

Flathead Soccer Club



Policy Manual

Submitted for approval: February, 2011

Approved by the Board of Directors: _____

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It is the endeavor of the Flathead Force Soccer Club to facilitate for the youth of the Flathead Valley the opportunity to participate in a quality competitive soccer program and environment.

When a student/athlete chooses to participate in this opportunity they also are committing to a degree of responsibility as representatives of the Flathead Force Soccer Club. Players have a responsibility to challenge themselves to become skilled soccer players and to conduct themselves in a manner which positively represents them, their families and the Flathead Force Soccer Club.

The use of alcohol and/or other drugs is clearly dangerous for the health of any student/athlete and is inconsistent with the actions and behaviors we wish to encourage in the personal development of our team players.

No alcohol or other drug use is permitted by any player of a Flathead Force Soccer Club team during a team season which is defined as from try outs until the team is no longer practicing or playing as a team. A violation of this prohibition shall be addressed as outlined in this board policy. It should be noted that alcohol or other drug use at any time is unacceptable and for violations which occur out of season and come to the coach's attention may be dealt with by the coach as he or she sees appropriate.

First Incident:

Any team player who is caught in the possession of alcohol or other drugs (non-prescription), under the influence of alcohol or other drugs or in possession of drug paraphernalia shall:

- a) be suspended from participating in the team's next two games
 - b) have their parents immediately notified if the incident occurred on a Club sponsored outing
- The board shall be notified in any situation in which this policy is violated.

Second Incident:

Any team player who is caught in the possession of alcohol or other drugs (non-prescription), under the influence of alcohol or other drugs or in possession of drug paraphernalia and who has previously violated the First Incident portion of this policy shall:

- a) be suspended from any further participation on any Force team for a period of one year.
- b) have their parents notified immediately if the incident occurred on a Club sponsored outing
- c) a student/athlete may petition the Board for reinstatement to participate in the succeeding year's schedule.

The board should be notified in any situation in which this policy is enacted.

Originally adopted June 1, 1998

ZERO TOLERANCE FOR REFEREE ABUSE POLICY

Policy 102

(From the Montana Youth Soccer Administrative Manual)

The purpose of such a policy is:

1. To establish an environment that is conducive to good sportsmanship. The game will benefit if respect is shown by and to everyone involved, including referees, coaches, players of both teams, parents, and fans.
2. To establish an environment that is conducive to recruitment and retention of referees. Youth (young) referees are especially vulnerable to improper comments or behavior exhibited by coaches and fans.
3. To establish a policy that requires referee abuse in any form to be dealt with quickly and convincingly. Appropriate sanctions for improper behavior need to be established and enforced without exception.

Refer to the following guidelines:

1. USSF Referee Administrative Handbook – Policy 531-9—Misconduct Toward Game Officials.
2. MYSA Administrative Manual – Rule 1.3.2; Rule 1.10.7; Rule 4—Code of Conduct; other rules as they apply.

It is expected that everyone involved with MYSA activities will behave in a responsible manner. Please be aware of the following:

1. Youth soccer is a learning experience and mistakes are made by all involved.
2. Respect should be shown to all players, coaches, supporters, and officials.
3. Supporting a team does not give you the right to be rude or abusive.
4. Please respect the integrity and judgment of the officials and refrain from abusive, inappropriate actions or words.
5. Please behave in a manner that exhibits class that would never cause MYSA or its member clubs embarrassment.

PARENT CODE OF CONDUCT

Policy 103

Parent Guidelines:

1. Leave the coaching to the coaches and avoid coaching from the sidelines. Players do not need conflicting messages from parents and need to be able to hear the team coach. It also distracts the players and takes their attention away from the game.
2. Encourage your player to solve their own problems, and take responsibility for their own actions, rather than you doing it. This means:
 - a. Players should call the coach beforehand if unable to make a practice
 - b. Players should communicate problems to the coaching staff first (position, injury, missing game) before the parents do.
 - c. If they are not happy with playing time, urge them to do something positive about it (work harder, ask what the coach is looking for, work their way up the ladder, or accept their role) rather than you, the parent, doing it.
3. Help your player take responsibility for rest, hydration and meals. Help them to get an appropriate amount of rest/sleep before and between games, make sure they are taking in plenty of fluids before, during and after games and make sure they eat a quality pre-game meal.

4. Get your players to and from practices and games, on time. Players should arrive to the practice/game at the coach's instruction. Parent should arrive at least 5 minutes before the end of practice to pick up their players. **Note:** The second to last parent picking up their player after a practice/game agrees to wait with the coach until the last parent arrives to pick up their player.
5. Avoid making negative comments in front of your player or any other member. This includes comments regarding coaches, parents, administrators, or players. Such talk will affect the player's attitude, interactions and performance.
6. Respect the competition. Without competition we would have no one to play and no way to improve. This includes negative comments directed at the competition before, during and after games.
7. Think in terms of "team interest first." This means:
 - a. Playing time may not be equal or guaranteed.
 - b. Players may be asked to play a position that may not be their favorite, but one that is best for the team.
 - c. A commitment to the team does not include missing practices.
 - d. Attending all tournaments
 - e. Avoid distracting behavior during practices and games.
8. Realize that ALL players must compete for their spot on the field, the bench and the roster. No players will be carried who cannot or do not contribute to the team.
9. Parents and players should be flexible and supportive of their team coach.
10. Be respectful to ALL referees. Negative comments from the sidelines force referees to quit. We are in short supply of referees so please choose to support rather than criticize.
11. Parents who do not display appropriate behavior on the sidelines WILL be asked and expected to leave the sidelines. Continued poor behavior is subject to review by the Board of Director's Disciplinary Committee for final disciplinary action and can include removal of the player from the team.
12. Be considerate as to when and when not to speak to coaches. If you feel the need to speak to the coach about a matter, please ask as to when would be a good time. A bad time would be:
 - a. Before or during practices
 - b. Before, during or immediately after games
13. ALL parents are required and expected to volunteer to serve the club in some capacity.
14. There is a financial commitment for joining the club that includes purchasing uniforms, and paying tournament fees and travel expenses above and beyond club registration fees.

Note: No reimbursement of fees will be made due to the dismissal of a player from a game or the club for violation of the above rules. The BOD Disciplinary Committee decision on all disciplinary matters is final.

Players participating in the FSC are exercising a privilege afforded to them to become better soccer players. In order to do so, players must exhibit the mental maturity and dedication to team over self to be successful in this pursuit. The following conduct guideline and discipline rules will apply to all activities sponsored by the Flathead Soccer Club.

Player Guidelines:

1. Treat ALL opponents, officials, supporters and spectators with proper respect.
2. Accept all coaching decisions during the game without question.
3. Treat ALL teammates and coaches with proper respect.
4. Show a proper supportive attitude during all practices, pre-game preparations and games.
5. Refrain from using profane language, both on and off the field.
6. All players shall win with humility and lose with grace.
7. Always exhibit the most positive image possible, both on and off the field. Remember that you are not only representing yourself, but the Club and your team as well.

Disciplinary rules:

1. Substance use and/or possession of (alcohol, tobacco and/or drugs) are cause for immediate dismissal from the team/club for the remainder of the season. **Note:** It is your responsibility to prevent situations from occurring and avoiding situations that do occur. Do not allow anyone, including your roommates, to bring these substances into your room. You must take responsibility for your actions and remove yourself from situations that do occur.
2. Persistent irresponsible and disrespectful behavior is cause for removal from the next game and is subject to review by the Board of Director's Disciplinary Committee for final disciplinary action.
3. Destruction of property or violation of state or federal laws is cause for removal from the next game and is subject to review by the Board of Director's Disciplinary Committee for final disciplinary action.
4. Whenever traveling, whether as an individual or group and whether by private vehicle, bus or plane, proper behavior and respect for others and their property is required. When travel involves lodging, respect for the property in expected and behavior in rooms, hallways, etc. must always be in a gentlemanly or ladylike manner. Loud noise, running or horseplay will not be tolerated.
5. Failure to comply with all team/club rules (curfew, attendance, dress code, schedules, etc.) may be cause for loss of playing time. Persistent failure to comply will result in removal from the next game and is subject to review by the Board of Director's Disciplinary Committee for final disciplinary action.

Note: No reimbursement of fees will be made due to the dismissal of a player from a game or the club for violation of the above rules. The BOD Disciplinary Committee decision on all disciplinary matters is final.

Commitment to an activity or sport is essential to the success of both the individual as well as the team. Attendance at training sessions and games is critical to the overall success of everyone involved. Beyond attendance, a commitment to yourself to do your best and work your hardest will provide you with the tools to become the best that you can be. Soccer requires individual skills and talent, but also requires teammates. Not pulling your “weight” lets your teammates down. To bring awareness to the importance of commitment both by players and their parents, FSC has drafted the following commitment contract.

Failure to uphold this commitment to FSC will influence the player’s future team placement.

As a competitive player for the Flathead Soccer Club, you agree to:

1. Agree to follow all rules and guidelines set forth in the Player Code of Conduct.
2. Train and play to the best of my abilities.
3. Have a positive, never give up attitude.
4. Respect my coaches and teammates, and only give positive encouragement.
5. Respect my opponents and not play in such a manner that I do not purposely attempt to hurt or injure another player.
6. Arrive on time and be prepared for all training sessions, practices and games during the spring season starting January 1st and ending June 30th.
7. Accept my team placement.
8. Accept my coach’s tactical decisions.
9. Follow the instructions and directions
10. Make soccer my first sport and attend all “mandatory weekend” league games and RQT tournament (Memorial Weekend) games if I am on a Premier Team.
11. Make soccer my first sport and attend a minimum of 6 league games and all State Tournament (Mid-June) games if I am on a Select Team.
12. Once practices move outside, attend a minimum of 2 practices per week if I am on a U13 or above Select or Premier Team.
13. If I am a rostered player on a Premier Team that wins the RQT tournament, I will attend the Far West Regional Tournament.
14. Not forget that I represent my team, the Club and my city with my actions, play and comments.

As a parent of a competitive player for the Flathead Soccer club, you agree to:

1. Agree to follow all guidelines set forth in the Parent Code of Conduct.
2. Accept the team placement of my player.
3. Commit to the “mandatory weekends” and tournaments as described above for my player’s age group and team placement.
4. Help my player to meet all team and club expectations and commitments.
5. Pay all team, club and uniform fees by their due dates.
6. Volunteer my services, talents and time for a minimum of 10 hours per family. These hours can be completed in a variety of ways including; field preparation, concessions, field marshal, team parent, committee chair or board member.
7. Be encouraging, supportive and affirmative in regards to my player’s play on the field.
8. Not engage in dissent or unsportsmanlike behavior directed toward an official, player or coach.
9. Make sure that any family or friends that are attending games adhere to all policies and guidelines of FSC and MYSA.
10. Accept the coach’s decisions (playing time, player position, tactical) and not interfere with his/her duties and responsibilities.

11. Comply with all rules, regulations, policies, directions and procedures of the team, administrators and Board of Directors and club as they apply to me and my player.
12. Not act in a way that detrimental to team, the Club and the city through actions and comments.

Zero Tolerance Policy for Referee Abuse (From the Montana Youth Soccer Administrative Manual)

The purpose of such a policy is:

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- To establish an environment that is conducive to recruitment and retention of referees. Youth (young) referees are especially vulnerable to improper comments or behavior exhibited by coaches and fans.
- To establish a policy that requires referee abuse in any form to be dealt with quickly and convincingly. Appropriate sanctions for improper behavior need to be established and enforced without exception.

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It is expected that everyone involved with MYSA activities will behave in a responsible manner. Please be aware of the following:

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- Respect should be shown to all players, coaches, supporters, and officials.
- Supporting a team does not give you the right to be rude or abusive.
- Please respect the integrity and judgment of the officials and refrain from abusive, inappropriate actions or words.
- Please behave in a manner that exhibits class that would never cause MYSA or its member clubs embarrassment.

For a copy of the full contract, please see [Forms and Contracts](#) at the end of this document.

FUNDRAISING POLICY

Policy 201

The Force Board hereby resolves the as follows regarding individual team fundraising:

1. Any individual team fund raising project must be approved by the Force Board of Directors and must be for a soccer related purpose.
2. Any request for a fund raising project(s) approval must include a representation that a majority of the parents of the team have agreed to the project and the purpose of the project. The purpose may be in general terms --- i.e. tournaments in general, general equipment, etc.
3. Any fund raising project request must be for the purpose stated in the request and contained in the minutes of the meeting approving the request.
4. If funds cannot be used for the purpose set, the coach shall advise the Board that he has the parents' consent to change the purpose. At that time the funds shall be reallocated as per the requested change.
5. Annually, the treasurer of the Force will distribute to the Coaches a statement of their **team's** funds, the amounts remaining and the purposes for which the funds were raised. The coaches shall assure that each parent of each player receives a copy of this accounting.
6. All funds raised through fund raising will be deposited with the treasurer of the Force.
7. A parent may in writing request a statement of the account of their team and the treasurer shall supply the last annual accounting plus a statement of all funds received or disbursed for the team from the date of the last statement.

PLAY UP POLICY

Policy 202

Flathead Soccer Club recognizes that in some cases, "playing up" can be beneficial to player development. However, there are many factors involved in making this decision. All play up requests MUST be submitted to the Board PRIOR to the start of tryouts. Players will be expected to attend the tryout for their current age group the first weekend and the session for the requested age group the second weekend. Petition to Play Up forms can be found in the "Forms and Contracts" Section at the end of this document.

DEVELOPMENTAL ACADEMY

Policy 203

The FSC Development Academy (DA) is designed and implemented within the rules and guidelines set by the Montana Youth Soccer Association (MYSA). The DA follows philosophy and methodology which the US Youth Soccer Association, MYSA, and international soccer leadership feel is most beneficial to young soccer players in the U9, U10, and U11 age groups.

Structure

- The FSC DA program consists of U10 and U11 player pools for boys and girls, certified DA Trainers, and a designated Academy Director as required by the MYSA.
- The FSC DA program participates in the MYSA sanctioned Academy League.

- Parent volunteers will serve as DA managers to facilitate administration and organization of the player pools.
- The FSC DA program will conduct optional training during the winter months and will run officially from mid-April to mid-June.
- Practices will take place twice a week during the official season.

Format

- The DA consists of separate U10 and U11 player pools. Players are not restricted to static rosters, but rather grouped into fluid player pools.
- The DA is an inclusive program which is open to players of all abilities who demonstrate an enthusiasm and desire to learn and play the game. Players are not chosen based on skill or ability. All players are welcome and encouraged to participate.
- DA players must possess the ability to perform all physical tasks safely with minimal adult intervention and support. Those players wanting to participate in the DA or other soccer activities, but who may require more adult intervention and support to perform physical tasks independently or safely, should contact the FSC office for information regarding additional opportunities.
- Player pools will be divided into teams for 3-4 play dates as scheduled by MYSA.
- The DA coaching staff will schedule 1-3 additional “in house” events as well as friendlies against local clubs as necessary.
- The DA pools will be divided into teams for participation in the 3 Blind Refs Tournament.
- The DA will not participate in the Montana Showcase or any other over night event.

Player Pool Formation and Management

- Players enroll by attending the enrollment meeting held each fall. An open enrollment period continues through April 14th.
- Players will train among their specific pool and at times with all DA players of their gender (U9-U11 combined training).
- Pools will be divided into teams for play dates which will be communicated to parents in advance. Team formation is at the sole discretion of the coaching staff.

TRYOUT/TEAM FORMATION

Policy 204

Tryout Structure

- Tryouts are open to all players who fall into the U12-U18 age groups, per the current MYSA Player Age Chart.
- Players wishing to play out of their age group must comply with FSC policy on playing up (see Policy 202). The play up form must be submitted prior to the start of tryouts and players may still be asked to tryout with their true age group for evaluation.
- Academy age players are not permitted to play up unless specifically invited by the Director of Coaching (DOC) and/or Competition Committee.
- U12 age groups with more than one team are created even teams with parity, rather than conventional “A” and “B” teams.
- U14, U16, and U18 teams are created using the conventional “A” and “B” team format.
- All players must possess the ability to perform all physical tasks of playing soccer safely and with minimal adult intervention and support. Those players wanting to participate in soccer activities, but who may require more adult intervention and support than the club is able to reasonably provide, should contact the FSC office for information regarding additional opportunities.

- Tryouts consist of two consecutive weekends each fall with designated times for all age groups.
- The FSC coaching staff, along with other designated coaches, will conduct tryout sessions which serve as the platform for player evaluation and placement.
- Tryouts are exclusive to players, coaches, and FSC staff only and parents are to refrain from entering the field area. Parents wishing to remain near the field area may use the concession stand area only.

Tryout Attendance

- Players are expected to attend **both** tryout sessions in order to receive full consideration for team placement.
- Players who will miss one or both sessions should have a verifiably legitimate reason for missing and should communicate their absence in advance to the coaching staff.
- Verifiably legitimate reasons for absence are deemed “excused absences.” Excused absences include, but are not limited to: injury, illness, family emergency, etc.
- Unexcused absences include, but are not limited to: deciding not to participate due to being in the high school season, following instruction from high school coaches not to participate, hunting, other schedule conflicts, etc.
- Players who miss one or both tryout sessions due to reasons which are deemed “unexcused” may or may not receive full consideration for team placement. Consideration will be at the discretion of the DOC and age group coach(es).

Team Formation

- Players are evaluated based on the FSC components of soccer education: Technique, Insight, Personality, and Soccer Fitness.
- Each age group is evaluated by the age group head and assistant coaches as well as neutral and unbiased coaches in order to receive as thorough an evaluation as possible.
- Player placement decisions are at the discretion first of the head coach of the Premier team, then of the Select team head coach. This means the Premier team head coach selects his or her team from the entire pool of players. The Select team head coach would then select from all remaining players who were not selected to the Premier team. All decisions should take into account the evaluations and opinions of all other evaluating coaches.
- The Director of Coaching has ultimate decision making authority above that of the evaluating staff. However, player placement decisions should be made with consensus whenever possible.
- All players receive notification of the status of their tryout via phone call within 72 hours of the conclusion of their second tryout session.
- Players and families should be prepared to either accept or decline their team placement at the time of the phone call. Coaches are under no obligation to provide additional time for decision making. Players and families who request additional time may or may not be granted time and their team placement on offer may be lost if a decision isn’t given at the time of the initial phone call.
- Players and families who have accepted their position verbally are considered committed to FSC from that point forward.

SPONSORSHIP POLICY

Policy 301

The Flathead Force encourages the obtaining of business or personal sponsors for our soccer teams. All teams are to develop and submit a list of five potential sponsors. Teams are encouraged to suggest sponsors who have children affiliated with that particular team. The Force Board will make a final decision as to which five businesses or individuals are potential sponsors.

Sponsorships of any amount are encouraged. Sponsors who donate between \$500 and \$999 can have their name on a designated goalie’s jersey. Sponsors of \$1000 and more can have patches placed on a particular team’s uniforms. Teams will have a maximum of two patches on their uniforms. All patches will be paid for by the force and meet our size specifications. A sign listing all sponsors contributing \$100 or more will be developed and prominently placed at the airport soccer fields. All sponsors have the first right of refusal to renew their sponsorship each year. Sponsorships will be on a calendar year basis.

All funds generated from sponsorships will go to the general fund of the Flathead Force Soccer Club. The designation of the uses for these funds will take place during the annual budget process and budget modifications will be made as necessary. The funds may be used for club expenses such as regional or other tournament expenses, players' development, coach development, etc; but all such designations must be agreed to by the Flathead Force Soccer Club at a meeting of the Board of Directors.

Individual sponsors related to player or coaches, including such relation’s businesses, may propose to buy equipment for a specific team subject to approval by the Board of Directors. This could include uniforms, alternate jerseys, bags, warm-ups, etc. The Board would also determine the proper method of recognition (patches, etc.) for each case.

All methods of solicitation for sponsors must be expressly approved by the Flathead Force Board of Directors and coordinated with the GKYSA fundraising coordinator.

The Flathead Force Soccer Club will designate a sponsorship committee composed of representatives of at least five teams to coordinate all sponsorship activity.

BOARD STRUCTURE

Policy 302

Executive Committee: President
 Vice President
 Secretary
 Treasurer

Operating committees will be formed or dissolved on an as needed basis at the approval of the Board.

BOARD POSITIONS AND TERMS

Policy 303

The board shall consist of 11 voting members. In addition, the DOC and Club Administrator shall be non-voting Board Members

Individuals interested in a vacant board seat shall inform the board in writing no later than June of the year the position(s) will be vacated. Current board members wishing to retain their seat at the end of their term must indicate their intention (resign or stay on for another term) during the regular June board meeting.

Term Ending 8/11

Sonja Merrill
Steve Paulson
Chris Putzler
Mike Carey

Term Ending 8/12

Scott Warnell
JR Hemp
Rob Riley

Term Ending 8/13

Frank Jobe
Jeannine Potter
OPEN
OPEN

CAPITAL IMPROVEMENTS/PURCHASES

Policy 304

Capital Improvements and Purchases must be approved by the Board of Directors. All capital purchase requests require two written quotes which will include; Cost, Delivery Date, and Warranty. Quotes must be presented to the Board for approval prior to purchase.

USE OF ALLOCATED TEAM MONIES

Policy 305

Teams that do not attend the State Cup may not be allowed to use their entry fees elsewhere.

GRIEVANCE POLICY

Policy 306

Grievances most often concern an incident during a game or practice, the clubs program in general or inappropriate behavior by a coach, player, parent or other individual affiliated with or attending a FSC event. Grievances do **NOT** include parental concerns that involve questioning the soccer judgment, decision making or coaching philosophy of the coach or assistant coach. A grievance also does not include the club's coaching appointments.

Lines of Communication

The following lines of communication should be followed to express a grievance. Whenever possible these lines should be followed in the order in which they are listed:

1. **Player – Coach:** If the grievance is a matter which the player is able to express themselves (i.e. questions of playing time, positioning, areas for improvement, etc.) then the player is encouraged to

communicate directly to their coach. This gives the player the chance to first resolve the matter on his or her own which can lead to improved confidence in their communication skills.

2. **Parent – Coach:** If the grievance is not resolved first through player to coach communication, or if that communication is not possible or appropriate, then the parent should communicate with the coach directly and at the appropriate time (see Times of Communication below).
3. **Parent - Director of Coaching:** If the grievance is not resolved through parent to coach communication, or if that communication is not possible or appropriate, then the parent should communicate with the Director of Coaching directly and at the appropriate time (see Times of Communication below).
4. **Parent – Executive Board:** If the grievance is not resolved through parent to Director of Coaching communication, or if that communication is not possible or appropriate, then the parent should communicate with the President of the Executive Board (see Times of Communication below). Communication to the Executive Board should be submitted in writing by way of email or submitting physical documentation in person at the club office. All grievances submitted to the Executive Board will be reviewed in a timely manner and an initial response will be communicated within 7 days of receiving the written grievance.

Times of Communication

Appropriate timing in communicating a grievance is important in order to maintain positive lines of communication and to better ensure ultimate resolution.

Communication of a grievance from a parent to either a coach, Director of Coaching, or Board Member should be given either by email, phone, or pre-arranged meeting.

In addition, it is well recognized in youth sports that a “cooling off” period is in everyone’s best interest after a game or practice has ended. Waiting at least “24 hours” after a game has ended before communicating with the coach or submitting a grievance enables the emotions to wane and is more likely to produce constructive dialogue.

The following are times when a grievance should **NOT** be communicated:

- **Before, during, or after a match or practice:** Coaches are at the fields to serve the entire group of players and discussion of a grievance during the time scheduled for the team will serve as a distraction from serving the team and will lessen the chance for effective resolution.
- **Off site locations:** Coaches should not be approached in the athletic complex parking lot or any other public location. Coaches should not be put on the spot in discussing a grievance and a more appropriate time and location should be sought to communicate a grievance (see above).

Confidentiality:

FSC recognizes the sensitive nature of certain grievances and will take all reasonable steps to insure that the information reported and gathered through investigation be kept confidential and only shared with those individuals necessary to resolve the grievance.

In an attempt to streamline, manage, and increase the overall transparency in respect to the use of Flathead Soccer Club funds, as well as to protect both individually and collectively the Board of Directors of the Flathead Soccer Club, the following protocol will be utilized with respect to all checking and savings accounts maintained by the Flathead Soccer Club.

1. **Authorized Users:** The authorized users/signers for Flathead Soccer Club accounts (checking and savings) will be a) the individual members of the Executive Board of Directors, and b) the Club Administrator. Any additional users must be voted on and approved by the entire Board of Directors. Any changes to the Executive Board of Directors (additions/deletions) must result in the immediate addition to or removal of the new or previous Member to any/all Club accounts.
2. **Consolidation of Checking Accounts:** The Flathead Soccer Club and 3 Blind Refs accounts will be consolidated and combined into one single checking account (Flathead Soccer Club) to be used for all club expenditures. The check book for the account will be held and managed at office of the Flathead Soccer Club; 50 2nd Street East Kalispell, MT 59901. In addition to checks, the Club will have a single debit card for expenses and purchases for the account. Any/all transfer of funds from the account must occur a) in person and b) include 2 signatures, one of which must be an executive officer of the Club. Electronic and phone transfer of funds is prohibited. The protocol and procedure for account usage is listed below (part II).
3. **On-Line Banking:** The Club checking account will be set-up for on-line banking, inclusive of the ability to view and track payments, withdraws, and deposits as well as to pay recurring monthly expenses. Any/all on line payments must be submitted for prior approval in respect to item and amount to either a) the Treasurer, or b) an Executive Board Member in the event the Treasurer is unavailable. Once approved, the item(s) may be paid by the Administrator or bookkeeper. User name and password information for on-line banking will be distributed at the direction of the Executive Board of Directors. **ADDITIONAL FEATURES OF ON-LINE BANKING MAY BE ADDED ONLY AT THE DIRECTION AND APPROVAL OF THE BOARD OF DIRECTORS.**
4. **Club Savings Account:** In addition to the Club checking account, one savings account will be held and maintained (currently at Whitefish Credit Union.) The authorized users of the account will be the Executive Board of Directors and the Club Administrator. In addition, any transfers/withdraws from the account must be obtained a) in person, and b) contain a minimum of 2 signatures, one of which must be from the Executive Board of Directors. No electronic transfer of funds will be permitted from this account. As with the Club checking account, any changes to the Executive Board of Directors must result in an immediate change to the authorized users of the Club savings account.

Part II. Account Maintenance Policy and Procedure

1. **Billing and Deposit:** In an effort to maintain the highest level of transparency, any/all payment items **MUST** be invoiced to: **Flathead Soccer Club 50 2nd Street East Suite 125 Kalispell, MT 59901**. Invoices billed to or checks made payable to individual persons or other addresses will not be accepted. A request will be made to have the check or invoice re-issued to the correct address and entity prior to deposit into, or payment from a Flathead Soccer Club account.
2. **Invoice/Receipt:** Any items paid with Club funds must contain either a detailed receipt or itemized invoice identifying the item(s) purchased or services received prior to payment, and payment of items without the required supporting documentation is prohibited. There will be no exceptions to this policy.

3. **Checks In The Amount of \$250 or More:** Any/All checks in the amount of \$250.00 (TWO HUNDRED FIFTY DOLLARS) must include 2 signatures, one of which must be an Executive Member of the Board of Directors.
4. **Payment of Items Obtained Without Board Approval:** Items purchased by Board members or other individuals will not be paid for and/or reimbursed unless the item(s) have been approved PRIOR TO PURCHASE by the Board of Directors. Items purchased without consent or prior approval may be denied for payment or reimbursement.
5. **Reimbursement to Members of the Board of Directors:** A reimbursement for payments and/or purchases made by a Member of the Board of Directors MUST include a) a detailed invoice/receipt detailing the payment or purchase (item purchased, date, provider, and reason for purchase – i.e. 6/1/10 Home Depot – zip ties to hang banners for 3 Blind refs tournament.) ANY CHECK MADE PAYABLE TO A MEMBER OF THE BOARD OF DIRECTORS FOR ANY AMOUNT MUST INCLUDE 2 SIGNATURES, ONE OF WHICH MUST BE AN EXECUTIVE MEMBER OF THE BOARD OF DIRECTORS. If an Executive Member of the Board of Directors is requesting reimbursement; they CANNOT be one of the signers of the check.

BOARD ATTENDANCE POLICY

Policy 308

Attendance is essential for Board members. It is a Board member's obligation to be up to date on Board Policy and to be involved in the decision making process. If a Board member misses 3 meetings in a row, the remaining Board members must vote to retain or remove that member.

JOB DESCRIPTIONS/RESPONSIBILITIES

Policy 309

FSC shall maintain Job Descriptions for the purpose of direction and evaluation for the following individuals:
Club Administrator
Director of Coaching
Tournament Director (see attached)

These job descriptions should be reviewed on a regular basis and should be available for public review.

CONFLICT OF INTEREST AND COMMITMENT POLICY

Policy 310

The purpose of this conflict of interest policy is to protect this tax-exempt corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the corporation. This policy is also intended to assure that all officers and directors fulfill their duties of care and loyalty and to provide guidelines for decision making when a conflict exists. This policy provides only general guidelines for officers and directors of FSC. The purpose of this policy is to provide general direction so that further clarification on issues related to the subject of acceptable standards of operation may be achieved.

Section 1. Definitions

- a. **Interested Person.** Any director, principal officer, member of a committee with governing board delegated powers, or any other person who is a “disqualified person” as defined in Section 4958(f)(1) of the Internal Revenue Code and as amplified by Section 53.4958-3 of the IRS regulations, who has a direct or indirect financial interest, as defined below, is an interested person.
- b. **Financial Interest.** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - 1. An ownership or investment interest in any entity with which the corporation has a transaction or arrangement;
 - 2. A compensation arrangement with the corporation or with any entity or individual with which the corporation has a transaction or arrangement; or
 - 3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 3, paragraph B, a person who has a financial interest may have a conflict of interest only if the governing board or committee decides that a conflict of interest exists.

- 4. A relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.
- 5. A conflict of interest may also occur when an officer or board member has a relationship or affiliation with another entity or has a family association and an action or transaction is proposed which, if decided a particular way would favor the related entity or family member.
- 6. An actual or potential conflict of interest occurs when a member is in a position to influence a decision or provide information that may result in a personal gain for that member or for a relative as a result of this organization's business dealings.

Section 2. Conflict of Interest Avoidance Procedures

- a. **Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person, board member or officer must disclose the existence of the financial interest or potential conflict and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- b. **Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is

discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

- c. **Procedures for Addressing the Conflict of Interest.** An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

After exercising due diligence, the governing board or committee shall determine whether the corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

- d. **Violations of the Conflicts of Interest Policy.** If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflict of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose and actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

The materials, products, plans, ideas, and data of this organization are the property of FSC and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that a member has personally gained by such action, constitutes unacceptable conduct. Any member who participates in such a practice will be subject to disciplinary action, up to and including possible discharge, removal and legal action. Based upon the above description and conditions all members are subject to these terms:

During the designated term of membership or office, no BOARD MEMBER or OFFICER, or immediate family member, shall maintain or create a financial or business relationship which competes or conflicts with the interests of Flathead Soccer Club.

During the designated term of membership or office, no BOARD MEMBER or OFFICER, or immediate family member, shall have an undisclosed financial interest in, or am or have been an employee, officer, director or trustee of, nor receive/have received financial benefits either directly or indirectly from any enterprise (excluding less than ten percent [10%] ownership in any entity with publicly traded securities) which is or has been doing business with Flathead Soccer Club.

During the designated term of membership or office, no BOARD MEMBER or OFFICER, or immediate family member, shall have a financial interest in, or am or have been an employee, officer, director or trustee of, nor receive /have received financial benefits either directly or indirectly from any enterprise which is or has been operated adversely to Flathead Soccer Club or is a competitor.

Except as specifically disclosed in advance in the Statement of Acceptance, during the designated term of membership or office, no BOARD MEMBER or OFFICER, or immediate family member, shall receive any payments or gifts, (other than of token value) from any entities, suppliers or agencies doing business with Flathead Soccer Club.

During the designated term of membership or office, no BOARD MEMBER or OFFICER, or immediate family member, shall serve, as an officer, director, trustee or agent of any organization (excluding the Club represented) affiliated with or a subsidiary to Flathead Soccer Club in any decision making process involving financial or legal interest adverse to Flathead Soccer Club.

Section 3. Records of Board and Board Committee Proceedings

The minutes of meetings of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussion and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Section 4. Annual Statements

Each director, principal officer, and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. has received a copy of the conflicts of interest policy;
- b. has read and understands the policy;
- c. has agreed to comply with the policy; and
- d. Understands the corporation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Section 5. Periodic Reviews

To ensure the corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's-length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods or services, further charitable purposes, and do not result in inurement, impermissible private benefit, or in an excess benefit transaction.

Section 6. Use of Outside Experts

When conducting the periodic reviews as provided for in Section 7, the corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Registration fees are due at the time of the team meeting in November. Payment can be made in full or in installments (4 payments). The payment plan policy is as follows:

1. The first payment of 40% of the player registration fee is due at the time of the team meeting in November.
2. The remaining amount will be divided into 3 payments equal to 20% of the player registration fee.
3. All 4 checks will need to be submitted to the team administrator on the night of the team meeting. The first check must be dated for the day of the meeting and the final 3 checks postdated for December 15, January 15, and February 15. These checks will be held by the club administrator and deposited on the corresponding dates.
4. If a partial scholarship is granted to a player, that amount will be deducted from the final payments.
5. If the registration fees are not paid by the above dates, the player will be unable to play. The team administrator will contact the coach and the club administrator. The Treasurer will then notify the parents that the child cannot play.
6. Refunds of the registration fee will be approved by the Treasurer as follows:
 - a. If the player has not been registered with the State, then the registration fee will be refunded less \$25.
 - b. If a player chooses not to play or is unable to play prior to games starting, then the registration fee will be refunded less \$100.
 - c. If a player chooses not to play or is unable to play after games have started, no refund is given.

SCHOLARSHIP POLICY

Policy 402

The Flathead Force awards scholarships to each Head Coach and to each Board Member: If a Head Coach is also a Board Member, only 1 scholarship is awarded. Scholarships are awarded to players to offset registration fees as follows:

1. If a Head Coach has a child playing on his/her team, he/she can use the scholarship to offset their child's registration fee.
2. A Board Member may use their scholarship to offset their child's registration fee.
3. The Head Coach may recommend that his/her scholarship be awarded to a family on his/her team. This recommendation would be based on need, and the parent(s) would still be required to submit a letter requesting the scholarship to the Board.
4. Funds set aside for Head Coaches' supplies may not be used as scholarship funds.
5. A Head Coach or Board Member may choose to grant their scholarship to the club.
6. Guidelines for awarding scholarships will be as follows:
 - a. Each family requesting a scholarship must write a letter to the Board requesting assistance to pay for the registration fee.
 - b. The Board will approve distribution of scholarship funds.

FEE STRUCTURE

Policy 403

FSC determines player fees for Spring and Fall seasons on an annual basis. Fall Recreational soccer fees will be determined and published (online) by July 31st. Spring fees will be determined and published (online) prior to October 15th.

FEE WAIVERS

Policy 404

FSC provides fee waivers to Board Members and Coaches. Board members may have their registration fees waived for ALL children playing in the Fall Recreational League. However, only one fee waiver may be used for the Spring Season. Spring Coaches receive a fee waiver in addition to their coaching stipend. Coaches may use this waiver for their own child or choose to donate the waiver to another player(s) on the team or back to the Club.

VOLUNTEER REQUIREMENTS

Policy 405

The Flathead Soccer Club relies heavily on the volunteer efforts of its players and their families. The volunteer efforts assist the Club in keeping overall expenses down and allow us to pass along the savings to our families in the form of reduced participation and tournament fees. Each Club family is required to provide, at a minimum, the following number of volunteer hours per season. The volunteer hours will be tracked by team administrators and reported to the Club.

Spring Competitive Season

Each player family is required to volunteer services, talents and time for a minimum of 4 hours (When there are multiple players from the same family, there will be an additional 2 hours per player). These hours can be completed in a variety of ways including but not limited to; field preparation, concessions, team administrator, licensed assistant coach, or parent representative on a Board of Director's committee. At least 2 of the total volunteer hours must include the annual 3 Blind Refs Tournament and will be assigned by time and responsibility to teams by the Club prior to the tournament.

Financial Assistance

Families receiving financial assistance are required to volunteer at least 8 hours in addition to the number of hours required of all FSC parents during the upcoming FSC spring season.

YOUTH REFEREE REIMBURCEMENT

Policy 406

FSC believes that working as a referee greatly improves players' understanding of soccer. Also, with an aging pool of adult referees, new referees are in great need. FSC will reimburse all players who attend and earn their referee credentials for the fees incurred for certification. See "[Forms and Contracts](#)" for reimbursement form.

COACHING STIPEND

Policy 501

Each coach, upon successful completion of the Spring season, will be provided with a \$750 stipend to help offset travel costs incurred during the season. Additionally, each head coach will receive up to \$50 in equipment reimbursement for equipment not provided by the club.

COACHES EDUCATION

Policy 502

FSC will pay for registration fees and room for coaches attending a USSF E or D clinic. Coaches will be required to coach at least one season after attending the course.

Additionally, coaches wishing to participate in a USSF C, B, or A clinic, or the NSCAA equivalent will pay 50% of the registration fee and FSC will pay the remaining 50%. Coaches MUST agree to continue coaching for 2 years. Travel expenses will remain the coach's responsibility.

COACH SELECTION AND EVALUATION

Policy 503

Coaches for FSC shall be selected and evaluated via committee or by the DOC. All recommendations made by the committee or DOC still require Board Approval.

Committee: The President with the consent of the Board shall annually select and name members to the coaches' selection and evaluation committee. This committee shall have at least three members who are also members of the Board.

Coaches Evaluation: Evaluation of coaches will be conducted for the purpose of providing positive reinforcement and constructive criticism of performance and attitudes. Evaluation will also be used to place coaches with appropriate teams in the future.

Process of Evaluation

- 1. Evaluation handouts** The committee/DOC will have the responsibility to provide, screen, distribute and handle the surveys of the players and parents and the results thereof including the directing of where the results should be sent.
- 2. Evaluation Form** The exact content of the form shall be left to the discretion of the committee/DOC. The form shall evaluate both the coach and his assistant(s), be scored on a range of values, allow for "no opinion" answers, and encourage written comments.

Other Responsibilities The committee shall review parent and other complaints leveled at any coach(s). The committee shall also prepare a new coach selection process which shall be approved by the Board annually and before Aug. 1st of each year. The committee shall with the consent of the Board prepare player and coaches contracts and distribute the same.

Appeal and Protest The committee shall have the first concern over coach(s) disagreements or appeals of officer's decisions with the understanding that any member of the association may bring a matter to them that relates to the Flathead Soccer Club. The committee shall investigate and recommend to the Board of

Directors such action as it should take, but the final decision on all matters rest in the sound discretion of the Board of Directors as a whole.

FLATHEAD SOCCER CLUB



FORMS and CONTRACTS

FLATHEAD SOCCER CLUB - Petition to Play Up

1. Petitions must be received prior to the first day of try-outs.
2. Petitions will be evaluated on a first-come, first-served basis.
3. Parent signature is required before the board will consider any petitions.
4. Petitions must be completed on this form to be considered
5. Petitions must be turned in to the FSC office on 50 2nd St. East, Kalispell Mt 59901 (by mail or in drop slot) to be considered.

Name: _____
 Address: _____

Birthdate _____
 Phone number(s) _____

Current Division: U- _____ Boys / Girls

Petitioning to play: U- _____ Boys / Girls

In your own words, why do you believe that you (or your child) should play up: _____

Parent signature (required): _____ Today's date: _____

FOR BOARD PURPOSES – DO NOT WRITE BELOW THIS LINE

_____ Date received by FSC

COACH OF YOUNGER TEAM:

RANK: _____ What would be the rank of this player within the current roster? 1 being the highest.
 STARTER: _____ Would this player be a starter on the current roster list?
 ROSTER _____ Size of younger team (from current roster)
 MIN _____ Minimum desired on younger team
 MATURITY _____ Would player's maturity level be appropriate for playing up to next age level?

COACH OF OLDER TEAM:

RANK: _____ What would be the rank of this player within the current roster? 1 being the highest.
 STARTER: _____ Would this player be a starter on the current roster list?
 ROSTER _____ Size of older team (from current roster)
 MIN _____ Minimum desired on older team.
 MATURITY _____ Would player's maturity level be appropriate for playing up to next age level?

COACH OF PREVIOUS TEAM (if different than above):

RANK: _____ What would be the rank of this player during your season as coach? 1 being the highest.
 STARTER: _____ Was this player considered to be a starter during the season?
 MATURITY _____ Would player's maturity level be appropriate for playing up to next age level?

_____ Would playing-up place a hardship on the current roster?
 _____ Carpooling issues?
 _____ Sibling issues?
 _____ Hardship issues?

BOARD RECOMMENDATION: _____ Place player up _____ (level) _____ Player to remain at age-appropriate level



Flathead Soccer Club

First Time Referee Reimbursement Request

Referee Name: _____

Mailing Address: _____

Referee Certification Number: _____

Entry Level Course Dates: _____

Instructor: _____

Game Information:

Date	Location (City and Field #) and Teams	Game #	Position Worked

Fill out and return to the Club office within 1 year of course completion. You must include a copy of your registration receipt as proof of course registration. Reimbursement will be made once course completion and games worked have been verified.

Mail to:
 Flathead Soccer Club
 Referee Reimbursement
 50 2nd St. E., Suite 125
 Kalispell, MT 59901

Approval date: _____

Approved by: _____

Administrator

 Treasurer



Flathead Soccer Club

Player/Parent Competitive Contract for Classic, Select and Premier Teams

Players and Parents:

Please read the following contract for the upcoming competitive season in the Flathead Soccer Club (FSC). Failure to uphold this commitment to FSC will influence the player's future team placement. Please sign and return the last page of this contract before the final day of tryouts.

As a competitive player for the Flathead Soccer Club, you agree to:

15. Agree to follow all rules and guidelines set forth in the Player Code of Conduct.
16. Train and play to the best of my abilities.
17. Have a positive, never give up attitude.
18. Respect my coaches and teammates, and only give positive encouragement.
19. Respect my opponents and not play in such a manner that I do not purposely attempt to hurt or injure another player.
20. Arrive on time and be prepared for all training sessions, practices and games during the spring season starting January 1st and ending June 30th.
21. Accept my team placement.
22. Accept my coach's tactical decisions.
23. Follow the instructions and directions
24. Make soccer my first sport and attend all "mandatory weekend" league games and RQT tournament (Memorial Weekend) games if I am on a Premier Team.
25. Make soccer my first sport and attend a minimum of 6 league games and all State Tournament (Mid-June) games if I am on a Select Team.
26. Once practices move outside, attend a minimum of 2 practices per week if I am on a U13 or above Select or Premier Team.
27. If I am a rostered player on a Premier Team that wins the RQT tournament, I will attend the Far West Regional Tournament (June 20 – 26, 2011 in Boise, ID).
28. Not forget that I represent my team, the Club and my city with my actions, play and comments.

As a parent of a competitive player for the Flathead Soccer club, you agree to:

13. Agree to follow all guidelines set forth in the Parent Code of Conduct.
14. Accept the team placement of my player.
15. Commit to the "mandatory weekends" and tournaments as described above for my player's age group and team placement.
16. Help my player to meet all team and club expectations and commitments.
17. Pay all team, club and uniform fees by their due dates.
18. Volunteer my services, talents and time for a minimum of 10 hours per family. These hours can be completed in a variety of ways including; field preparation, concessions, field marshal, team parent, committee chair or board member.
19. Be encouraging, supportive and affirmative in regards to my player's play on the field.
20. Not engage in dissent or unsportsmanlike behavior directed toward an official, player or coach.

21. Make sure that any family or friends that are attending games adhere to all policies and guidelines of FSC and MYSA.
22. Accept the coach's decisions (playing time, player position, tactical) and not interfere with his/her duties and responsibilities.
23. Comply with all rules, regulations, policies, directions and procedures of the team, administrators and Board of Directors and club as they apply to me and my player.
24. Not act in a way that detrimental to team, the Club and the city through actions and comments.

Zero Tolerance Policy for Referee Abuse (From the Montana Youth Soccer Administrative Manual)

The purpose of such a policy is:

4. To establish an environment that is conducive to good sportsmanship. The game will benefit if respect is shown by and to everyone involved, including referees, coaches, players of both teams, parents, and fans.
5. To establish an environment that is conducive to recruitment and retention of referees. Youth (young) referees are especially vulnerable to improper comments or behavior exhibited by coaches and fans.
6. To establish a policy that requires referee abuse in any form to be dealt with quickly and convincingly. Appropriate sanctions for improper behavior need to be established and enforced without exception.

Refer to the following guidelines:

3. USSF Referee Administrative Handbook – Policy 531-9—Misconduct Toward Game Officials.
4. MYSA Administrative Manual – Rule 1.3.2; Rule 1.10.7; Rule 4—Code of Conduct; other rules as they apply.

It is expected that everyone involved with MYSA activities will behave in a responsible manner.

Please be aware of the following:

6. Youth soccer is a learning experience and mistakes are made by all involved.
7. Respect should be shown to all players, coaches, supporters, and officials.
8. Supporting a team does not give you the right to be rude or abusive.
9. Please respect the integrity and judgment of the officials and refrain from abusive, inappropriate actions or words.
10. Please behave in a manner that exhibits class that would never cause MYSA or its member clubs embarrassment.



Flathead Soccer Club

Player/Parent Competitive Contract for Classic, Select and Premier Teams

Players Name: _____ Age Group: _____

We, the undersigned, have read, understand and agree to abide by the rules and guidelines listed in the Flathead Soccer Club (FSC) competitive contract. We also consent to accept actions taken by FSC to enforce this contract.

This contract should be accompanied by the signed and dated player code of conduct, parent code of conduct, medical release and liability release forms prior to participation in try-outs.

Please keep the first 2 pages of this contract for your records.

Player Signature

Date

Parent/Guardian Signature

Date

Parent /Guardian Name (Print)

Parent/Guardian Signature

Date

Parent /Guardian Name (Print)



Liability Release Form

I, the parent/guardian of the below named player, a minor, agree that I and the player will abide by the rules and regulations set forth by the Flathead Soccer Club, Montana Youth Soccer Association and affiliated organizations and sponsors ("FSC Parties").
In consideration of the players participation in the soccer program and its activities ("Programs") sponsored by FSC, MYSA and affiliated organizations, I, for myself and the player and our respective heirs, administrators, successors, intending to be legally bound, hereby release and indemnify the Flathead Soccer Club and its Board of Directors and employees from damages or causes of action arising out of, or in connection to, the players participation in the Programs including, without limitation, the players transportation to/from any Program, which transportation is authorized. I further grant the FSC Parties the right to use the players name, picture and or likeness in print, broadcast, website or other promotional materials concerning the Programs, provided that such use is related to the players status as a participant in the Programs.

Player Name (Print)

Date of Birth

Parent /Guardian Signature

Date

Parent/Guardian Name (Print)

Address

City, State

Zip

Player Signature

Date

MEDICAL RELEASE FORM

Coach's copy - to be carried by coach to all games and practices

Player's Name _____ Home Phone _____

Address _____ City/Zip _____

Parent/Guardian Name _____ Relationship _____

Parent/Guardian Address _____ City/Zip _____

Parent/Guardian Home Phone _____ Work Phone _____

Parent/Guardian Home Phone _____ Work Phone _____

Person To Notify In Case of Emergency _____

Home Phone _____ Work Phone _____

Doctor To Notify In Emergency _____ Phone _____

Hospital Preference, if any _____ City _____

List Any Medical Problems Or Conditions Player Has (include allergies and medications currently taking)

Family Insurance Information:

Insurance Company _____ Child's Birth Date _____

Address _____ City/State/Zip _____

Subscriber Name _____ Do You Have A Dental Program _____

Subscriber Number _____ Group Number _____

Subscriber Address _____ City/Zip _____

I hereby give my consent for all medical care prescribed by a duly licensed Doctor of Medicine for the above minor as his/her parent or legal guardian. This care may be given under whatever conditions are necessary to preserve the life, limb, or well being of my dependent. To the best of the undersigned's knowledge, all of the above information is true and accurate.

Signed _____ Date _____

Notary

State of: _____

County of: _____

Sworn to and subscribed before me on the _____ day of _____, 20____

Notary Public in and for the State of _____

Commission expires: _____



Flathead Soccer Club

Parent Code of Conduct

Parent Guidelines:

15. Leave the coaching to the coaches and avoid coaching from the sidelines. Players do not need conflicting messages from parents and need to be able to hear the team coach. It also distracts the players and takes their attention away from the game.
16. Encourage your player to solve their own problems, and take responsibility for their own actions, rather than you doing it. This means:
 - d. Players should call the coach beforehand if unable to make a practice
 - e. Players should communicate problems to the coaching staff first (position, injury, missing game) before the parents do.
 - f. If they are not happy with playing time, urge them to do something positive about it (work harder, ask what the coach is looking for, work their way up the ladder, or accept their role) rather than you, the parent, doing it.
17. Help your player take responsibility for rest, hydration and meals. Help them to get an appropriate amount of rest/sleep before and between games, make sure they are taking in plenty of fluids before, during and after games and make sure they eat a quality pre-game meal.
18. Get your players to and from practices and games, on time. Players should arrive to the practice/game at the coach's instruction. Parent should arrive at least 5 minutes before the end of practice to pick up their players. **Note:** The second to last parent picking up their player after a practice/game agrees to wait with the coach until the last parent arrives to pick up their player.
19. Avoid making negative comments in front of your player or any other member. This includes comments regarding coaches, parents, administrators, or players. Such talk will affect the player's attitude, interactions and performance.
20. Respect the competition. Without competition we would have no one to play and no way to improve. This includes negative comments directed at the competition before, during and after games.
21. Think in terms of "team interest first." This means:
 - f. Playing time may not be equal or guaranteed.
 - g. Players may be asked to play a position that may not be their favorite, but one that is best for the team.
 - h. A commitment to the team does not include missing practices.
 - i. Attending all tournaments
 - j. Avoid distracting behavior during practices and games.
22. Realize that ALL players must compete for their spot on the field, the bench and the roster. No players will be carried who cannot or do not contribute to the team.
23. Parents and players should be flexible and supportive of their team coach.
24. Be respectful to ALL referees. Negative comments from the sidelines force referees to quit. We are in short supply of referees so please choose to support rather than criticize.



Flathead Soccer Club

Player Code of Conduct

Players participating in the FSC are exercising a privilege afforded to them to become better soccer players. In order to do so, players must exhibit the mental maturity and dedication to team over self to be successful in this pursuit. The following conduct guideline and discipline rules will apply to all activities sponsored by the Flathead Soccer Club.

Player Guidelines:

- Treat ALL opponents, officials, supporters and spectators with proper respect
- Accept all coaching decisions during the game without question.
- Treat ALL teammates and coaches with proper respect.
- Show a proper supportive attitude during all practices, pre-game preparations and games.
- Refrain from using profane language, both on and off the field.
- All players shall win with humility and lose with grace.
- Always exhibit the most positive image possible, both on and off the field. Remember that you are not only representing yourself, but the Club and your team as well.

Disciplinary rules:

- Substance use and/or possession of (alcohol, tobacco and/or drugs) are cause for immediate dismissal from the team/club for the remainder of the season. **Note:** It is your responsibility to prevent situations from occurring and avoiding situations that do occur. Do not allow anyone, including your roommates, to bring these substances into your room. You must take responsibility for your actions and remove yourself from situations that do occur.
- Persistent irresponsible and disrespectful behavior is cause for removal from the next game and is subject to review by the Board of Director's Disciplinary Committee for final disciplinary action.
- Destruction of property or violation of state or federal laws is cause for removal from the next game and is subject to review by the Board of Director's Disciplinary Committee for final disciplinary action.
- Whenever traveling, whether as an individual or group and whether by private vehicle, bus or plane, proper behavior and respect for others and their property is required. When travel involves lodging, respect for the property in expected and behavior in rooms, hallways, etc. must always be in a gentlemanly or ladylike manner. Loud noise, running or horseplay will not be tolerated.
- Failure to comply with all team/club rules (curfew, attendance, dress code, schedules, etc.) may be cause for loss of playing time. Persistent failure to comply will result in removal from the next game and is subject to review by the Board of Director's Disciplinary Committee for final disciplinary action.

Note: No reimbursement of fees will be made due to the dismissal of a player from a game or the club for violation of the above rules. The BOD Disciplinary Committee decision on all disciplinary matters is final.

Remember: These rules serve as guides. The best guide is for you to guide your actions with maturity, common sense and courtesy.

We the undersigned, have read, understand and agree to abide by the above guidelines and rules. We also agree to accept the decision(s) made by the BOD Disciplinary Committee for failure to abide by these Guidelines and rules.

Player Signature

Date

Parent/Legal Guardian Signature

Date



Flathead Soccer Club

Youth Referee Reimbursement Request

Referee Name: _____

Mailing Address: _____

Referee Certification Number: _____

Course Dates: _____

Instructor: _____

Reimbursement check made out to: _____

Fill out and return to the Club office within 3 months of course completion. You must include a copy of your registration receipt as proof of course registration. Reimbursement will be made once course completion has been verified.

Mail to:
Flathead Soccer Club
Referee Reimbursement
50 2nd St. E., Suite 125
Kalispell, MT 59901

Approval date: _____

Approved by: _____
Administrator

Treasurer

Tournament Chair and Co- Chair Responsibilities

Report to: Flathead Soccer Club Board of Directors

Chair – Three Blind Ref's (TBR) Tournament Committee.

- Manages, directs and documents the Tournament's administration, finances, operations and programs.
- Recruits and supervises the work of the Three Blind Ref's Tournament Committee, which consists of no more than seven (7) members: tournament Chair and Co- Chair, web-master, scheduler, field director, marketing director, merchandise manager and business manager/treasurer.
- Recruits, manages and leads the FSC volunteers (coaches, managers and team parents) from approximately 14 FSC travel soccer teams and other FSC activity teams as needed.
- Prepares tournament milestone schedule.
- Prepares and submits a monthly report to the FSC Board of Directors that includes monthly updates of significant activities and milestone schedule.
- Conducts regular Tournament meetings and training for FSC travel team volunteers on duties and responsibilities.
- Prepares and presents an annual Tournament budget the FSC Board of Directors.
- Submits financial report detailing Tournament income and expenses on a monthly and annual basis.
- Ensures that appropriate controls are established and maintained for all Tournament revenue and expenditures.
- Supervises the development and maintenance of all Tournament databases.
- Plans and implements a marketing/public relations strategy to recruit teams, referees, college coaches, trainers and volunteers for the Tournament.
- Conducts site visits to area hotels, establishes criteria for bids, secures bids, selects hotel, negotiates and signs contract for tournament headquarters.
- Completes applications for tournament sanctioning and secures approval from the appropriate administrative bodies.
- Formulates and administers Tournament rules.
- Communicates Tournament policies and procedures to staff, volunteers, teams, coaches, and families.
- Establishes Tournament entry fees subject to the review and approval by the FSC Board of Directors.
- Applies for and secures all fields and facilities necessary for tournament matches and related activities, including permits, waivers and contracts.
- Assures compliance with all field regulations, terms and conditions for use of any/all soccer facilities.
- Produces and mails/emails Tournament applications to prospective travel teams.
- Coordinates the scheduling of all preliminary, semi-final and championship matches.
- Manages external Tournament vendors and suppliers, including selection of companies, providing equipment, merchandise, concessions hotel booking, and ancillary services per the FSC procurement/purchasing policy.
- Secures Tournament equipment, including goals, nets, cones, corner flags, and other necessary equipment in accordance with the FSC procurement/purchasing policy.
- Supervises the production and distribution of all Tournament merchandise.

- Manages the ordering, selection and delivery of Tournament trophies and awards.
- Coordinates public relations for the Tournament, including recruitment of high-profile soccer players, college coaches, officials and officers to attend Tournament events, present Tournament awards.
- Manages the mailing/emailing of acceptance and rejection letters/materials to teams.
- Oversees the team registration process at hotel headquarters Friday night and trouble-shoots/problem-solves during the Tournament weekend.
- Prepares a final Tournament report including statistics on team participation, merchandise sales, finances and all FSC payouts.