for the intercompany logging of any Travel Team's registration fees to the FSA Operating Account. The consolidated net of this item across all FSA accounts will be \$0.
 5. [Registration Fees/Early Registration Discount]: This subcategory is for the allocation of any early registration discounts. It is not expected to account for any actual cash transactions, but a means of documenting the amount discounted from the full fee.
 6. [Registration Fees/Multi-Child Discount]: This subcategory is for the allocation of any discounts given to families of multiple children signing up for soccer. It is not expected to account for any actual cash transactions, but a means of documenting the amount discounted from the full fee.
 7. [Registration Fees/Tournament]: This subcategory reflects fees from teams playing in an FSA Tournament, including FSA teams.
 8. [Registration Fees/Bad Debt]: This subcategory reflects any uncollected accounts from registration fees.
 9. [Registration Fees/Other]: This subcategory is for the allocation of any administrative allowances given for other reasons. It is not expected to account for any actual cash transactions, but a means of documenting the amount discounted from the full fee. Note: Individualized documentation should be given here. Additionally, discounts should be given in non-discriminatory manner. Any discounts based on financial need shall be applied consistently without favoritism.
- iv. [Sponsor Donations]: The summation of the subcategories herein should represent the financial impact of sponsorships.

1. [Sponsor Donations/Annual]: For Sponsors that have sponsored 2 seasons
 2. [Sponsor Donations/Seasonal]: For Sponsors that have sponsored a specific season
 3. [Sponsor Donations/FMV of Non-Cash]: This subcategory is used in the event a sponsor offers non-cash donations. This is used to log the Fair Market Value of non-cash donations (e.g. wood for benches, copies, dirt). Once FMV is determined, the credit shall be logged into this category and a debit of the same amount shall be marked in the appropriate subcategory. For example, if a vendor donated \$60FMV of wood for benches, \$60 will be credited here and \$60 will be debited in the [Fields/Equipment] subcategory. Another example is if a company donates \$30FMV of hamburger buns, \$30 will be credited here and \$30 will be debited in the [Concessions/Inventory] subcategory.
 - v. [Vendor Rebate]: This category is for donations by a vendor from rebates for the use of services (e.g. team pictures that give a % back to FSA). The subcategories should reflect the name of the vendor.
- b. Expense Categories
- i. [Awards]: This is reserved for the direct costs of tangible player awards (e.g. trophies). There should be a subcategory for Recreational League and one for Tournaments. At this time, there are no other subcategories however if FSA decides to hold awards banquets or other items including indirect costs, then subcategories should be added.
 - ii. [Bank Charges]:
 1. [Bank Charges/Service Charges]: A subcategory for any fees the bank imposes on the accounts for normal operations (e.g. cost of checks, monthly fees).
 2. [Bank Charges/NSF Fee]: A subcategory for any NSF charges for returned deposit checks.
 - iii. [Education]: This is reserved for the direct cost for education and educational materials provided for the support of FSA's Mission (i.e. Coach's handouts, seminar etc.). This is for tangible materials only and not for subcontractors, which will be in the Professional Fees category.
 - iv. [Fields and Equipment]: This category is to log all costs in the support of the fields, including spectator areas and play.

1. [Fields and Equipment/Coach's Equipment]: The direct cost of balls, cones, first aid kits etc. that are distributed or held for use by coaches.
 2. [Fields and Equipment/Line Painting]: for the direct cost of paint and affiliated equipment for lining the fields.
 3. [Fields and Equipment/Indoor Arena Rent]: The direct cost of renting the Indoor arena for recreational play.
 4. [Fields and Equipment/Tournament Arena Rent]: The direct cost of renting the Indoor arena for tournament play.
 5. [Fields and Equipment/Other]: The direct cost for other equipment pertaining to the fields of play/spectation (i.e. goal post padding, dirt, benches etc)
- v. [Gifts]: This category is for gifts from FSA to another entity. This can be gifts of appreciation or prizes for opening day ceremonies etc. "Gifts" in this category are not to be confused with "Awards" for players/teams.
 - vi. [Operating Expenses]: This category is for the operational expenses of running the organization (i.e. Post Office Box, stamps etc.). Subcategories should be created for higher percentage expenses.
 1. [Operating Expenses/Copies]: As the biggest expense, copies should be tracked as a subcategory.
 - vii. [Professional Fees/Referee]: This category reflects payment of independently contracted referees for their service. In the event time is donated, the FMV of what should have been referee payment will be debited here and credited under Donations.
 - viii. [Professional Fees/Trainer]: This category reflects payment of independently contracted trainers for their service. In the event time is donated, the FMV of what should have been expensed will be debited here and credited under Donations.
 - ix. [Professional Fees/Other] This category reflects payment of any other independently contracted professionals for their services (attorneys, accountants etc.) In the event time is donated, the FMV of what should have been expensed will be debited here and credited under Donations.
 - x. [State Fees]: This is a debit category for payment of various fees to the state affiliate (i.e. TSSA).
 1. [State Fees/Player Registration]: This category is specifically for the per-child fee charged for insurance and other risk management items.

2. [State Fees/Reaffiliation]: This is reserved for the annual dues charged by the state affiliate.
- xi. [Uniforms]: This is for the direct cost of player uniforms. At this time, FSA does not supply referee uniforms.
- c. Creation and Modification of Categories and Subcategories
 - i. Categories and Subcategories should adequately represent the major functions of FSA and be easily mapped to the IRS reporting requirements. They may be created or deleted at the discretion of the Treasurer as necessary to properly analyze the operation and maintenance of historic value of the information but should contain at a minimum those listed in this policy. Any modification of those categories and subcategories listed in this manual should be reflected in a change of this manual.
4. All bank accounts will be reconciled as soon as possible after receiving the statements and necessary adjustments should be made.

NON-STANDARD CONTRIBUTIONS

1. Restricted contributions are identified and evaluated individually by the Board for acceptance.
2. Compliance with donor restriction and board designations is monitored.
3. As FSA adopts the Cash-Method of accounting, promises to give are not valued and recorded as revenue.
4. All documents (wills, trusts, etc.) related to donor-restricted gifts are maintained properly.

REIMBURSEMENT POLICY

1. FSA Board Members (including Directors and Ex-Officio Members) shall be reimbursed for actual, reasonable, and proper expenditures incurred in the conduct of approved FSA business. FSA's Board Members should not be penalized nor should they profit by adhering to stated FSA policies with respect to expense reimbursements
2. Individuals are encouraged, and advised to maximize discounts available to them.
 - a. Individuals should use vendors that readily honor FSA's sales tax exemption due to its not-for-profit status.
 - b. Generally, the lowest price good/service that meets the need should be sought.
 - c. Any rebate or adjustment received by a person submitting an expense reimbursement request should be deducted from expenses claimed.

3. Limitations on individual expenses without prior approval from the Board shall be according to the below restrictions.
 - a. Per Occurrence expenses no more than \$20 AND
 - b. Aggregate expenses no more than \$50 per calendar year.
4. Expenses shall be paid only as a result of documentation supporting the expense in the form of an original receipt containing the following:
 - a. Vendor Name
 - b. Date
 - c. Itemized list (credit card receipts that are not itemized do not meet this criteria)
 - d. Amount Paid per item
5. Documentation for expenses must be submitted to the Signatory Official no later than 28 calendar days from the date of the expense to be eligible. Requests not received within that timeframe shall only be reimbursed with approval from the Board.
6. No expense reimbursement is offered for the following without prior approval from the Board regardless of the amount
 - a. Travel (mileage, gas or other expenses)
 - b. Meals/entertainment
 - c. Phone Calls (including long distance and cell phone use)

PAYMENTS FOR SERVICES RENDERED

1. Individuals providing a service to FSA (e.g. referees) for which they are compensated shall provide FSA Treasurer with either an IRS Form W-9 .
2. An IRS Form 1099 must be completed and mailed to those individuals paid the minimum amount required by the IRS (currently \$600 within the calendar year) for use of said form. The form shall be postmarked no later than January 31st of the following year.

REGISTRATION REFUND POLICY

1. Refund requests are to be routed to the Treasurer in writing.
2. Full refunds shall be given PRIOR to the registration deadline.
3. 50% Refunds shall be given AFTER the registration Deadline and BEFORE the first scheduled game. The reason is that several non-cancelable costs have been incurred (uniform, state registration etc.)
4. No refunds are available beginning the day of the first scheduled game. The only exception is in the case of an injury during an FSA event that prohibits further play. In that circumstance, a 50% refund shall be given.
5. The Treasurer shall notify the Registrar and, if assigned, the player's coach as soon as this event occurs.

6. Any other refund request not in compliance with this policy shall be presented to the full Board for vote.

AUDIT POLICY

1. The Treasurer shall audit travel Team Accounts at least once annually.
2. The Operating Account and Tournament Account shall be audited at the discretion of the President or Board.
3. Results of all audits shall be available to the Board.

ARCHIVAL OF FISCAL RECORDS

1. Archival of Invoices:
 - a. Upon payment of a bill, the check number shall be written onto the bill.
 - b. The paid invoices shall be filed according to month paid.
2. Archival of Statements of Bank Activity:
 - a. Paper bank statements shall be filed according to month.
 - b. Any electronic files (e.g. QuickBooks or Microsoft Money) shall be backed up quarterly and sent to off-site storage.
3. Financial documents may be destroyed after the longer of 5 years or the timeframe in accordance with IRS regulations.

REGISTRATION POLICIES

PROMOTION OF REGISTRATION

1. Registration for a season begins prior to the end of the previous season. Forms should be passed out by the second to last or last game of the season.
2. In January and July, temporary signs should be strategically placed beginning 20-30 days prior to registration deadline so that traffic coming in and out of Fairview can view them.
3. Whenever possible, free advertisement should be utilized, for example:
 - a. Business marquees on Highway 100
 - b. Article or Ad in Fairview Observer
4. Forms should be passed out at the schools at least 20-30 days prior to the deadline for the Spring Season and at the end of the school year for the Fall season.
5. Forms shall be available at the Fairview Recreation Center front desk.
6. Forms shall be available for download on the Association's website.
7. Forms may be passed out at other sporting or community events or brought to other strategic locations.
8. Sponsor fees should be gathered according to the timelines suggested in the below checklists.

ACCEPTING AND CLEARING REGISTRATION FORMS

1. Request for having a child play is only recognized through a completion of the Registration Form most recently approved by the Board. Such form should have at a minimum
 - a. Child Name
 - b. Child Address
 - c. Child Date of Birth
 - d. Any other information required by TSSA
 - e. Signature of at least one parent/guardian
2. Registrations for Recreational League are ultimately to be submitted to the Registrar. Although the FSA allows people to hand deliver forms to Board Members instead of mailing them in, Board Members should be advised that registrations are NOT recognized until accepted by the FSA Registrar only.

- a. No player may practice or play in a game until the Registrar has accepted the registration form as indicated by his/her initials on the form.
3. Registrations for Travel Teams must be turned into the Travel Team Manager. The Travel Team Manager completes the appropriate TSSA forms for the FSA Registrar to sign and forward to the TSSA.
4. Once the registration deadline has past BUT before the first practice, the registration list should be compiled and submitted to TSSA. Late forms, if accepted by the Board, can have their names submitted via an appended list to TSSA. Annual registration at TSSA begins on August 1st and lasts through July 31st (for example: names submitted in the Fall should not be resubmitted in the Spring otherwise FSA would be charged a duplicate fee; players who did not play in the Fall but began play in the Spring must be submitted in the Spring and in the Fall again should they play that season).

ASSIGNMENT OF AGE BRACKET

GENERAL ASSIGNMENT OF AGE BRACKET

1. With special exceptions for Playing-Up, Playing-Down and other registration anomalies, age assignments shall be done according to the standard age brackets:
 - a. Under-4 (U4)
 - b. Under-5 (U5)
 - c. Under-6 (U6)
 - d. Under-8 (U8)
 - e. Under-10 (U10)
 - f. Under-12 (U12)
 - g. Under-14 (U14)
 - h. Under 16 (U16)
2. The age the player was or will be (depending on the date teams are assigned) on August 1st of that year will govern the age assignment. The following chart can be used as a guide:

Date of Team Assignments	Age on Team Assignment Date	Age on August 1 st	Assigned To:	Notes:
July 10	5	5	U6	(Same Age)
July 10	5	6	U8	(Player Moves Up)
August 10	7	7	U8	(Same Age)
August 10	8	7	U8	(Player Does Not Move Up)

Fairview Soccer Association--Policy & Procedure Manual (Version: January 2009)

Mission: To facilitate a safe, fun and satisfying soccer experience for the youth of Fairview, TN and it's surrounding areas so that we may make a positive difference in their physical, mental and emotional development.

- For Spring season, the Fall age assignment of the player shall be carried over to the Spring regardless if they have a birthday that would place them in a different age bracket (i.e. a player that plays U8 in the Fall that becomes 8 prior to the Spring season would still play U8 in the Spring- they do not move up in age bracket until the following Fall. If a player begins play in the Spring Season, he/she will be assigned according to the methodology as if they had played and were assigned on August 1st. The following chart can be used as a guide:

Date of Team Assignments	Age on Team Assignment Date	Age on Prior (not upcoming) August 1 st	Assigned To:	Notes:
February 10	7	7	U8	(Same Age)
February 10	8	7	U8	(Player Does Not Move Up)
February 10	8	8	U10	(Same Age)

PLAYING UP/DOWN

- FSA does not encourage players to play outside their age group however will entertain the request initiated by parents and determine if honoring such a request is appropriate.
- To Play Up, there must be agreement between the parents and the accepting coach. The Board may veto this decision and should consider feedback from a previous coach as the most relevant in making this determination.
- To Play Down, there must also be agreement between the parents, the accepting coach and the Board. The Board should consider feedback from a previous coach as the most relevant in making this determination. Usually these exceptions are for children with physical or mental challenges that would inhibit their ability to play with children their own age. The Board may also want to consider a referral to the TopSoccer program in these circumstances.

REGISTRATION ANOMALIES

- From time to time, there may be too few players in an age bracket to assign to teams. In the event that happens, the Registrar may decide to mix ages. This decision should follow the policies of Playing Up/Down when this happens. The process of team assignment should always put enjoyment of the game for all

players first and combining age groups should only be done after careful consideration.

2. In the event the Board feels mixing ages is not the best decision, cooperation should be sought from neighboring associations to share players so that the players may compete with their own age bracket.

ASSIGNMENT TO TEAMS

1. Teams and divisions may be formed based on gender, age and levels of skill. Teams and divisions may not discriminate based on religion, ethnic background, nationality or race.
2. Players will first be sorted according to age brackets.
3. The number of players in each age bracket shall determine the number of teams in that age bracket allowing each team to be of a size that allows for accommodating the maximum number allowed on the field plus approximately 50% of that number for the bench (U6 and below may be up to but never exceeding 100%). This allows coaches to accommodate for absent players, give players the opportunity to rest and provide enough playing time for players to play at least half a game.
4. The number of players per team in any given age bracket should be balanced to the extent possible (usually plus or minus 1 player per team).
5. Sorting teams can be a dynamic and complex system that takes into consideration a multitude of factors. Because of that, FSA will not solicit but will entertain requests for team assignments from parents. FSA cannot, however, guarantee any accommodations, particularly minor ones (i.e. color of uniform, no practices on Tuesdays etc). Priority will be considered for the following requests:
 - a. Siblings placed on the same team
 - b. Parent-initiated requests for a specific Coach or change of Coach (unless requested by a parent, players should be on the same team from Fall to Spring)
 - c. Requests to avoid specific children where the relationships are problematic
6. Factors that may be considered in team assignment include the following
 - a. Skill Levels of Players
 - b. Same School/Subdivision (particularly for U6 and below)
7. The end result should meet the following ideal criteria:
 - a. No team should dominate a league
 - b. No player should dominate a team
 - c. Players will have fun together
8. Although players may drop out throughout the season, rearranging the teams after they are set should only be a last resort. If team sizes get disproportionate, the

Association prefers “loaning” players on a game by game basis as opposed to changing a player’s team.

PRIVACY AND CONFIDENTIALITY OF INFORMATION

1. Information obtained in the forms and otherwise documented throughout the season shall be the minimum necessary to support the operation of the Association.
2. Copies of forms distributed outside the Board shall be limited to the Player’s Coach.
3. Coaches and Board Members should not disclose any demographic information (i.e. address, phone numbers etc), health related information (e.g. asthma, heart conditions, ADHD etc) on the forms or discuss such information in the presence of others. Other information that may be sensitive (i.e. bounced check) should also be treated accordingly. In the event information is solicited, the Coach/Board will not confirm nor deny any information and the solicitor should be encouraged to contact the other parent or develop a third option that meets the need but maintains privacy and confidentiality. For example: it is acceptable for a Coach to tell a parent that they are not allowed to give out another parent’s phone number to ask for a ride, but would be happy to facilitate getting the second parent in touch with them with their permission.
4. All paper registration forms should be maintained for one year and shred after the following Spring Season is over.
5. Information saved on computers or in financial records that are necessary for the historic records of FSA should be maintained in a manner sufficient to respect the privacy and confidentiality of the information. When a Coach or Board member no longer needs the information to support their role at FSA, the information must be passed off to their successor.

GAME DAY POLICIES

GAME LOGISTICS

1. For the Recreational League, games shall have the following default parameters, some of which may differ from FIFA: Logistics can be changed based on team and field size.

	U5	U6	U8	U10	U12	U14+
Ball Size	3	3	3	4	4	5
Players on the Field (Not Including Goal Keeper)	3 v 3	3 v 3	5 v 5	7 v 7	7 v 7	10 v 10
Goal Keeper	No	No	Yes	Yes	Yes	Yes
Number of Periods	4	4	4	2	2	2
Switch Sides	At Half (Kickoffs each Quarter)	At Half (Kickoffs each Quarter)	At Half (Kickoffs each Quarter)	At Half	At Half	At Half
Length of Period	8 Minutes	10 minutes	10 minutes	25 minutes	30 minutes	35 minutes
Length of Breaks	4 Minutes	3 minutes	2 minutes	5 minutes	5 minutes	5 minutes
Referee	None (One Coach per team may be on the field to guide players)	None (One Coach per team may be on the field to guide players)	Center Only	Center & 2 Lines	Center & 2 Lines	Center & 2 Lines
Offsides	None	None	None	Yes	Yes	Yes
Score Kept	No	No	No	Yes	Yes	Yes
Corner Kicks	No- Throw Ins Only	No- Throw Ins Only	Yes	Yes	Yes	Yes
# Throw-In Retrys	Coach Discretion	Coach Discretion	1	None	None	None
Substitutes	Unlimited/Free (Encourage to play a full quarter though)	Unlimited/Free (Encourage to play a full quarter though)	Unlimited/Free (Encourage to play a full quarter though)	Unlimited/Free	Unlimited/Free	Unlimited/Free

2. Travel Teams may alter this at their discretion and in agreement with the opposing league.

CANCELLATION OF RECREATIONAL GAMES

1. Matches will be played if at all possible (games should be played in light rain, snow, and during chilly and/or windy weather). From time to time, however, field conditions or current weather can make postponement necessary. If it is in the opinion of EITHER the Referee OR the Board appointed Fields Director that play is not safe, the games will be rescheduled.
2. The following will always call for a cancellation:
 - a. Lightening
 - b. Temperatures below 32°F accompanied with rain
3. Whenever possible, notification of cancellation should be available to Coaches/Referees (and subsequently to parents) at least one hour prior to their start time.
4. The relevant Board Member or volunteer shall post the any rainout information on the front page of their website.
5. If games are cancelled, rescheduling will fall to the Board Member with that responsibility. A minimum of 3 days notice should be given to Coaches prior to a rescheduled game. It is recommended that seasonal schedules take into consideration at least one rain date.

COACH MANAGEMENT POLICIES

SELECTION AT RECREATION LEVEL

1. Anyone interested in coaching at any level is encouraged to do so by the Board. At the Recreational Level, coaches are selected based on the interest expressed on registration forms and previous involvement with the association. FSA actively promotes the development and training of coaches through applicable courses and support from the Board.
2. When there are more interested coaches than available teams based on enrollment, difficult decisions may have to be made. Due to the dynamic and complex natures of these situations, the Registrar may consult the Board to diligently discuss the options.

SELECTION AT TRAVEL TEAM LEVEL

1. At the Travel Team level, any interested persons not coaching a Travel Team before for FSA must apply to the FSA Director of Coaching and Club Team Director for initial approval. If the Director of Coaching and Club Team Director approves the request then the person's name is submitted to the full FSA Board for Approval for the upcoming season. The potential coach will be evaluated for suitability using the following criteria:
 - a. Coaching credentials,
 - b. Previous experience playing soccer and other sports,
 - c. Previous parent assessments,
 - d. Any written praise or complaints,
 - e. Previous experience with children
 - f. Must possess a minimum level "E" Coaching License. If the person requesting to coach a travel team does not possess the State "E" Coaching License, then they must request a conditional waiver from TSSA for one year. At the end of the year the coach will have to have documentation of the State "E" Coaching License.

BACKGROUND CHECKS

1. All coaches and other adults who have direct and unsupervised contact with youth soccer players, must have their USYS Employee/Volunteer Disclosure Statement completed in accordance to the Risk Management Policies PRIOR to their undertaking duties.

TRAINING OF COACHES ON THEIR RESPONSIBILITIES

1. FSA shall provide a Coach's Orientation Manual for all recreational coaches.
2. FSA shall have training materials in the form of video or CD-Rom that Coaches may borrow.
3. FSA shall offer links to coaching references on it's website.
4. Whenever possible and financially feasible, FSA shall have coaching classes offered to coaches through in-house or TSSA affiliated trainers.

RISK MANAGEMENT POLICIES

DISCLOSURE FOR BACKGROUND CHECKS

1. FSA has adopted the following grounds for exclusion from serving as a Board Member, Referee, Coach or Coach Representative (Assistant Coach or Substitute Coach that will wear a Coach's Jersey):
 - a. Any conviction for a crime of violence, a crime against a person, a crime against property, or a felony.
 - b. Any report of child abuse appearing on the Child Abuse Index.
 - c. Any record of sexual offense and/or sexual misconduct.
 - d. Admitted use of/ or conviction for use of illegal drugs.
 - e. Documented legal history of alcohol abuse (DUI'S etc.)
 - f. Intentionally falsifying information on the Risk Management Disclosure Form
 - g. Refusal to fully complete the Risk Management Disclosure Form.
 - h. Refusal to submit fingerprints when required to.
 - i. Any conduct which discriminates against any individual on the basis of race, color, ancestry, national origin, religion, age, marital status and gender. NOTE: Age and Sex discrimination does not include the assignment of players to teams based on the age and sex categories customary to the game, but does include things like unequivocal playing times, position assignments etc. based on gender.
 - j. Sexual harassment, which may consist of a request for sexual favors, unwanted sexual advances or propositions, verbal, physical and visual harassment, stalking, and unwanted sexual contact.
 - k. Any other information that casts serious doubt on the individual's ability to be entrusted with the supervision, guidance and care of minors.
2. Any person participating in a sanctioned or sponsored program of FSA who becomes involved as a defendant in litigation detrimental to the welfare of youth players, or litigation based on activities detrimental to the welfare of youth players, shall be suspended by FSA from all soccer-related activities until completion of the litigation.
3. All Board Members, Coaches and Adult Referees must complete a USYS Employment/Volunteer Disclosure Statement prior to engaging in their responsibilities and once annually thereafter (typically at the beginning of each Fall season) during all times they act as representative of FSA. Each person shall agree to be subject to a legally sensitive criminal history check (which may require fingerprinting) before or during his or her participation in FSA activities.

4. A Coach may utilize helpers as they see fit however anyone wearing a Coach's jersey (which then makes them a "Coach's Representative" or "Assistant Coach") must complete the USYS Employment/Volunteer Disclosure Statement prior to their engagement of duties. If a Coach expects to use a Coach Representative during the season, they must have the form completed and submitted to the Risk Manager prior to undertaking their duties.
5. Determinations made to deny, suspend or revoke privileges shall be based on the preponderance of the evidence. "Preponderance of the evidence" means superior evidentiary weight that, though not sufficient to free the mind wholly from all reasonable doubt, is still sufficient to incline a fair and impartial mind to one side of the issue rather than the other. The applicant may appeal this decision one time by submitting, in writing, evidence to the contrary. Appeals may be based on factual disputes only. Promises to work under supervision or accept limited duties are not grounds for appeal or reasons for appointment/reinstatement.

CHILD ADVOCACY GUIDELINES

1. All representatives of FSA should immediately report any suspected child abuse by an FSA representative to the local county child abuse authorities and the FSA President (unless the President is being reported, then the report should go to another person on the Board of Directors).
2. Reporting is not limited to abuse only on the soccer fields or by an FSA representative. People have the ethical and legal obligation to report suspected child abuse that may be occurring at the home or elsewhere, however FSA need not be involved in nor have knowledge of such reporting unless the alleged perpetrator is an FSA Representative (i.e. Board Member, Coach, Coach Representative, referee etc).
3. It is neither the responsibility of the reporting parties nor FSA (regardless if an FSA Representative is the accused) to investigate the allegations. Once the report has been made, the legal authorities will investigate. All information on the reporting parties will be kept in confidence by the legal authorities and FSA.
4. FSA Representatives should be warned not to place themselves into situations with a minor that can be misrepresented, misunderstood or lead to a "his/her-word-against-mine" situation. This is for the protection of the minors as well as the FSA Representative. Examples of such situations include being alone with a minor in the following situations:
 - a. In the bathroom
 - b. In a car
 - c. Behind a building
5. Often times, coaches are found to be an individual that children and adolescents can confide personal problems to. A Coach should remember that unless they

have the appropriate mental health licensure, that they should encourage the youth to seek out a licensed counselor for their issues. If a Coach ever feels uncomfortable about a situation involving a personal problem disclosed to them that they feel informing the parents would be detrimental to the youth's physical or mental health, the Coach should immediately contact the FSA President for guidance. Coaches are reminded that statements of suicidal, homicidal or run-away thoughts are always cause for immediate reporting regardless of the reassurance from the child that they are not ready to act on such thoughts.

PLAYER DRESS FOR SAFETY

1. All players are **REQUIRED** to wear the appropriate safety equipment/clothing/accessories for ALL practices and games.
 - a. Shin Guards are Required (Socks cover shinguards, not the other way around)
 - b. If cleats are worn, they shall not have a front toe cleat
 - c. Glasses are discouraged and alternatives should be used (i.e. contact lenses, sports goggles etc). If glasses are worn, they should include an elastic strap around the back of the head to prevent falling off
 - d. The following are generally not allowed:
 - i. Jewelry (rings, earrings, bracelets, watches etc)
 - ii. Ponytail holders, berets etc. that contain any hard parts
 - iii. Baseball caps
 - iv. Shorts or cut-offs with zippers or metal studs
2. Players are **RECOMMENDED** to wear the following:
 - a. Athletic support/cup for boys
 - b.
3. Coaches are instructed to ensure all players are dressed for safety at all games and practices.
4. At game-time, discretion of safety as it pertains to player dress is up to the referee.
5. The referee, at his/her discretion, may prevent a child from playing with an improperly worn or non-standard Uniform.

FIELD SAFETY

1. The fields of play and their immediate surrounding areas should be inspected prior to any game to assure they are free from objects that players may collide into and free of objects/damages that would result in a player tripping. Repairs may be made on the spot (i.e. removing the object, filling in a hole etc) for timely play.

2. Animals/Pets are not allowed by the field of play.
3. Smoking is not allowed on any of the grass areas.
4. Climbing on the goalposts, nets and other non-play equipment in and around the soccer fields is strictly prohibited.
5. U8 and U10 vertical goal posts may be padded at the discretion of the Board.
6. All other posted signs should be observed.
7. During non-soccer times, activities taking place on the field that could present a safety hazard during soccer play should result in the individual(s) being asked to stop, repair/collect any safety hazards and a reporting the activity to the Williamson County Parks and Recreation (WCPR) authorities (i.e. hitting golf balls, digging etc.)

FIRST AID

FIRST AID KITS

1. In the event of a medical emergency, appropriate action must be taken immediately within the limits of expertise of available individuals.
2. As part of the Registration Form, there should be a disclaimer to allow emergency medical treatment while at practices/games.
3. It is required that each Coach have a basic first aid kit (i.e. band-aids, cold packs, alcohol wipes etc) on the field at all times.

HANDLING PLAYER INJURIES

1. The first concern is always to make sure the player is not seriously injured. Never move a player that may have internal injuries. If serious injury is suspected, clear the field and summon medical help. It is recommended that standby medical help be present at all tournaments.
2. If it will not hurt the player more, remove him/her from the field to the sidelines away from spectators.
3. Have plastic bags available large enough to carry a uniform and shoes. It is also recommended that rags be carried and a spray bottle containing a 1:10 solution of chlorine bleach and water for wiping up surrounding areas and spraying tainted grass. A separate bag should include all contaminated articles including bandages, rags, wipes, etc. This bag should be tied off and placed in a covered container.
4. Referees will not allow a player on the field with a uniform that has blood on it. It is recommended that extra clothing be carried as a precaution.

MISCELLANEOUS POLICIES

MEDIA POLICY

1. The FSA Board or its designated representative must approve all news releases relating to FSA issued to external media.
2. Requests for interviews should be forwarded to the President.

WEBSITE

1. FSA shall keep a website The website should maintain at a minimum, the following;
 - a. Registration Form for the Upcoming Season
 - b. Contact Information for FSA
 - c. Resources for Parents/Coaches
 - d. A Section for Rainout Information on the Front Page
 - e. A current list of Sponsors
2. The website should always maintain a professional but fun appearance.
3. The website should always be kept current.

OFFERING OF TEAM/INDIVIDUAL PICTURES

1. Team pictures will be taken at the beginning of each season, preferably on the day of the first scheduled game.
2. Accommodations for inclement weather should be planned in advance so that pictures are taken "rain or shine".
3. Vendors should be selected based on competitive pricing for the player's families and parent satisfaction. This takes precedence over any donations they may give to FSA.

UNIFORMS

1. Fairview Soccer Association supplies shirts, shorts and socks for Players and up to 2 Coach's jerseys per team.
2. Players and Coaches will use the uniforms for the Fall-through-Spring seasons.

SCHEDULING PRACTICES AND GAMES

1. Coaches should set practice times with the designated Board member at the Coach's meeting when team assignments are handed out. Travel team coaches should schedule their times as well.

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2. Ideally , game schedules should be handed out at the Coach's meeting but in any event, no later than 2 weeks before the first game. The Board member in charge of scheduling should keep templates for a variety of number of teams per age bracket to accelerate this task.
 - a. When two or more consecutive days are school holidays (e.g. Thanksgiving), consideration should be made in appreciation of families who will travel.
 - b. When an entire week is designated a school holiday (e.g. Spring Break), at least one weekend must be clear of games.
3. In general, practices can be scheduled any days of the week. Games should be limited to Saturdays and weeknights.
4. Appreciation for the age of players and the primary concern of functioning at school is expected when scheduling the times of games
 - a. Weeknight games should not extend beyond 7:30pm for ages <=U6; 8pm for U8 and 8:30pm for U10 and above
 - b. Weekend games do not begin before 10AM.

DECISIONS BY THE REFEREES

1. The FIFA Laws of the Game grant the referee almost unlimited authority over the conduct of the match. No decision of the referee that is within the power granted to him/her by the FIFA Laws of the Game may be appealed.
2. Any individual that feels the referee did a poor job of calling the match should present the Referee Director a written explanation within 72 hours of the match.
3. Only misapplication of FIFA Laws of the Game or matters concerning eligibility of players might ordinarily be protestable.
4. If the referee feels that the fields are unsafe or that the teams/spectators are out of control, he/she does have the authority to terminate a match at such point but does not have the authority to award a forfeit or to declare a winner.
5. The result of such a termination (continued game where left off vs new game or no make-up game) will be decided by the Board member in charge of schedules, but can be appealed to the Board.

REFEREE PROGRAM

1. FSA shall identify individuals (particularly youths) interested in refereeing and encourage them to obtain at a minimum a Grade 9 licensure.
2. Referees are expected to provide their own uniform (black shirt/pants), whistle and other equipment at their expense.
3. The Referees Director will give all referee assignments.
4. Referees are responsible for obtaining their replacement as soon as possible if they cannot fulfill their assignment obligations.

5. The FSA Board will set remuneration rates for referees on a yearly basis.
6. Referees shall always be independent contractors. FSA shall not employ any referees.
7. All tax laws, notably IRS requirements for the issuance of Form 1099s (currently required for remuneration above \$600 per calendar year) shall be followed.

TRAVEL TEAM FORMATION

1. FSA encourages the independent formation of Travel Teams but does not endorse the practice of creating an official FSA "All-Stars" team from Recreational League for competition purposes.
2. Fundraising for travel teams should not compete with FSA Recreational fundraising.
3. Travel Teams will manage their own checking accounts, expenses and revenues according to the financial policies in this manual and under the authority of the Treasurer. They will also be bound to the rules of a 501(c)(3) organization and their information is to be consolidated into the association's IRS reporting.

CONTRACTS

1. The FSA Board must approve all contracts and purchase agreements that bind FSA. The Board may delegate this authority to the President.
2. The Treasurer must also approve all contracts or agreements that have a financial responsibility prior to execution.

CHECKLISTS FOR RECREATIONAL SEASONS

SEASON START-UP

Activity	Responsible Party	Deadline	Completed
Review, Revise & Copy Coach's Manual	Director of Coaches	One week prior to Fall Coach's Meeting	
Yard Signs Out	Registrar	Fall: January 10 th Spring: July 10 th	
Solicit Sponsors	Sponsor Committee Chair	Fall: July 15 th Spring: January 15 th	
Order Uniforms	Registrar	One week after Registration Deadline	
Check P.O. Box every 3 days	Registrar	Every 3 days	
Schedule Picture Day	President	Before First Practice	
Stock Equipment Bags	Director of Coaches	5 Days Prior To Coach's Meeting	

PRIOR TO FIRST SCHEDULED GAME

Activity	Responsible Party	Deadline	Completed
Coach's Meeting	Director of Coaches	7-14 days after registration deadline	
Distribute Coach's Manual	Director of Coaches	By Coach's meeting (preferable before)	
Line Fields	Fields & Equipment Chair		
Submit Player Roster To TSSA	Registrar	Before First Practice	
Update Sponsor Board	Sponsor Committee Chair	One Week Before First Game	
Update Sponsors on Website	Sponsor Committee Chair	One Week Before First Game	
Order Trophies	President	By First Game	

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Schedule Games	Resource Scheduler	U6 & U8: Team assignment day U10 and above: 2 weeks before first game	
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GAME DAY CHECKLIST

PRE-GAMES

Activity	Responsible Party	Deadline	Completed
Put out Corner Flags	Board Member On Duty (BMOD)	One hour before Game time	
Repaint Lines as necessary	Sponsor Committee Chair	Within 3 hours of first game	
Put out Concession Tent	Concession Committee Chair	One Hour Before First Game	
Hand out Referee Evaluation Forms (if used)	Director of Coaches	Prior to each game	
Check nets, fields of play for safety/correct any deficiencies	Risk Manager	Prior to first game	
Evaluate weather, post message of cancellation as necessary	Fields & Equipment Chair /Referee	One Hour Before Gametime	

POST GAMES

Activity	Responsible Party	Deadline	Completed
Pick up Corner Flags	BMOD	After Last Game on each field	
Pick up Concession Tent/Grill	Concession Committee Chair	End of Last Game	
Inventory Concessions, make shopping list	Concession Committee Chair	End of Last Game	
Collect Referee evaluations (if used)	Director of Coaches	End of Each Game	
Lock Up Concession Inventory	Concession Committee Chair	End of Last Game	

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MID-SEASON

Activity	Responsible Party	Deadline	Completed
Copy next season form	Registrar	Midseason	
Schedule Coach's Meeting for feedback/awards distribution	Director of Coaches	Midseason for Spring	

CLOSE OF SEASON

Activity	Responsible Party	Deadline	Completed
Inventory/Order Paint	Fields & Equipment Chair	Two Months after last game	
Close Financial Books on Season	Treasurer	One month after last game	
Deliver Pictures to Sponsors	Sponsor Committee Chair	One month after last game	
Clean/Mop Concession Stand	Concession Committee Chair		
Collect Sporting Equipment from Coaches	Director of Coaches	Fall: N/A unless Coach will not return in the spring Spring: End of Last Game for Coach	
Inventory and Order Equipment (balls, first aid kits etc)	Fields & Equipment Chair	One Month After Last Game	

BETWEEN SEASONS

Activity	Responsible Party	Deadline	Completed
Check PO Box every 2 weeks	Registrar	Every 2 weeks	
Reconcile Bank Statements	Treasurer	Every Month	
Schedule Indoor Arena	Resource Scheduler	At County Meeting	

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