

Purpose of Policies & Procedures

The purpose of these Policies & Procedures are to provide the leadership, coaches, trainers, players, team managers, treasurers, parents and everyone involved with Murfreesboro Soccer Club (MSC) select program, a set of procedures to operate in growing and managing our club. In addition to these policies and procedures, the club and all its participants are expected to abide by the Club Bylaws, P&P, and guidelines. In addition, all involved are expected to abide by the policies of our member organizations including Tennessee State Soccer Association (TSSA) and the United States Youth Soccer Association (USYSA). In the event of potential contradictions with the policies & procedures contained herein, the policies and procedures of these organizations take precedence. Such contradictions should be brought to the attention of the MSC board. Teams may choose to have additional procedures and guidelines over and above the minimum requirements contained herein, but must be approved by the MSC select committee.

Policies and Procedures of MSC may be changed, but will be communicated to the select membership.

Murfreesboro Soccer Club Overview

MSC is a member of the Tennessee State Soccer Association. The club is headquartered, practices, and plays on the fields at Richard Siegel Soccer Complex. MSC has its own distinct bylaws and governing body. The governing body consists of a President, Vice President, Secretary, Treasurer, Registrar, and at-large directors. The board and club will be operated per its bylaws and established policies and procedures.

MSC Club Philosophy and Approach

Enjoyment of the Game

Our club endeavors to present techniques, tactics, training and game environments in such a manner which promotes all players' enjoyment of soccer. Our goal is develop a life-long love of the game, regardless of the eventual level of play a player attains.

We believe the learning process and the eventual degree to which a child can execute the basic techniques and tactics of the game is critical to a child's existing and long-term enjoyment of soccer. Our club policies value and promote retention, as much as new registration. That metric is our best indicator that your child is enjoying his/her experience.

Desire to Improve

Our club endeavors to facilitate an environment within each training session and competitive game, which promotes a player's desire to be better. Our coaches and administrators are trained to promote this approach in a manner respectful of players' existing ability levels. Incremental improvement means different things to different players. We believe teaching players the value of "improving" as opposed to "never being good enough" is a vital distinction to be made for player and parent alike"

Club and Team Structure

MSC has sole responsibility for and authority over each team. Any dues or fees paid by parents and any fund raising, sponsorship or other funds that accrue to the team immediately become the property of the team/club if team no longer exists. The MSC board, with the recommendation of the Director of Coaching and Technical Directors, will appoint a coach for the team whom will answer directly to the Director of Coaching who ultimately reports to the MSC board. The select committee will approve a team personnel who will work under the direction of the team's coach. The coach, team personnel are not elected positions voted on by the parents or players of the teams. Parental involvement and support are obviously vital to the success of any select team and the coach and team manager should encourage that involvement and support whenever possible. All decisions involving division of play, competition level, the scheduling of games and tournaments will be made by the coach with input from the Director of Coaching and Technical Director. The coach may occasionally solicit input from the team manager regarding tournaments to participate in but it's ultimately the decision of the coach. All decisions involving training sessions will be made by the coach with input from the Director of Coaching and Technical Director. The coach will make all decisions involving lineups, playing time, positions and addressing the players. Such decisions are not at the discretion of the parents, team management or the players. All decisions involving fund raising, participation in other team- or club-related activities (including associated dates and times), team publicity and image, travel arrangements, and the expenditure of funds will be made by the team management are ultimately subject to the authority of the coach, and the MSC select committee. Any of the above areas of responsibility may be delegated, from time to time, by the individuals responsible, but none of the decisions require a vote of the parents or players. MSC greatly desires a harmonious and cooperative atmosphere between parents and team management.

Coaching Philosophy

Create a **Positive Learning Environment** where players are relaxed and not afraid to experiment and make mistakes. Help develop **ALL** players on the team to reach their individual maximum potential and to work collectively within the framework of a team. To foster the development of each player to the highest possible level by developing, Physical skills, Mental skills and Social skills.

The team should be competitive in all the games it plays, where the purpose is to win as many games as possible, Development of individual players and the team as a whole will not be sacrificed to develop a win at all cost mentality. The priority is to challenge the team to compete at the highest level possible, to improve with each practice and game stressing the need for commitment and consistency.

Playing time for players during the year should be assessed on a season's worth of games rather than any individual game, however, it will be determined by numerous factors,

including: attendance at practices, scrimmages, clinics and games, the level of attention and effort a player shows when in attendance, a player's attitude and sportsmanship, plus game related situations, i. e. friendly games compared to state league games.

Each individual player will be given the opportunity to play, but it is **their** responsibility to take that opportunity and to maximize their playing time. Playing is unlikely to be equal for all players but must be sufficient throughout the season to ensure adequate opportunities for player development.

- Coaches will encourage players to be creative and not be fearful of making mistakes and will at no time belittle players for mistakes they may make on the soccer field.
- Coaches will coach sportsmanship and fair play and expect all players to adopt and employ these principles at practices and games.
- Coaches will endeavor to make all practices and games as much fun as possible, to ensure that the team has an enjoyable soccer experience. Accentuate the positive and encourage a "no blame" culture.
- Coaches will avoid post mortems and lengthy post match analysis but give players a chance to reflect on the game.
- Coaches will hold a team meeting with players at the beginning of each season at which each coach shall outline philosophy and outline the upcoming season in detail, including such items as team practices, club training, pre-season games, league games and tournaments. Agree on objectives with players, parents and assistant coaches and stick to them.
- Coaches will encourage parents to attend practices and games, but request that they do not become involved with coaching the team unless asked to do so and that they restrict their comments to positive support of their son and the team.
- Coaches will be happy to discuss soccer issues with parents if they have any concerns, but will not do so immediately after practice or games and request that they follow the MSC 48 hour policy, which requires them to wait 48 hours after initially contacting me to discuss their concerns.

Coaches and Team Management

The MSC select committee, with input from the Director of Coaching is ultimately responsible for approving team leadership for all MSC teams. Coaches of each team are expected to conduct themselves with professionalism and dignity at all times and is to refrain from abusive or foul language, smoking or drinking in front of players, and is to be role models for the players of the Strikers program. The club expects likewise of the club's leadership and from each individual team's leadership. Coaches and team personnel can be removed at the discretion of the select committee and all positions are for no more than a one year term, although the appointment can be renewed for subsequent years. The classifications and job descriptions of each team will include at a minimum...

- **Head Coach** — Responsible for the overall development and success of the team and its players; will adhere to the goals and objectives of the team at all times; will be at practice and games before scheduled time; will guide and prepare the players both mentally and physically for games; will determine lineups, playing times and positions of players; must adhere to the Policies & Procedures established by the MSC board,

including those contained herein. Head coaches are usually appointed for the duration of one year (2 seasons). The DOC with the approval of the select committee may reassign or remove a coach at any time in order to accommodate the best interests of the club and individual teams.

- **Assistant Coach** — The decision to obtain an assistant coach is the responsibility and decision of the DOC and Technical Directors. The assistant coach will work under the authority of the team's head coach and will assist as directed. MSC places assistant coaches in the U12 and under age groups. For U13 and up teams, the assistant coaches must be approved by the DOC and TDs and must be paid by the team.
- **Team Manager** — The team manager is responsible for the overall administrative aspects of the team, including rostering of players, scheduling tournaments and games under the direction of the head coach, planning lodging, and other duties assigned by the head coach and club leadership. The team manager is not a coach (and should not be on the sidelines during a game except in those instances when requested by the head coach, Technical Director or DOC), and is to work under the leadership of the coach and club Policies & Procedures. They are to present the decisions of the MSC board and DOC in relation to club policies and procedures to parents and players in a positive and supportive manner. In most cases, it is beneficial to add other members to the management team, such as scheduling, social, or travel.
- **Team Treasurer** — Responsible for the overall financial aspects of the team; will provide financial reports as requested to the team manager, parents, MSC Select Chair, President, or Treasurer; will properly and ethically manage the team's finances; will be responsible for collecting and distributing money for the team.

Coach, Trainer, and Team Manager Selection

The MSC select committee, with the advice, direction, and recommendation of the Director of Coaching and Technical Directors, will approve and assign all coaches to all Striker teams. The select committee with the recommendation of the team coach and completed volunteer application/agreement, will approve team personnel. In the event that the club no longer has a Director of Coaching the MSC select committee will be responsible for appointing coaches to each team until a new Director of Coaching is available to serve in such role. Each coach will be screened via interviews with the DOC and/or Technical Directors and completed background checks by the club to take every feasible measure to ensure the safety and well being of the players.

Coach Criteria

Individuals requesting an interview for a coaching position must submit a written request to the Director of Coaching. All coaches are expected to be qualified per state standards at a minimum, although the program desires coaches to possess qualifications that are over and above the

minimum requirements.

A paid/non-parent head coach is desired for all teams, but is a requirement for any Division I or II team except in rare circumstances where approved by the DOC. Coaches are also requested to continually improve their coaching skills and knowledge of the game through ongoing training and course work.

At a minimum, a coach must have:

- Division III – USSF E License (Or NSCAA Equivalent)
- Division II - USSF D License (Or NSCAA Equivalent)
- Division I - USSF C License (Or NSCAA Equivalent)

**All coaches must hold the required license for the teams applicable Division unless they have been granted a one time waiver by Tennessee State Soccer Association.

Paid Coach Compensation

On an annual basis, the board will establish coaching rates as provided by the program's Director of Coaching. All coaches are considered independent contractors and are not employees of the club. Compensation is to be submitted to the coaches by the 15th calendar day of each month for services rendered in that month. MSC will issue an IRS 1099 form to all paid coaches.

Player Commitment and Expectations

A division I, II, or III select soccer team concept requires a much greater level of commitment than a recreational division IV soccer team. Each player, and parent, is expected to dedicate the time and effort necessary to continually improve his or her individual skills, contribute to the team's success and do what is best for the team as a whole. Players that are not dedicated to becoming the best soccer player possible may not be suited for the select soccer team concept. It is completely understandable that some players may not feel such a commitment and may need to consider other options in fairness to those teammates that have made such a commitment.

A few of the commitments and expectations include...

- Players are expected to conduct themselves at all times in a manner which is in keeping with representing MSC and not bring discredit upon the organization.
- Players shall refrain from using profanity during games or practices.
- Player will show respect toward referees, opposing players, coaches and fans. They will not harass, abuse, or berate a referee for any reason.
- Players shall not participate in physical violence or threats thereof during games or practice.
- Attendance at training and all games is mandatory for development. Make up sessions must be pre-approved by the team coach.
- Players should bring cleats, running shoes, shin guards, water, and usable soccer

ball to practice.

- Players are expected to show respect for all coaches and adhere to all instructions.
- Players shall be on time and prepared for all practices and games as outlined by their coach.
- Players will play within the Spirit and Laws of the Game.
- Players maintain the highest standard of conduct and good sportsmanship.
- Players are expected to wear the approved and club uniform during practices and games.
- Continually developing skills on non-practice days
- Dedicating themselves to off-season conditioning and training
- Refraining from illegal drugs, smoking and alcoholic beverages
- Playing time is not automatic; it is earned. Players normally will receive enough playing time for their continued development. However, the coach will determine an individual player's actual playing time. Playing may not be equal in a game or weekend. Playing time should be measured over the course of the season.
- Murfreesboro's Soccer Club's select program is a full year commitment, running nine to twelve months, depending upon the team. Players may not switch teams/age groups in the middle of the season and are expected to fulfill the year long commitment. Team rosters are updated annually through a tryout process.

Given the more important priorities of family and school, it is understood that soccer is not the most important thing in life. Despite these priorities, each player must understand that the team will require a strong commitment compared to most other outside activities. It should be understood that missing games, practices and team meetings, regardless of the reason, could have an impact on playing time and starting positions. Ultimately such absences or tardiness, as well as violating any of the above expectations, could impact a player's ability to make or remain on the team in the future if these policies are abused or habitual. The coach will determine whether an absence is excusable and/or will impact a player's playing time or status on the team.

Season Length

Typically, the fall season will officially begin in July or early August and will end around mid-November or early December. The spring season will typically begin with outside practice in March and end in mid May or early June. Seasons for Division I teams could certainly begin earlier and last longer. All MSC teams are expected to practice and play at least until the beginning/middle of November in the Fall season and the middle/end of May in the Spring season. Older age group teams may extend their seasons to incorporate showcase type events. Conditioning and foot skills classes may be provided in the winter and summer months on a voluntary basis, although all players are encouraged to attend if scheduled. It should be noted that players are expected to commit to both the fall and spring seasons, given tryouts will be conducted for an entire soccer year (July through June). The select program is not generally intended for those that only commit to one season given such a partial commitment could deny

a player who is committed to both the fall and spring soccer seasons a spot on the roster.

Parental Involvement & Conduct

The team would obviously not exist without the involvement and support of parents. Each parent is making a tremendous sacrifice in terms of time, finances and energy. It is completely understood that parents are not mere spectators to the process of select soccer but are one of the key ingredients to a successful team. MSC hopes that the parents of the team will co-exist in a harmonious and encouraging manner. It is imperative that players, parents, team management and coaches work well together given the amount of time spent together. Unfortunately a team can't effectively exist with 20-30 coaches. Thus, decisions regarding positions played, playing time, team organization, team formation and addressing the players will be the sole domain of the team's coaches. Sideline coaching, negativity, yelling, screaming and instructing will only distract and confuse the players, thus it will be required that parents focus on encouraging the team as a whole and let the coaches do the coaching. At no time will a coach discuss another player's performance with any parent other than the parent of the player, nor will "bad-mouthing" another player's child from the sideline be tolerated.

In no circumstance are parents to approach the coach after a game to discuss performance of the team, playing time, etc. Playing time will be based on merit earned by a player. If a problem does arise, the concerned parent needs to address the coach and not a player or parents on the sidelines. The goal of the coaches is to alleviate the problems mentioned in this paragraph through regular and ongoing communication with parents of the team.

Other expectations of the parents include...

- Making sure players are picked up on time after practices and team events
- Representing the club and teams in a positive manner at all tournaments and games.
- Avoiding bad language, fighting or yelling at or arguing with referees and other parents.
- Understanding that, unless mutually agreed to between the parents and the coaches, coaches will not serve as "babysitters" before, between or after games; before and after practices; or while traveling to team events of any kind.
- Violation of these Policies & Procedures could result in a parent being referred to the Disciplinary Committee (see "Disciplinary Committee" section).

Team Selection Process

MSC will host tryouts for the purposes of evaluating and selecting the team's players on at least an annual basis. A prospective player must attend these tryout events to be considered for selection. In some cases the coaches, with prior approval, may conduct a special tryout after the original tryout if additional players and/or teams are being sought. Special circumstances regarding a potential player missing a tryout will be evaluated on a case-by-case basis by the coach, Director of Coaching or the Technical Director. A coach, Technical Director or the Director of Coaching may grant an ill, injured, or player missing for an excusable reason (which is at the

DOC's, Technical Director or Head Coach's discretion) a roster position based on past performance and/or evaluation. Past performance, skills and experience may also be used in addition to tryout evaluations as criteria with which coaches formulate an opinion and pick their teams. Ultimately the head coach, with guidance from the Technical Director and the DOC is responsible for picking the players he/she desires to fill positions on a team

Players will be evaluated by a predetermined group of evaluators chosen by the Director of Coaching which may consist of a specific team's coaches, other club coaches, trainers and possibly other club leadership, but under no circumstance will a coach or evaluator evaluate their own child. The goal of the tryouts is to form a team that is made up of those soccer players perceived to contribute the most to achieving the team and club goals. The number of players to be selected for the team will typically not ever exceed the allowable state maximum roster. The tryout process will be repeated on at least an annual basis, thus a player is not guaranteed a spot on the roster for more than one complete soccer year (fall and spring).

In the event more than one team could be formed in an age division, the MSC board may designate that both a "premier" and an "elite" team be formed. A premier team would consist of those players that would be considered more developed than those playing on the elite team. Players will be notified in a timely manner as to whether/which team they have been selected to play for. Notification of players in age groups with multiple teams will occur after a slightly longer period as roster spots on the "premier" team must be accepted or rejected before those on the "elite" team can be offered and filled.

Age Divisions

Age divisions will be structured per the Tennessee State Soccer Association Policies & Procedures. TSSA provides Policies & Procedures which state the birth date criteria for age divisions. The club will determine which age divisions that Striker teams will represent based upon the anticipated number of select level players available to form a team. If enough select level players are not available for a specific age group, a team may not be formed. Ultimately it is at the discretion of the MSC select committee with input from the DOC to determine if a team should be formed to represent a specific age group.

"Playing Up"

If the player can have the same creative influence, time on the ball, and opportunities playing up, and if that same player in a training session or game, can match the technical and physical elements of the game and would be ranked in the top 5 players of the older team then the player can be considered for playing up.

- Before a player can be considered to play up:

- Both team coaches plus technical director must discuss the situation and come to a unanimous agreement as to what is in the best interest of the player.
- Both team coaches and technical director must consider the implications to the numbers' of both teams before a final decision is made.
- In the event that a player is allowed to play up the position will be reviewed at the end of each year to establish if the player can continue to play up.
- Any player considering playing up MUST attend the tryout appropriate of their age group FIRST before attending the tryout of the older age group.

Guest Players

Should a team need guest players the following rules should be followed.

- There is a specific need for the team to have extra players. Guest players should not be added on a semi-permanent basis.
- The team coach must notify their Technical Director of the need for a guest player and obtain approval before contacting the player(s) in question.
- The team coach should look to use existing MSC players to fill the guest player position either from another team at the same age level or if not from the age group below.
- Guest players should be used in a filling role rather than as being used to replace existing players and thereby substantially reducing their playing time.
- The guest player should not be expected to pay team fees for the team they are guesting for, but should be required to cover their own personal expenses, travel room and boards

Player Recruiting

It is the ultimate desire of the MSC program to allow the process and philosophy to speak for itself and to have players seeking participation in the club without solicitation. In addition, all involved with the program are to conduct themselves professionally and in good taste when discussing the club with a player currently involved with another team. Each team and its players, parents and leadership are to abide at all times by the state guideline: "It shall be deemed unethical behavior to contact a player directly or indirectly, encourage or otherwise entice a player to transfer from one team to another during that team's seasonal year without first contacting the current player's coach." MSC coaches that suspect other clubs are recruiting current Striker players are to contact the DOC. Coaches, team personnel, players and parents are expected to adhere to policy 26 as outlined by TSSA.

Middle School Policy

- Any child that wishes to participate in middle school soccer should be allowed to do so.
- If asked MSC coaches should state that the decision to play or not to play is up to the player and parents.
- No MSC coach should put pressure on a player to not play middle school soccer.
- On returning from playing middle school soccer all players should be welcomed and included back into the age group.

Paperwork and Administrative Requirements

The team management of each team will be expected to provide the MSC board, Registrar, Administrative Assistant, Technical Directors and the Director of Coaching, upon request, copies of all rosters and paperwork submitted to state and national soccer organizations. In addition, the following information will be compiled by the MSC Registrar/Administrative Assistant as received from each team manager and forwarded to the appropriate person at the parks department approximately one month prior to the beginning of each fall and spring season:

- Updated roster of each team
- List of names, addresses and phone numbers for all players
- Waiver forms
- Requested date of first practice during upcoming season
- Requested days of the week and times for practices
- Anticipated schedule of dates and times for tournaments, scrimmages and “classic” games
- Each team should be aware that any changes of schedules, practice/game times or fields, could result in the City Of Murfreesboro Parks Department denying access or play on the fields. As a result, the use of fields at any time not previously designated should be approved in advance by the MSC.

Facilities and Playing Fields

The Murfreesboro Parks Department are known for their top-notch facilities and playing fields. Its reputation for having an extremely clean park system and their dedication to youth sports is unsurpassed in Middle Tennessee. In addition to tournaments and games, the select teams will have access to Siegel Park or other city property for practice, team training, camps and scrimmages as needed, assigned by the MSC.

At the beginning of each soccer year, MSC will assign team practice location for the upcoming soccer season.

It should also be noted that on occasion, the fields may be off limits to teams because of field maintenance issues, sodding/sowing, mowing or other reasons intended to improve the complex. In the event the fields are closed by the park system, under no circumstances are teams to practice and/or play on the fields until reopened and approved for play. In no circumstances are teams to practice/play games at a time or day not approved by MSC.

Practice Sessions

Practice sessions will be well organized, last approximately 1.5 hours, and will focus primarily on improving both the technical and tactical aspects of each individual player and team. Practice sessions may also be utilized to improve the players' fitness although ideally this will be done with a ball utilizing "economical" training methods. The DOC will provide guidance with the creation of a suitable curriculum but each coach should be aware of, and teach age appropriate skills and tactics utilizing a written lesson plan for each training session. Teams will have scheduled practices an average of two times per week during the Fall and Spring season. The decision to make up a practice is at the coach's discretion, although use of fields at non-scheduled times must be cleared through the MSC. To request the use of a field at a non-scheduled time, team managers or coaches should contact the MSC to verify availability.

Players should note that individual practices and conditioning is just as important as scheduled team practices, and doing so will play a huge role in the overall development of a player and the team.

Team Names, Team Uniforms, Team Colors

The official name of the club is Murfreesboro Soccer Club. The name of the select program and the name of each team is Striker. Where space is at a premium, as in tournament applications and other team listings, teams will be listed as MSC Strikers ' __ (with a two-digit year following the word "Strikers"), Uniforms for the team will be ordered upon selection of the team, unless already available from the previous year. Club colors are a combination of royal blue and white. The club will approve kits of uniforms for teams to choose from. All teams are required to wear the club approved uniform in all tournament games. Team sponsors may have their name silk screened on bags, shelter tents, warm-ups, etc. Sponsor names are allowed on game jerseys with size and positioning approved by the MSC select committee, but not allowed on game shorts or game socks. At some point the Strikers program may have a club-wide sponsor which may have its name on the uniform.

The items which each team is required to provide to its players includes; One primary game jersey one secondary game jersey, one pair of game shorts, two pair of soccer socks —all of which have been approved by the MSC board. Each player is responsible for providing shin guards, cleats, extra socks, practice shorts, goalkeeper gloves, goalkeeper shirt, sports drinks/water bottle, etc. Players are to bring both jerseys, both pairs of shorts and both pairs of

socks to each game in their bags. On hot or rainy days, the players may need to change for comfort. In addition, during tournaments, both the primary and secondary jerseys will likely be worn. It is hoped that the players will be able to get two full years of wear from the uniforms provided. Socks, t-shirts, etc., will be replaced on a more frequent basis. If a player outgrows his or her uniform, it is the responsibility of the parent to pay the cost of a larger size, unless an exchange can be arranged with another player in the club. Coaches are asked to wear club-approved shirts and/or warm-ups to all games and are, in all situations, to be dressed professionally.

Team Sponsorships and Fund Raising

In order to offset the majority of costs associated with growing and maintaining a top-level soccer team, it is necessary for many teams to seek outside funding and sponsorships. The team management may enlist a number of sponsors and facilitate a number of fund raising events. It is possible that the team sponsors fund the costs of all bags, warm-ups, miscellaneous equipment and other items required for the team.

Fund raising events could include concession stand duty at professional teams' games and general donations from the community. The greater the amount of fund raising, the less parents will be required to contribute as part of the team fees. All parents are expected to participate to the greatest extent possible. Failure to participate may forfeit a player's pro-rata share of any fundraising or sponsorship dollars distributed from a tournament or fundraising event. Through hard work and effort, it is possible to cover the entire cost associated with a team, including travel related fees. MSC does not allow advertisements or sponsorships from tobacco, alcoholic beverage, nightclub, adult entertainment or other companies which may serve as a bad example for children. The MSC board reserves the right to deny sponsorship or affiliation with the program or any team to any company or organization which it feels does not serve as a good example. Funds raised via sponsorships and/or fund raising are to be managed by the team management. Such funds are to be reported to the MSC treasurer as part of the team's financial reporting procedure.

Parent Work Days

Murfreesboro Soccer Club uses our tournaments and other events as fundraisers to help defer some of these costs and we cannot run these events without the help of volunteers. All Murfreesboro Soccer Club families are expected to volunteer for four shifts per player for each full season of registered commitment. Two shifts of volunteer service must be completed by December 15th with the remaining two shifts to be completed by June 1st.

Some of the areas where Volunteers can be utilized are as follows: Bash in the Boro (Tournament) , TSSAA High School events (Tournament) and TSSA events or other events sponsored by Murfreesboro Soccer Club such as club fundraisers, field maintenance and

recreational soccer events will also be considered as means to fulfill this volunteer commitment.

Families will not be assigned to work during their child's games, however, family members will be expected to work before and/or after tournament games or during any tournament in which they do not have a participating player. After tournament game schedules have been published, volunteer assignments will be made available through an online sign up. Each family is responsible for signing up to cover their own family obligation. Teams not participating in our tournaments will be expected to help prepare the complex and/or fields before the tournament and help during the weekend as their team schedule permits.

Team Managers will be responsible for making sure each family meets their obligation to the club. The team manager will file a volunteer report to the Select Committee Chair on December 1st and June 1st of each year. All volunteer hours must be completed and/or fees must be paid before the end of the season.

Team Fees

As stated previously, the team should strive to receive full funding at some point in the future from such sources as sponsors, fundraisers and donations. The team management will be responsible for outlining the fees associated with the team to the parents.

The team will be responsible for paying its tournament fees, and referees for "classic" games, camps, travel and other costs associated with the team. In the event a player quits or is removed from the team, fees paid to date and any fund raising monies are non-refundable. Such a policy is necessary given fees are paid and other items purchased in anticipation of a specific number of players on a team.

Financial Reporting and Record keeping

Each team is to have a team bank account established at MSC designated local area banking institution, where funds collected from fees, sponsorships, fund raising and other revenue sources must be deposited. All teams are to have their accounts at the same bank. The account will also serve as a means to pay team fees and expenses such as tournament registrations, uniform expenses and other team-related expenses. Two club-approved persons (one of which must be the MSC treasurer) are to be authorized to sign checks and their signatures are to be on file at the banking institution. Separation of duties is of the utmost importance and a form of checks and balance should be place. The team treasurer or team manager will be responsible for collecting all sources of team revenue and paying all team-related expenses and fees from the team account. Remember to use best practices and keep cash transactions to a minimum, using checks as often as possible to provide a paper trail. Retain documentation and receipts for all expenses. The team treasurer will provide monthly financial statements to the parents of the team and end of season statements to the MSC select committee. Fall season disclosures (July 1–

November 30th) are due no later than January 6 of each year and spring season disclosures (December 1–June 30) are due no later than July 15 of each year. The financial statements/disclosures are to include a detailed activity/transaction summary, balance sheet and operating statements for the previous six months.

Grievance and Complaint Process

In the event of a player or parent having a problem, grievance or complaint, the immediate first step should be to attempt resolution with the team manager if concerning administrative issues and for all on field issues resolution should be attempted with the head coach. In the event a resolution is not reached at this point, the age group Technical Director should be contacted. If needed, the DOC may be contacted to intercede. If no resolution is forthcoming a formal written complaint should be forwarded to the attention of the DOC, then the President for review with the full board if not resolved. To be accepted for review, the written complaint must include the submitters name, address, phone number, the player's team and coach's name, a detailed outline of the issue, and a recommendation for resolving the issue. The MSC board will review the formal written complaint and respond in writing within 10 days. The MSC board may or may not refer the matter to the Disciplinary Committee.

Disciplinary Process

Shall consist of seven (7) board members, including the President who shall serve as chair. Each member shall have one vote, with the chair voting in case of a tie. At any committee meeting five (5) members shall constitute a quorum. The committee shall meet with reasonable time upon the request of the President or the receipt of a formal request

Web Site Management

The MSC board will be responsible for the overview and information sections of the site. In some cases, team managers and coaches are required to provide input and information applicable to their specific team. Questions regarding the site can be forwarded to the club administrative assistant. The MSC board reserves the right to change the website when deemed necessary.

Guideline Changes and Updates

Any changes or updates to the Policies & Procedures contained herein are to be made only by the MSC board and may be made at anytime by them. Copies of the Policies & Procedures will be forwarded to all members of the MSC board, it committees, coaches and managers/treasurers of each team, and will be made available on the club website. The club

President and secretary will maintain original copies of these Policies & Procedures and will be responsible for distribution upon revisions and updates. Questions about these Policies & Procedures should be directed to President.

Bad Standing

Any player, coach, manager, referee, officer, volunteer or parent may be placed in Bad Standing by the Board of Directors of MSC for reasons that harm the club, its members or its reputation. The reasons for being placed in Bad Standing may include, but are not limited to, any violation of club or team rules, non payment of fees, not returning or damage to club or team property, not turning in club or teams funds, violation of disciplinary codes or misconduct unbecoming a MSC member.

“Any person deemed in Bad Standing by MSC will not receive permission from MSC to transfer, participate, register, etc until the cause for the ruling of Bad Standing has been remedied and the status of Bad Standing has been removed by MSC.”

“It will be MSC’s policy to not accept the registration and participation of any person who is currently in “Bad Standing” with any other association until a review of the circumstances leading to the determination of “Bad Standing” and MSC is satisfied with the situation.”