



Willamette United Soccer Club

Policy Manual

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I. Purpose

The purpose of this manual is to provide a resource for the Willamette United executive board, full time staff, volunteers coaching staff, parents and students a guide and reference for the operation of the club in day to day operations. The manual is not intended to detract from the power and effect of the by-laws and in all matters where there is a conflict, the by-laws shall prevail. Also, this manual is designed to be changed as frequently as is necessary to be an accurate reflection of the manner in which Willamette United is managing its operations.

- a. **Core principles and sporting intent of Willamette United Soccer Club:** The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: **trustworthiness,**

respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character."

b. The manual will assist the club in moving forward in achieving our goals of:

- Player safety and security
- Excellent customer service
- Clear communication between the club and all members, reducing friction and increasing participation in programs
- Superior fiscal controls and financial responsibility
- Well educated and inspirational coaching
- Community based soccer that the whole community respects and recognizes

c. This manual is a living document that reflects a combination of the documentation of proper and best practices operations of the club combined with appropriate governance on the part of the executive board. Any member of the club may make recommendations for changes to the manual by submitting those to the club administrator. Typically those changes would come from full time staff, members of the board, or coaches with changing situations that need matters of policy addressed. All are encouraged to make recommendations they think would assist the club's success or protect the club or its members. Change recommendations will be submitted along with an explanation for the requested change. The club administrator will then forward the request with any commentary on the part of the full time staff to the voting members of the executive board. If there is some urgency to the need for the change, then a vote will be taken electronically by email with the documentation of that vote recorded by the club administrator. If there is no urgency to the requested change then the matter will be addressed at the next scheduled board meeting.

II. Behavior and Sportsmanship of Willamette United Members

Willamette United Soccer Club members are the club, whether they are players, parents, or coaches. All club members must conduct themselves in a way that properly represents the club and honors the game.

Violations of the codes of conduct will be dealt with by the club's director of coaching and any appeals will go to the club's executive board. The director of coaching will use progressive discipline where possible, but will have available actions ranging from verbal counseling to termination of club membership. The executive board has empowered the director of coaching to take whatever action necessary to maintain appropriate behavior on the part of club members on the practice or game pitch or during travel events.

Coach Conduct

The Willamette United Code of Conduct for Coaches is the most extensive because coaches must provide leadership at all times and in all things, but most of all in proper conduct. This code has been developed to clarify and distinguish approved and accepted professional, ethical, and moral behavior from that which is detrimental to the development of the sport of soccer. The term "coach" includes, but is not limited to director of coaching, head coach, assistant coach(s), and managers.

Willamette United Coach Code of Conduct

Responsibilities to Players

- Coaches must never place the value of winning over the safety and welfare of players.
- Coaches shall instruct players to play within the written laws and within the spirit of the game at all times.
- Coaches shall not seek unfair advantage by teaching deliberate unsportsmanlike behavior to players.
- Coaches should not tolerate inappropriate behavior for players regardless of the situation.
- Coaches should be a positive role model and set the standard for sportsmanship.
- Demands on a players' time should never be so extensive as to interfere with academic goals and progress. Motivation for excellence should include academics as well as athletics. Coaches should keep sport in proper perspective with player's academic education.
- Coaches must never encourage or allow players to violate OYSA recruitment, eligibility, or guest player rules and policies.
- Under no circumstances should coaches authorize or encourage the use of medicinal or performance enhancing drugs. Players should be directed to seek proper medical attention for injuries and at no time should a player be put at risk by returning from injury prematurely or by being forced to play while injured.
- Coaches should continue their own education in the sport in order to be able to educate the players in technical, tactical, physical and psychological demands of the game for their level.

Responsibility for "The Laws of the Game"

- Coaches should be thoroughly acquainted with and demonstrate a working knowledge of the laws of the game of soccer. Coaches are also responsible to ensure that their players understand the intent as well as the application of the laws.
- Coaches must adhere to the letter and spirit of the laws of the game.
- Coaches are responsible for their players' actions on the field and must not permit them to perform with the intent of causing injury to opposing players.

- If coaches permit, encourage, or condone performance which is not in the letter or spirit of the laws, the coach is derelict in their responsibility to players and the sport of soccer. The coach must strive constantly to teach good sporting behavior.

Responsibility to Officials

- Officials must have the support of coaches, players and spectators. Criticism of officials undermines their purpose in the game.
- Officials should be treated with respect before, during, and after the game. Officials should be addressed as “Referee” and not by name. Professional respect should be mutual and there should be no demeaning dialogue or gesture between official, coach, or player.
- Comments regarding an official should be made in writing to the appropriate organization assigning the official.

Responsibility Regarding Recruiting

- It is unethical to recruit player(s) while they are registered on another team.
- Coach and team representatives shall strictly adhere to OYSA and league rules pertaining to recruitment.
- Coaches have an ethical obligation to be forthright and refrain from making derogatory remarks regarding other coaches, teams, and organizations when discussing the advantages of their organization.
- It is unethical for a coach or team representative to provide compensation or inducement to a player. It is unethical for any coach to make a statement to a prospective athlete which cannot be fulfilled.

Responsibility for Public Relations

- Coaches have a responsibility to promote the game of soccer to the public. Comments and critiques of governing bodies, teams, coaches, players, parents, or the media should be positive and constructive, never prejudicial or inflammatory.
- Coaches have the responsibility to assist their players in conducting themselves properly while representing their team, league, and OYSA in public.
- Comments blaming officials, organizers, players, etc. for a loss or unsuccessful endeavor are detrimental and should be avoided.

Game Day and Other Responsibilities

- Coaches’ behavior must bring credit to their organization, and the sport of soccer.
- Coaches shall exhibit a respectful attitude towards players, officials, spectators, opposing players and coaches. Verbal abuse or physical assault is unethical and shall be punishable by fines and/or suspension from the program.
- Coaches should use their influence to control the behavior of his players, parents and spectators.

Willamette United Player Code of Conduct

- Players will not argue with a linesperson or referee
- Players will obey all rules of the team and Willamette United and will adhere to the laws of the game.
- Players will stand respectfully with either their hands at their side or their right hand over their heart during play of the national anthem before any game.

- Players will accept victory with class, and defeat with the same class.
- Players will treat teammates, coaches, opponents, and officials with respect.
- Players will praise players on both teams for good play.
- Players will not ridicule or taunt opposing players.
- Players will be aware that inappropriate behavior at practices, games, team and club events -- including tournaments-- is prohibited. This includes any use of alcoholic beverages, foul language, substance abuse, violent or destructive behavior, etc.
- Players will play for the enjoyment of the sport.
- Players will win through skill, effort, good tactics and clean play.
- Players will be at all practices and games on time or communicate as early as possible to their coach the reason for their absence.

Willamette United Parent Code of Conduct

- Parents will remember that children participate to have fun and that the game is for youth, not adults.
- Parents will be familiar with the Willamette United Player Code of Conduct and ensure that they assist in making sure that their player is able to support their players goals and need to be timely, properly equipped and a part of their team.
- Parents will inform the coach of any physical disability or ailment that may affect the safety of their child or the safety of others.
- Parents will learn the rules of the game and the policies of Willamette United.
- Parents and their guests will be a positive roles model for children and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
- Parents will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
- Parents will teach their child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- Parents will demand that their child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
- Parents will teach their child that doing one's best is more important than winning so that their child will never feel defeated by the outcome of a game or their performance.
- Parents will praise their child for competing fairly and trying hard, and make my child feel like a winner every time.
- Parents will never ridicule or yell at their child or other participant for making a mistake or losing a competition.
- Parents will emphasize skill development and practices and how they benefit my child over winning. Parents will also deemphasize games and competition in the lower age groups.
- Parents will promote the emotional and physical well-being of the athletes ahead of any personal desire they may have for their child to win.
- Parents will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field or away from the game field, and will take time to speak with coaches at an agreed upon time and place.
- Parents will demand a sports environment for their child that is free from drugs, tobacco, and alcohol and parents and players will refrain from their use at all youth sports events.
- Parents will refrain from coaching their child or other players during games and practices, unless they are one of the official coaches of the team. Parents will remain away from the team and coaching side of the field to prevent any misunderstanding about roles.

Child Abuse Avoidance

It is the strict and unequivocal policy of Willamette United that this club will strongly condemn the abuse of children, both physically and sexually. In addition, through policy, Willamette United will direct all club employees and volunteers to behave in such a manner that there will not be circumstances where such abuse will occur. If such abuse is discovered to have occurred, Willamette United will provide full cooperation to law enforcement and DHS to prosecute the abuse. After reporting has been conducted with law enforcement and DHS the club president should be notified as soon as possible.

Willamette United employees and volunteers will affirmatively act to prevent all acts of hazing. Hazing is prohibited and hazing will not be tolerated. Hazing can lead to abuse and this prohibition is part of the abuse avoidance policy.

Willamette United employees and volunteers will ensure that they are not alone with a child and isolated in any manner. There is no circumstance where a Willamette United employee or volunteer should be a conversation with a child alone except in the immediate vicinity of a practice in plain view of all. The exception is when the child is the child of the employee or volunteer.

Willamette United employees and volunteers will not develop relationships with children they coach outside of coaching, to include special friendships or dating. Inappropriate relationships will result in termination of the employee or volunteer and reporting to law enforcement. For the purposes of this issue “inappropriate relationships” has its normal meaning and generally is a relationship which might lead to a violation of this club policy.

Willamette United does not permit any corporal punishment by any employee or volunteer while they are acting in their professional or volunteer capacity.

Reporting of Child Abuse

Many of the club’s volunteers are mandatory reporters. Those mandatory reporters should act in compliance with ORS 419B and other relevant statutes. Club employees or volunteers will report child abuse or neglect in order to protect our players consistent with Oregon law. The phone number for Clackamas County police dispatch is 503-655-8211. The phone number for DHS is 971-637-7112.

Criminal Histories of Volunteers and Staff

In accordance with Oregon Revised Statutes 418.691-701 Willamette United will continue to conduct annual criminal background questionnaires and checks of all employees and volunteers of the club. If during the course of a background check there is a discrepancy between the responses to the questionnaire and the check, the club will suspend the employee or volunteer until the discrepancy can be resolved by

further investigation or action by the executive board. If an employee or volunteer is found to have failed to disclose a criminal conviction as required they will be banned from the club and the failure to disclose will be reported to OYSA.

ORS 418.696 reads: Youth sports providers encouraged to perform certain activities related to qualifications of coaches or supervisors. Every youth sports provider is encouraged to:

- (1) Create and adopt a list of crimes that disqualify a subject individual from coaching or supervising a youth sports activity for the youth sports provider if the subject individual has been convicted of the crime or has been convicted of a substantially equivalent crime in another jurisdiction;
- (2) Complete a criminal records check on subject individuals who coach or supervise a youth sports activity for the youth sports provider; and
- (3) Require all subject individuals who coach or supervise a youth sports activity to complete a sports education program. [2001 c.550 §2]

In compliance with sub (1) Willamette United specifies the following crimes under Oregon statute or the equivalent in another state, or under federal statute to include the Uniform Code of Military Justice or tribal law, as disqualifying: ORS 163 (Offenses Against Persons), any offense containing sexual components, any felony, any offense against an animal, any drug crime, any crime where the victim was a child or other vulnerable person such as the elderly or disabled, and any crime involving moral turpitude or fraud including financial crimes. Additional crimes may be added as the executive board may direct.

Parenting Issues

Willamette United Soccer Club is a youth soccer club that puts the welfare of children as the highest value. The vast majority of parents, regardless of their marital status, are cognizant of this at all times. However it is important to remind every member that placing the child's welfare first must happen with every child and parents must share information with each other about their child's participation in soccer. Where possible coaches, managers, and staff will send e-mails and similar communications to both parents, but this is a courtesy and the club should not be placed in the middle of custody situations.

In extreme cases representing a possibility of danger to a child or parent where there has been domestic violence with a release order, restraining order, or stalking protective order the club shall be notified immediately in writing with copies of documentation to the club president, director of coaching, and the child's head coach. Consultation with local law enforcement should be considered in such situations.

Email Behavior

Email represents an ever increasing part of intra club communication. It is critical that this communication method be a positive addition to mail, calls and direct contacts. Parents and players are reminded that they should not send “reply all” emails that are inappropriate or critical of coaches, players or the club or its employees. Issues of significant concern should be dealt with in person or by phone. The following are guidelines to emails within the club:

Exhibit good manners in club emails.

Watch the tone of your email. Club emails should come across as respectful, friendly, and approachable. You don't want to sound curt or demanding.

Be concise and get to the point of your email as quickly as possible, but don't leave out important details that will help your recipient answer your query.

Emails within the club should be professional in content and information.

Use accepted spelling grammar. You can write in a conversational tone but, pay attention to basic rules.

Use care and common sense before including an attachment. Attachments can represent a virus and bandwidth issue for some. Whenever possible send documents in a pdf format.

Consider waiting to fill in the "TO" email address until you are completely done with your email including proof reading and adding any attachments to prevent mistakes being sent out.

Recipients of emails should read the email for what it really is and not be overly sensitive.

III. Administration

General Operations

The club administrator and club manager run the day to day operations of Willamette United. Willamette United attempts to staff the office to the greatest extent possible during the periods of greatest need for registration and other administrative support, while controlling personnel costs.

Office Management

- a. Phone Calls—whenever possible the club administrator and club manager work together to ensure and no phone message or email goes more than two business days without being answered.
- b. Web Site—Willamette United’s web site is the primary tool for advertising programs and disseminating information through postings and emails. The club administrator is the central clearing house for posting information on the web site for all manner of information from new programs to cancellations.
- c. Chain of Communication—With regard to the administrative matters club members should begin by communicating with the Willamette United office. However, it is critical that coaches (in the recreational program) and team managers (in the classic program) communicate effectively with their teams from the formation of the team to reduce avoidable demands upon the club office staff.

Privacy and Identity Theft Protection

As a matter of conducting the business of the club, Willamette United gathers the personal and financial information of parents and children. It is critical that the club act to prevent the unauthorized disclosure of this information.

- The office staff will implement measures to ensure the physical and electronic security of records maintained by the club.
- The office staff will implement measures to secure the financial information from members from unauthorized access to a standard that is accepted throughout the industry.
- The office staff will use either an in house shredding capability or contract with an outside vendor for the shredding of all documents containing personal information.
- The office staff will develop a contingency plan to be briefed to the executive board should a member or members become the victims of identity theft due to an error on the part of the club.

The club will not post or distribute physical addresses of any member of the club on the Internet with the express permission of the member authorizing that posting. The club will clarify with members that email addresses and phone numbers might be distributed and should be of a type that does not create concerns for the member. The club will have a process for members, such as those that have been the victim of domestic violence or have a protective order in place, for using the club office as a point of contact. The ability to shield the information of a club member should be clarified on the web site and in registration materials.

Sale of Personal Information

Willamette United Soccer Club will NEVER sell email databases or other contact information. However, we can not be held responsible for our partners, including Oregon Youth Soccer Association, US Club Soccer, US Youth Soccer, and United States Soccer Federation, in this matter. We are required to provide information to our certifying organizations and they have their own such policies on these issues. Complaints about such releases of information should be communicated directly to the management of that organization with a copy to the executive board of Willamette United appreciated.

Cancellation Policy

Fall Recreational Program

By August 1st - A full refund will be given to any registrant who cancels

After August 1st - Cancellations received will be pro-rated on a case by case basis.

Fall Classic Program - Circumstances may arise where a player feels it necessary to drop from the team once selections are made. If this occurs, the refund policy is as follows:

Automatically forfeit original non-refundable tryout fee

Drop within 30 days after team selection - 100% refund

Drop within 60 days after team selection - 25% refund

After 60 days of team selection - No refunds

Refund requests due to injury will be considered on a case by case basis.

Spring Indoor Recreational Program

A full refund will be given to any registrant who cancels prior to the start of the game season. Cancellations received after the season begins will be pro-rated on a case by case basis.

Willamette United Soccer Club Fall Recreational Program Registration

Online registration opens on or near April 1st each year. From April 1st to May 31st regular fees apply. Beginning June 1st and ending on June 15th there is a \$25 late fee added to regular fees. After June 15 and ending July 31st registrants are placed on an online waiting list with the \$25 late fee added. No guarantees of team placement are made at any time, but after the close of regular registration, team placement becomes more difficult. For families moving to the area after the closing date of registration, a request for waiver of late fees will be considered.

Scholarship Policy

As a Club, Willamette United believes that no player should be turned away due to financial hardship. The club offers several vehicles to provide financial assistance. The following document outlines the policies surrounding the Willamette United Scholarship program.

Scholarship applications will be reviewed and approved by a committee of the Classic Program Director, Club Manager, and Volunteer Director, as funds are available.

A full scholarship covers all Club fees. Scholarships do not include subsidizing such items as out of league tournament costs, uniform expenses, or travel expenses.

A partial scholarship covers one half (1/2) of the Club fees and the same exclusions apply as in the full scholarship section.

Willamette United is happy to waive club fees for any family in need in exchange for volunteer hours at the club level (i.e., lining fields, working tournaments, field prep, office help or any other area where the club may need help). The number of volunteer hours will be determined at a rate of \$20 an hour. The number of volunteer hours required will then be determined by the scholarship amount. You will be given the total number of volunteer hours required at the time your scholarship is approved. For Recreational players the number of hours will be approximately 5 hours per scholarship. For the classic program the number of hours will be approximately 60 hours per scholarship. These hours are an estimate and the actual number of hours will depend on the total amount of your scholarships.

- Scholarship amounts awarded will be based on the needs of the individual.
- Scholarships will be reviewed on season by season basis.
- If there is a need to cover more than the club fees (uniforms, shoes etc.), a written request should be sent to the club stating what the need is and why you can not cover those fees. These additional request will be handled on a case-by-case request and will go through the same process as the scholarships listed above.
- It is the Parent/Guardian responsibility to keep the club notified of current phone number, address and e-mail contacts. Failure to do so may result in future scholarship request denied.
- A parent/guardian will be asked to sign a contract stating the number of volunteer hours needed to be fulfilled. By signing the contract you agree that you have read the contract and agree to the terms.
- Failure to meet your scholarship volunteer hours will result in future scholarship requests to be denied. It will also result in the formal and legal collection of the fees that were provided in the scholarship. The club will also pursue any and all fees accrued in attempts to collect any balance.

A signed copy of the scholarship policy and a signed copy of the volunteer hours contract will be kept on file.

IV. Fiscal Controls

Purpose

This portion of the policy manual describes the financial controls for Willamette United Soccer Club. This document provides details not covered in the bylaws about financial operation and management of the Club.

Bank Accounts

The Club shall maintain only one checking account for the purpose of paying club expenses. A second checking account exists for the purpose of field/facility purchase and any other new accounts must be approved by the board prior to its establishment. The Board may approve the use of safe, short-term interest bearing financial instruments for the purpose of achieving long-term project goals. These may not include stock purchases or other risky investments. The total amount allocated to these interest bearing accounts shall not exceed 10% of the total expenses expected for the current fiscal year.

All bank accounts must be held by FDIC insured institutions.

Operational Expenses

All club expenses shall be paid by either check or electronic payment through the Club's checking account.

- a. Checks shall only be written for the documented amount on the receipt or invoice.
- b. Cash may be withdrawn via check for a maximum total of \$500.00 only with prior approval from the board. The cash must only be used for making change and must be re-deposited with the other received funds.
- c. All checks will be drafted by the club administrator. In the event, the club administrator is out-of-town, the club manager may, draft checks for the Club.
- d. All checks must be signed by two approved signers from the Club.
- e. The maximum number of check signers in the Club at any time shall be four (4). It is recommended that the club have a least three (3) signers so that two signers are always available when needed.

- f. A recipient and signer of a particular check may never be the same individual. Likewise, a signer may never sign a check to be received by a direct family member.
- g. All capital or large dollar expenses must be approved by the board.
- h. Budgeted expenses are considered to be pre-approved and do not require explicitly board approval.
- i. All expense reimbursements must be accompanied by transaction receipts on the club approved reimbursement form.
- j. Check by mail may only be used with explicit approval from the Board and only for the amount of the invoice. This is the preferred method when NET 30 terms with the supplier are not available to the Club.

Payroll Expenses

Persons paid to carry out duties on behalf of the Club shall be treated as employees. This does not apply to referees who are viewed to be independent contractors.

Deposits

All funds received shall be recorded on club deposit slips and deposited by the Club's Administrator.

- a. All funds shall be held in secure lock boxes or other secure container until they can be deposited by the Club Administrator.
- b. All funds shall be deposited within five (5) business days of receiving them either in person or from the mailbox.
- c. Deposit slips for received funds must be kept with Club financial records.
- d. The Club shall provide an invoice or receipt to any customer who requests one. These receipts must also be kept with Club records.
- e. The Club deposit policies apply to all funds received by mail or in person.
- f. Funds received by Electronic Deposit shall be categorized as such and reviewed and reconciled monthly by the Club treasurer. Examples of this might be direct payment of registration through online website or Pay Pal account.

Check Cashing Policies

The Club shall not deposit checks which have been held for more than ninety (90) days without written consent from the check drafter.

- a. The Club shall not request photo ID - most notably a Driver's License - for cashing checks unless this is requested from all customers for a particular event, e.g. Fall Registration. Other forms of ID shall never be requested.
- b. The Club shall not allow customers to post-date checks.
- c. In the event a deposited check should bounce, the Club administrator or manager will contact the debtor by phone during the hours of 9:00am to 5:00pm within five (5) business days of receiving notice from the Club's bank. This contact shall be made in a non-threatening, informative manner. There will also be a \$25 fee for all bounced checks
- d. In the event the funds are not received from a debtor, the Board may approve secondary measures to recover lost funds including writing a collection letter, contacting the bank, going to small claims court or hiring a collection agency.
- e. The Club shall follow the latest guidelines from the State of Oregon for the collection of monies owed.

Fundraiser and Special Event Policies

The Board shall appoint a member to chair each and every event or fundraiser at its own choosing.

- a. The chair for a particular special event or fundraiser shall be responsible for preparing an initial budget to be approved by the Board.
- b. The chair shall present a final accounting of all funds received and fees paid to the Club Treasurer within 30 days of the close of the fundraising event.
- c. A fundraiser shall never just report the profit as Club income or pay any of its expenses from the event revenue received.
- d. The board shall appoint an event chair and organizers who shall be responsible for managing the event.

Reports

- a. The Treasurer shall provide the board budget versus actual income statements for the previous month and the current fiscal year.

- b. The Treasurer shall provide the Board an Income statement for the board to review at its month's board meeting. The Treasurer shall reconcile the monthly bank statements.
- c. The Treasurer shall provide the Board any financial report it requests.
- d. The Treasurer shall have until the next board meeting to prepare the requested report.
- e. The Club shall provide its parent organization - Oregon Youth Soccer Association (OYSA) - with any financial report or information it requests. The Treasurer will have 30 days to provide this information to the Board for it to forward to OYSA.

Annual Budgeting and Timeline

The club's executive board shall prepare and approve an annual budget prior to the start of its fiscal year as defined in the club bylaws. This budget shall be used as a guide to predict income and control expenses.

- a. The budget shall be established and maintained for each independent program as determined by the board. These shall be known as P/L entities. This shall be done to examine profitability of each program as well as to help set fees appropriately.
- b. The board shall periodically review its programs and projects publishing both short-term and long-term goals for the Club which will be used to guide the annual budget process.
- c. At its meeting four (4) months prior to the start of the next fiscal year, the board shall approve the programs targeted for funding in the next annual budget cycle.
- d. The Treasurer shall present the initial draft of budget three (3) months prior to the start of the next fiscal year.
- e. The Treasurer shall modify the budget as directed by the Board and present these modified drafts to the Board at its request.
- f. The Treasurer shall present the final budget to the Board for its approval five weeks prior to the start of the upcoming fiscal year. This will give the board at least 10 days to review the budget prior final meeting in the current fiscal year.

Fiscal Oversight

- a. The Club shall undergo an independent financial review every year. The review shall be completed by a Certified Public Accountant.
- b. The Club finances shall be maintained using accounting software purchased for the Club.
- c. The Board shall approve the software to be used by the Club to manage its finances. The Club Treasurer may recommend changes to the accounting software used.
- d. All general, payroll and other checks will be kept under lock and key. This includes both signed and unsigned Club checks. The keys are to be kept in the possession of the Club Treasurer.

Bonding

The Club's officers and check signers shall be covered by a fidelity bond as a part of the overall risk management plan.

- a. The amount of the bond shall be determined by averaging the highest monthly revenue for the past three (3) years.
- b. The bond shall be renewed prior the start of each fiscal year.

V. Recreational Program

Game Design for Recreational Soccer

Grade	Field Size (Width x Length in Yards)	Goal Size (Width x Height in Feet)	Ball Size	Game Duration	# Players on Field	Goalkeeper	Recommended Team Size
K	20 x 30	4 x 4	3	4 x 8min Quarters	3	No	4-6
1	25 x 33	6 x 4	3	4 x 10min Quarters	4	No	6-8
2	25 x 33	6 x 4	3	4 x 10min Quarters	4	No	6-8

3	40 x 60	12 x 6	4	2 x 25min Halves	7	Yes	10-12
4	40 x 80	24 x 8	4	2 x 25min Halves	8	Yes	10-12
5	50 x 100	24 x 8	4	2 x 30min Halves	8	Yes	10-12
6	50 x 100	24 x 8	4	2 x 30min Halves	11	Yes	14-16
7-8	50 x 100	24 x 8	5	2 x 35min Halves	11	Yes	14-16
9-12	50 x 100	24 x 8	5	2 x 40min Halves	11	Yes	14-16

Player Registration

All players must be registered in accordance with the rules of the Club. Coaches are not allowed to add players to their roster without the written consent of either the Recreation Director or a Staff member and coaches will not allow any players to practice with their team unless they are registered as players with Willamette United.

Team Assignments

While it is our goal to accommodate as many requests as possible, it is not always possible. The following criteria will be used in placing players on teams. It is the responsibility of the Recreation Director with the Staff help to form teams prior to the beginning of the season.

1. Grade
2. Gender
3. School attending in the fall of the given season
4. The previous year's team will serve as a starting ground (template).
5. Teammate requests (Car-pooling/siblings).

Players registered prior to the deadline will be given priority. Players registered after the deadline will be given second priority. Players registered late (for example, new to the district) will be placed on a wait list and every effort will be made to place them on a team.

Recreational Team Names

Recreational team names are selected by the team coaches. Recreational coaches are encouraged to use naming of the team to reflect their team and the sport. Team

names that negatively represent the club are forbidden. Common sense should suffice, but questions may be sent to the Director of Coaching or the Recreational Program Director.

Practice Field Assignment

Teams must not practice on any soccer field without written permission from the Club Manager.

Contacting Team Members

It is the responsibility of the head coach to ensure that each team member is contacted prior to the beginning of the season. This should be completed within 72 hours of receiving the roster at the annual coaches meeting in August of the given fall season or as appropriate during other seasons or sessions.

Playing Time

It is the goal of our recreational program to provide each player with the opportunity to learn and enjoy the game. Each player should play a minimum of 50% of the game. This does not mean equal playing time for all players. In some cases less than 50% is acceptable due to injury, sickness, or lack of participation or attendance of scheduled practice times.

Discipline within the Recreational Program

Disciplinary actions remain under the control of the Director of Coaching, but the Recreation Director will be consulted or advised as practical.

Special Rules for Recreational Soccer

1. No slide tackling allowed at any level of Recreation Soccer.
2. K-2. Opponents shall be required to be 5 yards from the ball on a re-start rather than the normal 10 yards.
3. Goal Kicks. Teams will be allowed to take a goal kick 10 yards from the goal line rather than the normal 6 yards.
4. "5 Goal Rule" 3-4th grade. A team behind by more than 5 goals will be allowed to add an additional player until the goal difference is 2 goals.

Fall Recreational Team assignments

For 1st-8th graders, rosters from the previous season act as a template. Players are reassigned to the same roster unless we are asked not to do so. Late registrants are only added to those rosters as space allows; just because a player was on a certain team last year does not guarantee that same placement if the registration is late.

New club members are assigned to teams based on space, the school attended and if possible, teammate requests.

Spring Indoor Team Assignments

Fall teams who want to play together will be allowed to. Other players will be assigned to teams with room on their rosters. Teams may be made up of different grade levels such as a blending 3rd and 4th team or similar arrangement. Co-ed blended teams are avoided except in the high school programs with that specific design.

DRL Participation

Teams currently involved in District Recreational League (formerly Metro League) will be allowed to finish out their time with the DRL if they so desire, but no other teams will be allowed to participate in this program. It is the sentiment of the executive board and coaching staff that the challenge presented by Soccer 5 is equal or greater than that of the DRL and reflects the commitment of the club to Soccer 5.

Tournaments

Some recreational teams may choose to participate in tournaments outside of the club. There are several very positive recreational oriented tournaments in the area both during the regular season and outside of the regular season. Care should be taken to avoid conflicts with regularly scheduled games.

The additional events will need to be paid for by the team's families. Coaches should learn the special registration requirements of those events and communicate the requirements to the club's office as soon as possible. If player cards are needed for the tournaments it is the responsibility of the coach to arrange for the completion and lamination of those cards. This work can be done at the club's office with club equipment, but early coordination is needed.

VI. Classic Program

Classic Program Overview

Classic soccer is a competitive soccer program that is designed for players seeking competition, greater challenge, and more diverse soccer playing and training opportunities. The classic program is divided into two parts: classic soccer for children in the U11 age group and player development program (PDP) for children in the U10 and U9 age groups. For players in the U11 through U14 programs this is a year round commitment. For the PDP players there are two seasons, fall and spring,

with additional opportunities to play tournaments in the summer and indoor and futsal in the winter. For U15 and above programs the program accounts for the high school soccer season.

Classic Program Realities

The program that encompasses PDP and Classic soccer are competitive. They require commitment and skill on the part of the player. Players will be evaluated and in some cases might not have the requisite skill to play at this level when compared to the other players that are trying out. It is the intent of Willamette United to try to include the largest number of interested players we can accommodate, but sometimes during evaluation periods players may be cut.

If a player still wishes to pursue competitive soccer but has been determined to not yet be ready, Willamette United's recreational program, combined with additional playing opportunities can help the player achieve this goal. The director of coaching or one of the associate directors of coaching should be consulted to develop a plan for the player to succeed.

Tryouts

Willamette United classic teams will be formed from open try-outs held under the rules and regulations of the OYSA. The number of teams per age group will depend upon the number of players attending try-outs and if the club feels that the teams meet Willamette United standards. Willamette United reserves the right to not field a team at an age group if there are not enough players at try outs or if the players at the try outs are not skilled enough to participate at the classic level. This decision will be made by the Director of Coaching.

Following try-outs, players will be informed whether they have been invited to join the team. The club reserves the right to select up to a maximum of 18 players per roster. Players may be asked to "play up" an age group. The parent(s) and player will be informed of this before that roster spot is offered to them.

Late Applications to Classic

In some cases children become interested or available for classic play after tryouts. The most generous consideration of this should be given to children that have moved to the area after tryouts. In any case, the director of coaching or their associate director will be consulted and the coaching staff will determine if there is enough room on the team for another player. If there is enough room on the team to add a player, then an evaluation will be arranged. The club administrator will provide a prorated cost for the remainder of the season.

PDP

The player development program is for children that are interested in increasing their skills and participation beyond that which might be available with their recreational program. It is a logical progression toward classic soccer for players in the U9 and U10 categories. It is not a prerequisite for participation on classic soccer. PDP players may be cut if they are not equipped to succeed in that program. If your child does not make the PDP program, the PDP program coordinator or director of coaching can make recommendations on how to prepare for success in PDP in the future or classic. Typically that would include events like camps, recreational play, more free play, and other play opportunities. However, since each player is evaluated independently, that evaluation can identify the areas requiring development.

Classic

Willamette United operates year-round programs. The cost of each program depends on which age group the player participates in. Generally, team membership fees include the league, club, referee, field, administrative, certain predetermined tournaments, and coaching fees. Fall teams will train during the winter and participate in a spring league, which is included. Winter team fees will include season and post season play and all costs associated with that. Uniforms are purchased for use throughout the year from Tursi's or other vendors as directed by the club manager or other staff. The director of coaching determines choice of uniform colors and styles. Styles change every three years. Uniforms are the property and responsibility of the player.

Teams will practice at least once per week during the summer and at least twice per week during seasons of play. Teams will also participate in summer tournaments. Playing time will be determined by the team head coach. Each player will play an average of 50% per game during the season. Coaches are not required to keep 'stats' on playing time but are experienced enough to see that playing time is fairly distributed. The only time that this policy is not required to be followed is during State Cup and Qualifying tournaments where the result could ensure more games being played on subsequent days or higher league status attained.

All teams will attempt to play in the highest division possible within the OYSA program. If appropriate, teams will participate in qualifying tournaments to determine their appropriate division.

All players are free to participate in multiple sports at any age. In the fall, U11 through U14 players must make soccer their priority in cases of conflict. In the winter, U15 and up must make soccer their priority in cases of conflict.

Players are not allowed to play for two different soccer clubs within any season.

Questions about this matter must be directed to the director of coaching.

Tournaments

Classic and PDP teams will be notified of the included tournaments at the beginning of their program. In some cases teams and coaches may wish to attend more tournaments to obtain additional playing and competition opportunities. Those additional events will need to be paid for by the team's families. However, the actual registration and payment must be made through the Willamette United office. Any questions about the administration of such matters should be referred to the club administrator or manager.

Travel Policy

PDP Teams are not permitted to travel without special permission of the director of coaching. U11 teams are discouraged from traveling out of state. Other classic teams occasionally travel to other parts of Oregon or out of the state. It is critical for safety and risk management along with maintaining the reputation of Willamette United that travel be carefully planned.

Dress code—Teams will travel wherever possible dressed in a travel uniform determined by the coach or manager prior to the travel that is consistent with the duration and method of travel. For example, the team can travel in training t-shirts and jeans. The team is represented well by a uniform appearance and accountability is enhanced.

Travel—wherever possible players and coaches or chaperones should occur together by the safest and most reasonable means possible.

Motor vehicle travel—when travel is to be done by vehicle, planning should occur to ensure that safest routes are taken, vehicles are of appropriate design to ensure the safety of passengers, and driver rest periods are enforced.

Behavior—Prior to departing coaches will review the player code of conduct with the team. Additionally, any additional considerations for behavior will be reviewed. Coaches should be very clear with their players of the high standards expected of behavior.

Discipline During Travel

Prior to travel, coaches will discuss with their team's parents and players the implications of misconduct and the possibility that a child might be sent home immediately at additional cost to the parents of the child. By participating in the travel play, the parents of the child accept this additional cost and agree to

immediate payment to the club for any costs that might be incurred. Clear communication is critical to preventing problems.

International Travel

Any international travel (except to British Columbia) by teams will require a comprehensive written plan to be submitted to the executive board for approval. International travel planning will contain all manner of details including a budget, diplomatic issues, health considerations, governing body coordination, and safety plan.

Team Managers

- a. One of the things that distinguishes the classic program from the recreational program is the importance and role of the team manager. The team manager is critical to the success of the classic program and to the success of each team. Team managers are registered with OYSA and receive the same mailings as the coach.
- b. **Selection:** The team manager is chosen from among parent volunteers when teams are selected and formed. The primary responsibilities of the team manager are to serve as a communication link between parents and coach and to assist with the administrative details of running the team. The team manager also receives information from the club administrator regarding administrative requirements of the classic program.
- c. **Communication with Coach:** The team manager and coach determine what assistance is needed and identify the activities requiring support. They will clarify which duties the coach, the team manager, and parent volunteers will handle. The team manager is responsible for coordinating the various team activities and finding the appropriate help when needed.
- d. **Communication with Players and Parents:** Early in the season, team managers should establish a workable communication system to inform team members and parents of practice and game changes and any other information. This can be done in the form of a phone tree, email list, or a contact person can be designated for team members to call for information. Team managers should also provide a roster with names, emails, phone numbers and a schedule of games, directions to away games, carpool information, etc.
- e. **Team Funds:** The team manager is responsible for handling deposits and disbursements of team funds with the Club Administrator (see Section 10). Team managers or a designee will gather funds for tournaments not included in the standard classic fees and deliver those to the club administrator for the club to pay those fees.
- f. **Uniforms:** Team managers are responsible for handling uniform orders for their team with the Willamette United club administrator.
- g. **Player Cards.** Managers are responsible for preparing and coordinating players cards preparation and official team rosters.

Classic Team Names

The classic team naming policy is set by the director of coaching. Classic teams are named after internationally recognizable professional teams that are Nike sponsored. The team names are carried by the team through their time with Willamette United. PDP team names will be assigned by the PDP program coordinator and are not necessarily carried from year to year like the classic teams.

VII. Coaching

Coaching Training

In order to provide the best possible coaching experience the club provides training opportunities to coaches that include licensing. Ideally every coach would have their USSF “E” License and the coaching module for the age or ages of children they are currently coaching. The club will continue to set aside monies to support coaching education as needed. Coaches wishing to attend classes that have a cost not automatically covered by the club or OYSA should apply for coverage before attending the training to the club DoC. At the successful completion of the training the cost is then returned to the coach by Willamette United.

Coaching During Games

The coaching that occurs during games is something of a matter of style. However, some coaching issues are not flexible:

- a. Coaching will occur from the center line to the top of the penalty box except in younger ages games where the coaches serve as referees.
- b. Coaches will not enter the field to assist a player until the referee has called them onto the field.
- c. Coaches will keep all referee and fellow coach contacts at a very high level of professionalism.
- d. Coaches will not allow any persons not on the roster in their bench area.

Generally in coaching during games less is more. Coaching points are best made to players on the sideline who are not playing when coming off the field or going onto the field. Avoid “joysticking” the players. They will learn most when they make their own decisions based on what they learned in practice.

Coach Parent Communication

All coaches, whether classic or recreational program, will have a minimum of one coach parent meeting per year. This meeting should occur shortly after the team is

formed. Additional meetings should be scheduled as needed and are encouraged. Coach parent meetings provide an excellent way for parents and coaches to communicate if they are properly managed.

Communication with parents is very important to Willamette United. Coaches should inform players and parents the following:

- Goals for the upcoming season.
- The coach's philosophy for the team and individuals.
- Parent conduct and support expectations.
- Tournaments and other team functions, with the greatest possible detail about critical dates.
- Player commitment expectations.

Coaches must ensure that parents are notified of any changes as soon as the information becomes available.

Parents should first confer with their coach about concerns wherever possible before contacting the director of coaching, with the exception of misconduct on the part of the coach. Parents must remember that coaches cannot resolve issues of which they have not been made aware.

Coaching in the Recreational Program

The office staff works with the recreation director to recruit and register volunteer coaches. All coaches must fill out background disclosure statement in order to be confirmed as a team coach. The director of coaching and club's executive board reserve the right to refuse coaching assignments to anyone it deems not fit to coach in the program.

Recreational coaches will be held to the same code of conduct as all coaches.

The recreation director and staff will schedule training as necessary for volunteer coaches.

Coaches of recreation teams will not be allowed to choose their teams nor will they be paid for their time coaching their team.

Coaching Considerations with Regard to Medical Emergencies and First Aid

Willamette United strongly encourages all coaches to pursue first aid and CPR training.

a. In the event of a medical emergency, appropriate action must be taken immediately. Coaches are strongly encouraged to have a phone nearby in order to quickly activate the emergency medical system.

b. It is recommended that each coach and/or program administrator have a first aid kit on the field at all times. The first aid kit should include, but is not limited to: (a) Antiseptic wipes (b) Tweezers (c) Scissors (d) Band-Aids (e) Roll gauze (f) Triangular bandage (g) Instant cold packs (h) Eye pads (i) Feminine pad (for heavy bleeding) (j) Ace bandages and plastic bags (for ice) (k) Adhesive Tape (l) Latex Gloves (several pairs) (m) Plastic trash bags (n) Small bottles of Hydrogen Peroxide and Distilled Water (o) Tube of Antibiotic Ointment (p) Spray bottle containing a solution of 1:10 chlorine bleach to water

c. All Medical Release forms must be on the field at all times during practices and games. Make sure that emergency phone numbers are listed.

Coaching Procedures Related to Blood

Willamette United requires that coaches act to prevent exposure of players to other player's blood.

a. The first concern is always to make sure the player is not seriously injured. Never move a player that may have internal injuries. If serious injury is suspected, clear the field and summon medical help. It is recommended that standby medical help be present at all tournaments.

b. If it will not hurt the player more, remove him/her from the field to the sidelines away from spectators.

c. Carry plastic bags at all times in the coach's bag. These bags should be large enough to carry a uniform and shoes. It is also recommended that rags be carried and a spray bottle containing a 1:10 solution of chlorine bleach and water for wiping up surrounding areas. All tainted grass should be sprayed with the solution. A separate bag should include all contaminated articles including bandages, rags, wipes, etc. This bag should be tied off and placed in a covered container.

d. Referees will not allow a player on the field with a uniform that has blood on it. It is recommended that extra clothing be carried as a precaution. Many referees will allow a T-shirt of the same color as the jersey to be worn should an accident happen.

Weather Considerations for Coaching

Willamette United requires that coaches consider the effects of the weather on the safety and health of their players at all times. It is critical the coaches, whether

during a game or during practice remain cognizant of efforts they should take to mitigate the effects on the players.

Heat

Heat causes players to become dehydrated and sunburned. Coaches should supervise that their players have sufficient intake of water and that additional water be available as the water temperature increases. Temperatures could reach a point where safety cannot be assured in which case activity should stop. If there is a heat related emergency, emergency medical response should be activated immediately and first aid applied. Coaches also need to monitor that their players are wearing protective sunscreen to prevent sunburn. Also clothing, hats and shading should be considered as components to sun protection efforts.

Cold

Coaches must monitor dropping temperatures to ensure that cold injuries are not incurred. Especially when exercising players come off the field for a break or end of session, proper transition to clothing to protect the player should be ensured. Teams playing during the winter should ensure that all players have hats, gloves and other equipment so that they can stay warm as needed.

Lightning

Teams exposed to lightning effects should immediately move to cover and should remain protected until the lightning effects have passed completely.

This version of the policy manual (referred to as version 1.3) was approved by an electronic vote of the executive board of the Willamette United Soccer Club on June 30th, 2008 conducted by club president Ray Nelson.