

Storm King FC Policy and Procedures

Storm King FC Mission and Values

Storm King is a volunteer-run youth sports organization that provides the highest level of soccer coaching and player development on the North Olympic Peninsula.

Mission

Storm King Football Club's mission is to provide the highest level of quality soccer training for the players and to enhance their social, emotional and physical health in a positive, fun and safe environment.

Vision

Storm King Football Club will strive to create and nurture a valuable soccer learning experience. To achieve this goal, we will make every effort to ensure that well-educated coaches develop the skills, fitness, teamwork, sportsmanship and to foster and perpetuate these qualities at all levels of youth soccer growth. We will endeavor to empower our players with a life-long passion and love for the beautiful game.

Philosophy

Storm King Football Club will create an environment where our players develop a love of the game of soccer and continue to participate in the sport throughout their lifetime. To achieve this goal, we must develop a fun environment where we teach a unified defensive mindset, along with a creative, attacking, and possession-style soccer built on a foundation of strong technical skills.

In adopting this style of soccer, we strive to foster an environment free from the "fear of failure," where our players can explore and be creative without the fear of making mistakes. We believe that such an environment is where our players can grow the most and realize their potential both as players and young adults. The motivation to play soccer must be greater than the fear of losing.

Key Values

We must ask ourselves is it good for the player, is it good for the team, and is it good for the club? These questions and our key values guide our decision making.

- Player safety and welfare
- Spirit of the game
- Sportsmanship
- Player and team development

Soccer in the Community

Storm King Football Club recognizes that soccer is a broad-reaching community of people who are committed to furthering youth sports. It is a member of Washington Youth Soccer Association and Northwest Sound Youth Soccer Association. Leaders, players, and coaches are expected to adhere to all policies of both organizations.

Fees and Financial Commitment

Registration fees help keep SKFC fiscally strong so that it can continue to fulfill its mission. SKFC is a non-profit organization, and it must maintain positive cash flow to ensure that youth on the North Olympic Peninsula enjoy the opportunity to play soccer at a select level. SKFC fees help to support continuing education for coaches, maintain fields and facilities, pay referee fees and insurance, and provide funds for other club needs.

In addition to registration fees, families should expect to purchase uniforms and may also be asked to pay additional tournament fees or to optionally contribute to other team events.

Registration Fees

- Registration Fees for 2022 season are \$400 per player.
- Registration Fees are due July 1, 2022.

Payment Plans

Payment plans are available for families unable to pay in full by July 1, 2022. To request a payment plan, email the treasurer at treasurer@stormkingsoccer.com.

- First Payment: \$200 paid by July 1, 2022
- Second Payment: \$100 paid by August 1, 2022
- Third Payment: \$100 paid by September 1, 2022

Unpaid Balances

Players with unpaid balances on September 5 will not be issued player cards and will be ineligible for league play until their balance is resolved in full. Players with unpaid balances from previous seasons are ineligible for any club activities until balances are paid in full.

Financial Aid

The purpose of the SKFC Scholarship Program is to provide youth, who would otherwise not be able to participate due to financial constraints, the opportunity to play soccer and develop their skills. SKFC is proud to offer this program to families who need financial assistance. As a non-profit organization, SKFC has limited funds to provide financial aid each season.

SKFC does not provide financial aid for additional tournaments or uniforms. Parents receiving financial aid should still make plans to purchase uniforms. Additional tournaments are optional but highly recommended, so parents receiving financial aid should make plans to budget accordingly.

For privacy purposes, the names of families and information about families applying for assistance will not be shared with anyone outside the Scholarship Committee.

Criteria for Determining Financial Aid

Since funds available for financial aid are limited and variable, SKFC Scholarship Committee considers the following criteria when determining whether to award financial aid and how much to award.

- Money in reserve for scholarships
- Number of players applying for scholarships

- Financial needs of the family
- Family's commitment to SKFC and the player's team
- Soccer player's commitment to SKFC and their team

Volunteer Hour Commitment for Financial Aid Recipients

SKFC expects families receiving financial aid to support their player(s) in attending practices, games, clinics, tournaments, volunteer days and fundraising events. Parents are also expected to volunteer a specific number of hours in accordance with how much financial aid their player received.

- Up to \$100 in Financial Aid: at least 4 Volunteer Hours
- \$101-\$200 in Financial Aid: at least 7 Volunteer Hours
- Over \$200 in Financial Aid: at least 10 Volunteer Hours

To Request Financial Aid

Completing a financial aid request does not guarantee approval.

- Complete the Scholarship Application.
- Complete the application no later than June 1.
- Determinations will be made and applicants will be notified no later than June 15.

Refund Policy

Storm King FC does not issue refunds for any reason.

Uniforms

SKFC's competition colors are navy blue and white. In addition to registration fees, SKFC families must also purchase uniforms on their first year playing, as well as every odd-numbered year. Your coach will inform you of how to purchase the required uniform which includes home and away jerseys, shorts, and socks.

Tournaments

Tournaments provide training during the summer months and an opportunity to evaluate the team, players, and competition before the beginning of the season. Coaches choose which tournaments to attend, and tournament fees are assessed at the team level and are in addition to club participation fee.

Tournament fees are expected to be paid in full prior to the tournament. The Team Manager or Coach shall estimate the cost of the event including a stipend for coach travel and lodging, to be divided among participating players. Any overages collected should be returned to the players or may be reserved for other team events or expenses.

Club and Team Operation and Structure

Storm King Football Club is directed and administered by a Board of Directors which includes a President, Vice President, Secretary, Treasurer, Registrar and Club Representative that are elected according to the SKFC Bylaws. All club directors must be RMA-compliant before undertaking any duties for the club or interacting with youth in any way, and must renew training and compliance annually.

SKFC offers teams for boys and girls U10-U19 as resources and interest allow, and it holds sole authority over and responsibility for these teams. The Board of Directors, upon the recommendation of the Director of Coaching and the Coaching Committee, will appoint head coaches to these teams annually. Coaches may appoint assistant coaches and team managers for their teams, with Director of Coaching approval.

Executives (Appointed Positions)

Director of Coaching

The Director of Coaching (DOC) is appointed by the President and is responsible for providing guidance, counsel and leadership for the purpose of developing the SKFC training program, teams and players in accordance with the club's mission, vision, philosophy and values. The DOC works closely with the Board of Directors and coaches to facilitate these goals.

DOC Responsibilities

- Oversee development and training of SKFC's coaches and players.
- Commission and facilitate Coach's Committee to evaluate teams, coaches and make recommendations for current and future seasons with permission and oversight from the Board of Directors.
- Organize additional training and educational opportunities for coaches.
- Organize additional training and skill-building activities for players.
- Solicit, interview, and appoint head coaches.
- Evaluate and approve assistant coaches and team managers.
- Ensure all coaches are RMA-compliant.
- Promote the club at local schools, organizations or other youth-oriented events.
- Organize, facilitate and schedule field maintenance.
- Organize and facilitate volunteer days and community-building events for the club.
- Commission and facilitate committees for the purposes of fundraising and uniform purchases, with the permission of and oversight from the Board of Directors.
- Oversee uniform purchases.
- Oversee internal and external fundraising activities and sponsorship opportunities.

Coaches and Teams

Head coaches, assistant coaches and team managers all play important roles in the success of their teams and in their organizational roles within the club. The SKFC Board of Directors, with input from the DOC is ultimately responsible for approving team leadership for all SKFC teams, including head coaches, assistant coaches and team managers. Coaches and team managers can be removed at the discretion of the Board of Directors with or without cause, and all positions are for no more than a one-year term, although the appointment can be renewed for subsequent years.

Coaches

Head coaches and assistant coaches provide leadership for a team, and are responsible for that teams training, growth, and development.

Head Coach Responsibilities

- Provide the primary leadership for the team.
- Appoint an assistant coach, team manager and/or team representative with Director of Coaching approval. If a coach fails to appoint a team manager, he or she will also assume the duties of the team manager.
- Organize, structure and facilitate training, practices and team-building activities to support player development and growth.
- Select tournaments.
- Provide input on division placement.
- Seek, pursue and complete additional training and educational opportunities to improve as a coach.
- Make an effort to attend all practices, tournaments and games. If unable to attend practices, must coordinate with assistant coach to provide player training and if unable to attend tournaments or games, must notify the DOC so that coaching arrangements can be made.
- Take effort to maintain a good working relationship and stay in communication with fellow coaches and DOC.
- Playtime should be merit-based, with opportunities given to those who have demonstrated desire to be there and play, such as attending practices regularly.
- Abide by the ethics and code of conduct policies of Washington Youth Soccer and Northwest Sound Youth Soccer Association.
- Be RMA-compliant before volunteering for the club or interacting with the youth in anyway, and renew that compliance annually.

Assistant Coach Responsibilities

- Support the head coach in his or her leadership of the team.

- Assist the head coach in conducting training sessions, practices and team-building activities.
- Assume the responsibilities of the head coach if the head coach is unable to attend practices, tournaments or games.
- Seek, pursue and complete additional training and educational opportunities to improve as a coach.
- Make an effort to attend all practices, tournaments and games. If unable to attend practices, games or tournaments, inform the head coach.
- Abide by the ethics and code of conduct policies of Washington Youth Soccer and Northwest Sound Youth Soccer Association.
- Be RMA-compliant before volunteering for the club or interacting with the youth in anyway, and renew that compliance annually.

Team Managers

The Team Manager is responsible for supporting the Head Coach and any Assistant Coaches by undertaking the overall administration of the team. Team managers play a supportive role that alleviates coaches of additional administrative burdens associated with rostering, team finances, tournaments and league play. Team managers are not coaches and should not be on the sidelines during a game or present during tryouts except as requested by the Head Coach or the DOC. Head coaches appoint team managers, though their appointment is subject to DOC and BOD approval.

Team Manager Responsibilities

- Support the head coach and the assistant coach in their leadership of the team.
- Keep and maintain a roster of players for tournament and league play.
- Keep and maintain player cards for league play.
- Coordinate with the Registrar to ensure players are registered and rostered appropriately.
- Coordinate with the Treasurer to ensure that players have paid and received scholarships.
- Schedule tournaments under the direction of the head coach.
- Familiarize him- or herself with club policies, tournament and league rules so that he or she can answer parent questions.
- Maintain a contact list of parents and communicate information related to uniform purchases, practice times, tournaments, as well as other communications as directed by the Head Coach to parents.
- Communicate game location and times to parents.
- Report scores on the NPSL website.
- Help coordinate ridesharing among team families.
- Provide guidance on lodging for tournaments.

- Treat contact information of parents and players with respect and privacy.
- Maintain individual team finances as related to tournaments, team parties etc., and make reports available if asked for them.
- Make an effort to attend all practices, tournaments and games. If unable to attend practices, games or tournaments, inform the head coach.
- Abide by the ethics and code of conduct policies of Washington Youth Soccer and Northwest Sound Youth Soccer Association.
- Be RMA-compliant before volunteering for the club or interacting with the youth in anyway, and renew that compliance annually.

Team Representative

A Team Representative attends regular meetings of the SKFC BOD and communicates BOD decisions and/or policy changes to his or her respective team. A Team Representative can be a coach, team manager or designated parent.

- Attend SKFC BOD meetings as the Team Representative and present the decisions of the BOD and DOC in relation to club policies and procedures to parents and players in a positive and supportive manner.
- If unable to attend, a coach may act as a Team Representative or the Team Manager may appoint another team parent to attend.

Guidelines and Conduct

In keeping with the SKFC mission, vision, philosophy and values, all directors, coaches, team managers, players, parents and volunteers are expected to act with integrity, professionalism and respect. Ethical and moral behavior is instrumental to the successful development of the culture of the club and the sport of soccer. Preparation, discipline, and composure are character traits that support successful team development and club culture.

Harmonious total team chemistry is necessary for total team success. Wins, losses, and goals are all earned by the entire team equally. While friendships are important, cliques are destructive to total team chemistry and SKFC success, so players, coaches, parents, directors and opposing teams should be treated equally, fairly and respectfully at all times. These expectations form the core values of the club and should be understood and adhered to by all participants.

Failure to abide these guidelines by anyone will jeopardize their continued participation in Storm King FC.

Coaching Expectations

Player Safety

- Always **place safety and welfare of players first** over any other priorities.
- In the event of any injury to a player, always direct players to seek **proper medical attention** and to follow physician's instructions regarding treatment and recovery.
- Injured players should remain sidelined until recovery is complete.
- You are responsible for players' actions on the field, so always instruct them to perform with the intent of promoting the safety and well-being of all players.

Sportsmanship

- Always teach deliberate sportsmanship behavior to players. Sportsmanship as defined by SKFC is respectful and generous behavior or treatment of others at all times including officials, coaches, teammates, parents, opposing players and their parents and coaches.
- Instruct players to play within the written laws of the game and within the spirit of the game at all times.
- Respect all your players and treat them fairly.
- Commit to the development of all players you draft to your team.
- To develop the whole athlete, support player development with team building tactics in addition to athletic and soccer training.
- Watch for signs of bullying, take reports of bullying seriously and follow policies and procedures outlined in Safesport training.

Academics

- Demands on players' time should always be sensitive to **academic excellence** and achievement.
- Commit to your **education** in the sport in order to be able to better educate the players on the tactical, technical, physical and psychological demands of the game for their level.
- Exercise sensitivity to each player's developmental needs as well as the entire team chemistry.
- Strive for each player on your team to reach his or her **full potential** and prepare every club player to move successfully to the next stage of development.

Communications

- Communicate with players and parents in clear, direct, affirmative and positive ways in accordance with the expectations of the club culture of Storm King FC.
- Lead your team by example by communicating with respect, clarity and positivity.

SKFC Tryouts

- Tryouts will be managed according to the communicated standards established by the SKFC Coaching Committee. If there is a need to change the plan according to individual team requirements then please communicate with the DOC prior to tryouts.
- Draft players that have developmental potential and that can commit to practices and games, forming an integral part of the team experience.

Recruitment

- Abide by NSYSA ethics, including those governing recruitment, timelines and expectations.
- Recruit players only for SKFC teams, avoid conflicts of interest.
- Any violation is grounds for immediate dismissal.

On Field Representation

- Arrive to practices and games punctually with a coaching plan and be professionally outfitted with proper gear, attire and water.
- Always respect officials.
- Convey all feedback to officials, tournament organizers, league organizers, opposing teams, and coaches with respect and composure. Never yell or use profanity.
- Coaches receiving a yellow or red card will receive immediate review by the Coach's Committee and DOC.
- Maintain sobriety at all times when representing SKFC.

Parent Expectations

Active, engaged parents are integral to the developmental success of the players, coaches and the club. Please take the time to learn the club expectations for participation and what the club expects from the coaches and players.

Soccer is considered the “Beautiful Game.” Remember that, regardless, of how any given game or season goes our goal is to inspire the love of the game for life in every member of Storm King Football Club.

In addition to abiding by these expectations, review Player Expectations with your child(ren) so that they understand what we will all be expecting from everyone equally.

Sportsmanship

- Sportsmanship is the respectful, behavior and treatment of others including officials, coaches, teammates, parents, opposing players and their parents and coaches.
- Set an example for your player(s) by demonstrating and exemplifying the highest standards of sportsmanship.
- Participate in a game by watching, cheering, supporting and positively reinforcing the efforts of all participants.
- Learn and abide by the positive and supportive principles of the Storm King FC club culture just as much as we expect the same from the coaches and players.

Volunteerism

- Remember and respect that Storm King FC is an ALL-VOLUNTEER club. Every director, every coach, every manager works voluntarily to provide your child(ren) with soccer education as well as player development and personal growth.
- Actively participate in field clean-up days and other volunteer opportunities as they arise.

Communications

- Respect and support SKFC directors, coaches and team managers who volunteer their time for the better development of players, teams and the club.
- Communicate any and all concerns you have concisely and respectfully in written form, such as an email, to the Team Manager so that coaches can focus their energy on coaching their teams.
- If a Team Manager is unavailable or the matter is immediate and urgent, communicate to the assistant coach and, if the assistant coach is also unavailable, to the head coach.
- If you have tried to address a concern with the Team Manager or coaching team, and it remains unresolved, please communicate the issue concisely and respectfully by email to the Director of Coaching (DOC) who can actively work to facilitate resolution.

Attendance

- Bring your player to practices and games on time.
- If your player is unable to attend practices, tournaments or games for academic, medical, family or other reasons please communicate to your Team Manager.

- Remember that absence from training for any reason will place your player behind the development of the rest of the team and will lead to missed play opportunities.

Playing Time

- Playing time is earned and should be evaluated over the course of the season, not single games.
- Players will regularly receive enough playing time for their continued development. However, in any given game the coach will determine an individual player's actual playing time given record of attendance, merit and other in game variables such as player safety.
- If you have an issue with perceived playing time, please follow SKFC communication protocols by communicating first with your Team Manager, then coaches and then the DOC.

On Field Conduct

- Always respect officials, other parents, opposing players and their parents.
- **Take the time to learn and understand the laws of the game.**
- Inspire players to play within the laws and the spirit of the game at all times.
- Safety of all players at all times is the top priority of the club. If your player is ill, please keep them at home. If your player is injured, please allow them to recover fully in accordance with their physician's recommendations.
- Maintain sobriety around the players and fields at all times.
- SKFC has zero tolerance for league official abuse.

Education and Commitment

- Support your child in learning more about soccer as a game as well as soccer strategies off the field.
- Please read and review the recommended articles and books in the soccer education reading list provided to you at registration.
- Support them in playing recreational soccer with friends and in personal practice.

Player Expectations

It is a privilege to play for Storm King FC, and as a player on a SKFC team, you represent your team, your club and community. While winning is fun, your primary goal as a player is to grow, learn and develop soccer skills and knowledge. Player safety, well-being and excellent sportsmanship are the top priority for every player.

Safety

- If you become sick, injured or feel unwell while playing or practicing, tell your coach or Team Manager immediately.
- While playing is fun, your safety is more important. If you become sick or injured, you need to wait until you fully recover before you can play again.
- Always follow your health care provider's recommendations for recovery so you can be healthy and safe the next time you play.
- Play on the field safely so you, your teammates and your competitors stay safe and healthy.

Sportsmanship

- Sportsmanship is the respectful behavior and treatment of others including officials, coaches, teammates, parents, opposing players and their parents and coaches.
- Play soccer because you want to, not because you feel pressured to do so.
- Work for the good of your team and give your best effort at all times.
- Conduct yourself with honor and dignity and treat other players, as you would like to be treated, showing and encouraging good sportsmanship at all times.
- Do the best you can each day, and remember that all players have talents and weaknesses, the same as you do.
- Remember that poor behavior during practices, games, or tournaments may result in lost playing time and suspension or expulsion from the team.
- Soccer is a game. Try to win without boasting, lose without excuses, and never quit.

Attendance

- Be on time for practices and games, be ready to participate, and notify your coach if you can't attend.
- Bring water, jerseys, and any equipment necessary for practice and games.

Playing Time

- You earn playing time in games by treating others with respect, attending practices, working hard and improving your skills.

Academics

- Work hard to achieve high academic standing in your school and maintain good grades.
- Remember that intelligence is every bit as important as physical ability in the game of soccer.
- Balance schoolwork with soccer activities.

Communications

- If you have a problem, discuss it with your coach at the earliest opportunity, rather than letting it grow into a bigger problem later on.
- Be respectful and use positive and encouraging words when you talk with your teammates, coaches, team manager, parents, game officials and competitors.
- Promote positive communication and avoid negativity in your words and actions.

On Field Conduct

- Follow the directions of your coaches and guest coaches and respect their decisions.
- Respect the referee and other game officials and only speak to them with positive and courteous words.
- Communicate with encouraging words to your teammates.
- Avoid tobacco, alcohol, illegal or performance-enhancing drugs. You deserve to play in an environment that is free of drugs, tobacco, and alcohol.

Commitment and Education

- Learn and respect the rules of the game and abide by them all the time.
- Read books, magazines and articles about the game of soccer as well as soccer strategies to help you improve your skills and understanding.

- Practice with friends, play recreationally and at school and try practicing new skills on your own.
- The more you practice, the better you'll get.

Communications

Effective communication is clear, concise and constructive. SKFC directors, coaches, managers and volunteers should always strive communicate to players, parents and each other with clarity and efficiency. Further, SKFC directors, coaches, managers and volunteers should always respect the privacy of parent email addresses and phone numbers.

SKFC communications to parents and players must also be transparent, and respect the privacy and safety of players and SKFC.

SKFC Communications are Opt-in Only

Communications to SKFC teams and families should always be opt-in only and respect email and phone number privacy.

- **Keep emails and phone numbers private.** SKFC coaches and managers must protect the privacy of family's email addresses and phone numbers.
 - When communicating with your teams, CC coaches and team managers, and BCC parent emails.
 - Avoid using text threads which make parent phone numbers available and do not offer opt-out capability. Instead, use apps like GroupMe or Team Snap which offer privacy, opt-out capability and the ability to easily mute conversations or turn off notifications.
- **Do not share or distribute email addresses or phone numbers of parents or players.** Parents and players may choose to share their contact information privately with one another, but SKFC coaches and managers should endeavor to keep contact information private.

Communication Policy

- All SKFC volunteers must abide by Washington Youth Soccer Association's code of conduct policy.
- **SKFC Social Media Posts must be public.** All social media communications made by coaches, managers, directors and volunteers on behalf of SKFC must be public, and all communications on or through them must be public for the protection of both SKFC coaches, managers and volunteers as well as players.
 - Private Facebook groups for teams should always include a SKFC director as an administrator.
 - Private Facebook groups for players are not permitted.
 - Direct messaging or private invitations to personal Facebook pages, invite-only YouTube channels, or private messaging through social platforms to individual players shall not be permitted between coaches and players.
- **Abide by a two-deep policy on communications to players.** This means that two SKFC-affiliated adults must be CCed on all communications between coaches and players.
 - When communicating with players, always CC at least one other SKFC-affiliated adult and the player's parent or guardian. Avoid direct messaging on Facebook, Twitter, Instagram or other social platforms.
 - If a player contacts a coach directly through these platforms, the coach may only respond if they also CC two other SKFC-affiliated adults or the player's parent or guardian.

- Coaches should only use text messages to a player on soccer-related matters, and must always CC at least one other SKFC-affiliated adult and the player's parents.
- For communications sent to multiple players, use apps like GroupMe or email, and always CC one other SKFC-affiliated adults or players' parents.
- SKFC coaches and other representatives should avoid cell phone conversations with players.
- Participating adults are not permitted to maintain social media connections with minors; such adults are not permitted to accept new personal page requests on social media platforms from amateur athletes who are minors and existing social media connections with amateur athletes who are minors shall be discontinued.

Anti-Bullying Policy

SKFC is committed to providing a safe, productive and positive environment for youth on the Olympic Peninsula to learn to play soccer. Accordingly, bullying is unacceptable. Players, coaches, and parents should openly communicate about the problem.

- Bullying is not acceptable.
- All players, coaches, team managers, directors and parents should understand what bullying is and the channels for reporting bullying.
- All coaches, team managers and directors should know club policy and follow it when bullying is reported.
- All players should know the club policy and should know what to do if someone is bullying them or if they suspect someone is bullying another player.

What is bullying?

Bullying is unwanted, aggressive behavior among people that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

Types of Bullying

- **Verbal Bullying** is saying or writing mean things and includes name-calling, unwanted teasing, threats of harm, taunts and inappropriate sexual comments.
- **Social or relational bullying** involves hurting someone's reputation or relationships. It can include isolating players from the team, spreading rumors, refusing to pass or telling others to refuse to pass to targeted players, or embarrassing another player in public.
- **Physical bullying** is hurting someone's body or possessions and can include hitting, kicking, pushing, deliberately tripping another player, taking or damaging another player's possessions or work as well as rude hand gestures.

Signs and Symptoms of Bullying

A player may directly say he or she is being bullied, others may indicate he or she is being bullied through various signs and symptoms. Some children will report bullying to their parents, coaches or other adults, but many will not due to fear, intimidation or other factors.

Coaches and parents should be aware of possible signs indicating that bullying may be taking place. These signs and behaviors could indicate other problems, but bullying should be considered a possibility and should be investigated.

A player may:

- Says he or she is being bullied
- Be afraid or unwilling to go to training, practice or games
- Withdraw, act anxious or lose confidence.
- Feel sick before training sessions and games.
- Come home with torn clothes or damaged equipment.
- Find a full list of additional warning signs here: <https://www.stopbullying.gov/at-risk/warning-signs/>

Procedure

- Parents should report bullying incidents to the Team Manager and Coach. If the problem persists, reach out to the Director of Coaching. If necessary and appropriate, police may be consulted.
- In all cases of reported bullying, parents of the player who was bullied shall be informed immediately and may be asked to meet with the respective team coach and/or coaching director to discuss the incident. In all cases, strict confidentiality shall be maintained. It is not our goal to make a public example of reported incidents.
- The negative behavior must be investigated and the bullying stopped. The parents of any player who is reported to be bullying will be contacted by the respective team coach and Director of Coaching and asked to meet to discuss the incident to help the bully or bullies change their behavior.

Consequences

- In a first offense situation involving bullying, an attempt will be made to encourage the bully (or bullies) to modify their behavior for their benefit, for the benefit of the person bullied, and for the team. An attempt will be made by the coach, manager, or parent(s) to reconcile the situation between players (age and level of maturity and or severity of offense must be considered).
- If the bullying persists, disciplinary action against a player may be taken by the team coach and/or Director of Coaching which may include, but is not limited to, immediate suspension from participation in practices or games for a period of time or indefinitely depending on severity.
- After the incidents have been investigated and addressed, the situation will continue to be monitored by the respective team coach, team manager, and players' parents to ensure the problem is resolved.

Team Transfer Policy

In the spirit of fair, even, and like-for-like gameplay, SKFC encourages players to play at their appropriate level as determined by eligibility requirements related to age and sex. The club believes that playing at an age-appropriate level places a player within a group that most accurately reflects his or her physical, mental, and emotional maturity, athletic skill, and developmental understanding of the game. Accordingly, appropriate placement ensures the best opportunity for continuous growth and development of players.

Further, players who play at a level higher than their age will play against competitors of greater mental and physical maturity. A player who transfers teams will encounter competitors who are likely to be much larger, faster, more aggressive and who have had the opportunity to develop greater athletic skill and game play, thus putting the younger player at a significant disadvantage in achieving his or her developmental potential, success in and enjoyment of the game.

Although it is the desire of the club for every player to roster in the appropriate division, SKFC recognizes that some players' athleticism, skill, and maturity may merit transferring teams. Such instances are **rare**, and only reserved for players of advanced mental, emotional and physical maturity as well as skill and gameplay intelligence and whose development would be greatly hindered as determined by the club. Such instances are to be examined and approved on a case-by-case basis.

Policy

SKFC will only consider allowing players to transfer teams if they exhibit exceptional emotional and physical maturity, athleticism, skill and knowledge of the game. Parents who feel their children meet these criteria can request consideration using the procedure outlined below.

SKFC may also consider allowing players to transfer teams at DOC's discretion under the guidance of the Coach's Committee. Other considerations include roster size or the availability of players within a specific age group.

Criteria for Consideration

Parent or Player Request

1. Your child must attend tryouts with his or her prospective team according to existing eligibility requirements related to sex and age.
2. Your child must rank in the top 10% of players trying out for his or her team according to existing eligibility requirements related to sex and age.
3. You must request consideration for playing up.
4. Your child must be capable of being a starter on the target team, as determined by the target team's coach.
5. Your child may only request to roster-up one age level.

Procedure

If you would like your child to play up, please follow the procedure outlined below.

1. Register your child for tryouts according to his or her birth year and sex.

2. Inform the DOC via email that you would like your child to be considered for playing up, including sound reasoning for why you feel your child is developmentally suited to play at a higher level than his or her peers.
3. Attend all days of tryouts with your child's prospective team according to his or her birth year.
4. Coaches will evaluate your child at tryouts with other players of his or her birth year.
5. The Coach's Committee will discuss whether placement at the target team is appropriate for your child's development.
6. You will be informed of the committee's decision within 6 weeks of your formal, written request.
7. Please note that all team transfers are subject to approval by our league, NPSL.

Developmental Players

At the Head Coach's discretion, the coach may accept certain players for developmental purposes only. These developmental players may train with their appropriate team, so that they continue to grow and develop athletic skill, fitness, mental acuity, game knowledge and sportsmanship; however, they will not be officially rostered with the team for league play.

Procedure

If a parent wishes for their child to be considered for developmental player status, they may make a request directly to the Director of Coaching.

- Parents may make a request for their child to be considered for developmental player status by emailing the head coach and director of coaching directly.
- If accepted, developmental players must pay a fee of \$250, pay for any tournaments, and purchase uniforms.

Guest Players

Occasionally, a head coach may recruit or accept guest players for the purpose of rostering a team for tournaments and league play. Similarly, SKFC players may be recruited as guest players by other SKFC coaches or coaches from other clubs. Guest players playing for SKFC will not be charged fees for tournaments or league play.

Guest Player Procedures

- **Recruiting Guest Players from SKFC:** Coaches who need guest players for the purposes of rostering should contact coaches of teams below the target age bracket to determine which players have the talent, athleticism and maturity to play up.
- **Time Conflicts:** SKFC players may only guest play on other teams (SKFC or other clubs) if 1) the game does not conflict with team practices, tournaments or games, and 2) with the permission of their head coach.
- **Recruiting Guest Players from outside SKFC:** Coaches who need guest players for the purposes of rostering may contact SKFC DOC.
- **Rostering:** The coach or team manager should notify the Registrar at least 1 week in advance so that there's adequate time to prepare rosters.

Rosters and Player Cards

Team rosters and player cards allow players to play in tournaments and in the league. The SKFC Registrar will issue rosters and player cards and can answer questions related to eligibility. Roster sizes vary based on tournament requirements, league requirements and age bracket. For specific roster size requirements, Coaches and Team Managers should inform themselves of tournament and league rules and regulations.

Procedure for Issuing a Roster for Tournaments

- Once the Head Coach determines his or her team will play in a tournament, he or she should work with his or her Team Manager to determine which players are available to attend.
- The Head Coach should inform the Team Manager of any guest players at least 1 week in advance of the first game of the tournament.
- The Team Manager should inform the SKFC registrar of the players and guest players to be included on the roster at least 1 week in advance.
- The SKFC Registrar should return the completed roster to the Team Manager and Coach at least 48 hours (2 days) in advance of the tournament.
- The Team Manager should immediately review the roster for accuracy. If the roster needs to be re-issued, the Team Manager should inform the SKFC Registrar as soon as possible, and the Registrar should return the corrected roster as soon as possible.
- The Team Manager should submit the roster to tournament officials at time as determined or required by tournament officials.

Procedure for Issuing Player Cards

Player cards are identification cards issued by clubs to Head Coaches, Assistant Coaches, Players and Team Managers. Team Managers or Coaches must bring cards to every league game, and if player cards are missing or forgotten, the referee will forfeit the game.

- **Finalize players, coaches and managers.** The Team Manager should inform the SKFC Registrar of which players, coaches, assistant coaches and team managers that should be included on the team's league roster no later than August 1, unless other arrangements are made.
- **Verify payments.** Before issuing player cards, the Registrar should work with the Treasurer to determine that players' families have paid, have been approved for financial aid, or have set up payment plans. If a player's family has not paid and no other arrangements have been made, the Registrar should inform the Team Manager that the player's family needs to pay the appropriate club fees.
- **Issuing Player Cards.** The Registrar should issue player cards only for players who have paid or who have made arrangements to pay and should give those cards to the Team Manager no later than September 1.
- **Review.** The Team Manager and the Head Coach should review the player cards for accuracy and completeness. If the player cards need to be re-issued or if there are missing cards, the Team Manager should inform the SKFC Registrar as soon as possible. The Registrar should return corrected player cards to the Team Manager as soon as possible.

- **Finalize.** After receiving printed player cards, Team Manager should affix a 1-inch by 1-inch current, identifiable photograph of individual named on the FRONT of the "Member Pass." Next, the Team Manager should laminate the cards and then punch a hole in the upper left-hand corner of the pass. Attach all the passes (including passes for coaches, team managers and players) on an "O" ring so they can be kept together and handled easily by the referee.
- **Bring cards to every game.** The Team Manager should give the player cards and roster to the referee for review before the start of every league game.
- **Secure cards in a safe place between games.**

Procedure for Issuing a Roster for League Play

- The Team Manager should complete an NPSL Team Roster before each game, and then make 3 copies of that roster.
- The Team Manager should bring 3 copies of the roster to each game.
- The Referee will fill in the score and return the roster to the Team Manager.

Revoking Player Cards

SKFC reserves the right to revoke player cards for coaches, team managers and players at any time for any reason including but not limited to:

- Nonpayment.
- Failure to adhere to player, coach, team manager or parent expectations.
- Failure to abide by league or Washington Youth Soccer rules, regulations and requirements.

Tournaments

Tournaments provide an opportunity for continued player and team development, as well as an opportunity to evaluate team chemistry and game play.

Tournaments are to be paid for by each individual team. Coaches and team managers are responsible for collection of the registration fee and registering the team for any tournament they wish to participate in.

Registering for Tournaments

- **Determining Tournament Participation:**
 - Coaches should determine which tournaments are best suited to their players' skill level and interest.
 - Team Managers should determine player and family availability and communicate estimated player availability to the coaches.
 - Coaches should determine if any additional guest players are needed to roster for a desired tournament and recruit them if appropriate.
- **Registering Teams for Tournaments:**
 - The Team Manager shall estimate the cost of the tournament(s) including a stipend for coach travel and lodging, to be divided among participating players.
 - Team Managers should register teams for and pay for tournament(s).
 - Team Managers should make lodging reservations for coaches, if appropriate and necessary, using the additional tournament money collected as a travel stipend.
 - Any overages collected should be returned to the players' families or may be reserved for other team events or expenses.
- **Submit your list of tournaments to the DOC.**

Attending Tournaments

- Coaches should remind players of upcoming tournaments, including expectations, game times and a reminder to bring both home and away jerseys as well as adequate water or other necessary items.
- Team Managers and coaches should follow the rostering requirements to ensure that rosters are communicated to the Registrar with 1 week's notice, reviewed and brought to the tournament.

Division Placement

Division placement depends upon a system of promotion and relegation with the highest performing teams in a division promoted to higher divisions and the lowest ranking teams in a division relegated to lower a division. Appropriate division placement ensures the best opportunity for player and team development and success.

Division Placement Procedure

- Coaches should honestly evaluate the skill level, athleticism and game play of their players as well as the team's previous season's league performance, tournament performance, and roster stability when making a division placement recommendation.
- Coaches should recommend division placement to the DOC. The DOC should consider coach recommendations, as well as SKFC teams' previous season and tournament performance when determining division placement.
- The DOC and Club Representative should attend the annual NPSL meeting to make division placement requests for SKFC, if available.
- NPSL reserves the right to make final determination of division placement and may, if circumstances warrant, change a team's division placement.

Off-Season Training

The SKFC season corresponds with the NPSL seasons. The SKFC training season begins after spring tryouts and teams typically begin training in June.

SKFC players and families should take opportunities to further their game play, soccer knowledge, and athleticism with off-season training and other opportunities including soccer camps, academies, and clinics. Coaches and the DOC may make SKFC clinics or special trainings available for players, but are not required to do so.

If coaches or the DOC make training opportunities available, they must be open to all SKFC players or all SKFC players on a team or in a specific age bracket.

Formation of Off-Season SKFC Teams

From time to time, coaches may wish to form off-season teams for indoor soccer or outdoor spring leagues.

- **Approval Process.** Coaches who wish to form indoor or spring teams should gauge player and parent interest, and then seek DOC approval. SKFC off-season teams can only be formed with DOC approval, and coaches should include estimated player participation in their request.
- **Recruiting Players for Off-season Teams.** Off-season teams for SKFC must be open to all players on the team roster for the previous NPSL season, though not all players may wish to participate.
- **Recruiting Guest Players for Off-season Teams.** Off-season SKFC teams must abide by the guest player policy.

Equipment Policy

SKFC maintains a wide variety of soccer and maintenance equipment, and each year the BOD reserves a predetermined amount of funds for the purchase of new equipment. This budget varies from year-to-year. Coaches, players and volunteers should take great care in maintaining equipment, keeping it safe and in good condition.

Procedure for Requesting Equipment

- **Forming a New Equipment Budget.** The BOD will form an annual budget for new equipment.
- **Requesting Equipment.** The DOC will then contact the coaches with a request for proposals as well as a deadline for making equipment requests. Each head coach may make requests for new equipment he or she feels would be valuable for his or her team and the club until the deadline, after which the DOC and SKFC Treasurer will review the requests and make purchases. No equipment requests will be considered after the deadline, and making a request does not guarantee equipment will be purchased or that the request will be fulfilled.

Procedure for Caring for Equipment

- **Tagging equipment.** The DOC will tag all equipment for SKFC.
- **Signing out equipment.** Equipment will be signed out by the DOC to coaches and must be signed back in at the end of season.
- Coaches may not share equipment with other clubs and should always seek to care for equipment and maintain it properly.

Inclement Weather Policy

SKFC practices outdoors at Agnew fields until late fall, when practices are moved to lighted fields at Peninsula College. Players are expected to practice and play outdoors; however, to respect player health and safety, SKFC may cancel practices and games due to inclement weather.

- **Coaches or the DOC may cancel practices due to inclement weather.**
 - SKFC may cancel practices due to excessive heat.
 - SKFC may cancel practices due to poor air quality.
 - SKFC may cancel practices due to rain or for other weather-related reasons.
- **NPSL and Referees may cancel or abandon games due to weather** and in accordance with league policies.

Grievance and Disciplinary Policies

SKFC is committed to providing a safe opportunity for all players, coaches, managers, volunteers, and families. While it is natural that some conflicts may exist, all participants in SKFC should work toward a positive and constructive experience and environment and should abide by these policies and procedures.

Grievances

If you have a grievance, please follow the SKFC chain of communication. Remember that this is a volunteer-run organization and allow adequate time for SKFC representatives to read your emails, gather relevant information and then respond.

1. If you have a grievance or other concern, the parents should first email the team manager, coaches should first contact the DOC and players should contact their coaches.
2. If the team manager is unavailable or nonresponsive, the parent should email the assistant coach.
3. If the assistant coach is unavailable or nonresponsive, the parent should email the head coach.
4. If the head coach is unavailable, nonresponsive or if the issue still has not been resolved, the parent should email the DOC.
5. If after contacting the DOC, your grievance still remains unresolved, you may contact the SKFC President who may try to resolve the issue or may bring the grievance before the Coaches Committee or Board of Directors at its next regular meeting. The decision of the Board of Directors is final.

Disciplinary Procedure

Verbal Counseling.

- If a disciplinary action against a player is warranted, the DOC and Head Coach (or a member of the board of directors), shall meet to discuss the issue.
- If a disciplinary action against a coach or team manager is warranted, the DOC and a member of the Board of Directors shall meet to discuss the issue.
- SKFC representatives will counsel the party facing disciplinary action to come to a workable solution and will warn the party facing disciplinary action that any future violations will result in a written notice.

Written Notice.

- Should a second incident occur that warrants disciplinary action, the DOC and another SKFC director or directors will evaluate the incident and will determine what (if any) consequences will be taken.
- The DOC or other SKFC director will provide a written notice to the party facing disciplinary action that includes a reminder of the outcome of the first meeting, the nature of the problem, what (if any) consequences the party will face and notification that future incidents may result in expulsion.
- A copy of the letter will be given to the BOD.
- If the party facing disciplinary action feels they were unjustly accused, they may file an appeal to the BOD within 2 weeks, including a non-refundable \$500 fee. The BOD's decision is final.

Termination.

- If the behavior continues a third time, SKFC's relationship with the party will be terminated and the party will be barred from attending SKFC practices, games and other events.

Emergencies

SKFC reserves the right to remove any player, family member, coach, manager, volunteer, fan or other person from practices, games or other events if the offending party's actions are so egregious as to warrant a safety concern.

SKFC Logo, Name and Copyright

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