

## **Section 1: Duties of Board Members**

### **The President shall:**

- Act as chief executive of the organization;
- Preside at all meetings;
- Supervise all organization affairs and activities;
- Ensure that the organization coordinates with Anne Arundel County Recreation and Parks to maintain organizational accreditation, and all organizational actions and members are always in “good standing” with the Anne Arundel County Recreational Parks Manual and Guidelines.

### **The Vice-President shall:**

- Perform the duties of the President at the direction of, or in the absence of, the President;
- Act as Commissioner “leader” for the organization – the Vice President will coordinate the activities of appointed commissioner for each league which the organization is a member;
- Chair the uniform selection committee and provide recommendations on the selection and purchase of new uniforms;

### **The Secretary shall:**

- Record meeting minutes of all meetings;
- Make the minutes and records available to members upon request;
- Distribute minutes to all Board members;
- Maintain all organizational records and documents;
- Conduct the general correspondence of the organization;
- In the absence of the President and Vice President, call to order and preside over the meeting.
- Publicly announce through local newspapers and other forms of media that the recruitment/selection of coaches is underway.

### **The Treasurer shall:**

- Establish a system for the collection, security, disbursement and accountability of Organizational funds;
- Provide for annual audits and reporting in compliance with State or Federal Law;
- Maintain all bank accounts;
- Disburse funds within the confines of the approved budget;
- Check and control access to the organization’s P.O. Box;
- Work along with the President to formulate a budget to be presented to the Board for approval.

### **The Registrar shall:**

- Prepare general registration forms;
- Establish and carry out registration sessions;
- Maintain accurate and up-to-date lists of all players registered with the organization;
- Present for approval by the Board the rules of eligibility for registering players;
- Ensure that players comply with the organization’s registration and eligibility rules.
- Work in conjunction with the Treasurer to make recommendations to the Board concerning registration fee schedules.

Executive Board Initials:

President \_\_\_\_\_ Secretary \_\_\_\_\_

Vice President \_\_\_\_\_ Treasurer \_\_\_\_\_

**Pasadena Soccer Club Revised 4/14/21 Enacted 7/13/21 (Standing Rules)**

**The Clinic Director shall:**

- Supervise the affairs and activities of the organization's Clinic Soccer Program;
- Conduct player assignment meetings;
- Present for approval by the board the clinic rules and playing schedules;
- Recruit Clinic coaches;
- Conduct pre-season coaches meeting;
- Maintain and distribute a handout outlining objectives and guidelines of the program;
- Serve on the Uniform Committee for selection and coordination of Clinic uniform distribution;
- Work with the Board and Clinic coaches to plan and arrange for an awards night and/or end of season tournament;
- Verify and maintain club records regarding background checks, licensing, and coaching certifications (that they are current and according to county/league requirements);
- Verify and collect team rosters, player contracts, and coaching pledges for their respective teams;
- Coordinate all non-league participation.
- Participate with the Coach Evaluation/Player Selection Committee

**The Recreation Director shall:**

- Supervise the affairs and activities of the organization's Recreational Soccer Program;
- Conduct player assignment meetings;
- Present for approval by the board the recreational rules and playing schedules;
- Recruit Recreation coaches;
- Conduct pre-season coaches meeting;
- Maintain and distribute a handout outlining objectives and guidelines of the program;
- Coordinate with the Uniform Committee for Recreation uniform distribution;
- Work with the Board and Recreation coaches to plan and arrange for an awards night and/or end of season tournament;
- Verify and maintain club records regarding background checks, licensing, and coaching certifications (that they are current and according to county/league requirements);
- Verify and collect team rosters, player contracts, and coaching pledges for their respective teams;
- Coordinate all non-league participation.
- Participate with the Coach Evaluation/Player Selection Committee

**The Equipment Manager shall:**

- Coordinate all activities with respect to the playing equipment owned by the organization;
- Manage the storage, cleaning, replacement and repair of equipment;
- Distribute the equipment at the start of the season, and collect the equipment at the end of season;
- Establish and maintain an equipment inventory list;
- Provide equipment as required and ensure that equipment needs are met for all teams for the season;
- Carry out periodic inspections of equipment owned by the organization to determine the need for repairs or replacements as required.

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**The Field Manager shall:**

- Be responsible for maintaining fields in good playing condition;
- Ensure fields are prepared for all sponsored games;
- Be responsible for correct operation and safe keeping of all field maintenance equipment and materials;
- Apply for, maintain, and renew all field and facility permits with Anne Arundel County Recreation and Parks; Assure that all actions of the organization are in keeping with the required provisions of all permits;
- Coordinate all practice and game field scheduling.

**The Boys' Player Agent shall:**

- Communicate and work with the Director of Coaching and Registrar to accomplish and coordinate the placement of players on county teams, including evaluation schedules;
- Be responsible for recruiting coaches and working with the Girls' Player Agent to maintain and distribute organizational coaching guidelines;
- Verify and maintain club records regarding background checks, licensing, and coaching certifications (that they are current and according to county/league requirements);
- Verify and collect team rosters, player contracts, and coaching pledges for their respective teams;
- Acquire and distribute league game scheduling and act as a liaison between players/teams of the organization and the Anne Arundel County Youth Soccer Association (AAYSA);
- Assist Travel teams with Travel League selection and entry;
- Coordinate team manager activities in regard to the player carding process; state registrar coordination.

**The Girls' Player Agent shall:**

- Communicate and work with the Director of Coaching and Registrar to accomplish and coordinate the placement of players on county teams, including evaluation schedules;
- Be responsible for recruiting coaches and working with the Boys' Player Agent to maintain and distribute organizational coaching guidelines;
- Verify and maintain club records regarding background checks, licensing, and coaching certifications (that they are current and according to county/league requirements);
- Verify and collect team rosters, player contracts, and coaching pledges for their respective teams;
- Acquire and distribute league game scheduling and act as a liaison between players/teams of the organization and the Anne Arundel County Youth Soccer Association (AAYSA);
- Participate with the Player Waiver Committee
- If Boys Player Agent is unable, or unwilling, then, Girls' Player Agent Shall:
  - Assist Travel teams with Travel League selection and entry;
  - Coordinate team manager activities in regard to the player carding process; state registrar coordination.

**The Purchasing Agent shall:**

- Conduct research and make recommendations to the Board in all matters concerning the purchasing of equipment, uniforms, materials, and services that the organization needs to acquire;
- Obtain multiple authorized quotes/offers to include the cost, maintenance, and the purchasing terms and conditions for such items;
- Act on the direction of the Board and the Treasurer to procure approved items.

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**The Team Manager Coordinator shall:**

- Provide organizational guidance to individual team managers;
- Schedule and conduct team manager meetings for the purpose of disseminating information on the organization's sponsored events and team responsibilities;
- Work with the Player Agents to distribute/collect team information on the affairs and activities of the organization.

**The Information Coordinator shall:**

- Serve as the lead for the establishment, development, administration, and maintenance of the organization's online and digital media presences.
- Provide recommendations on forms of technology that will assist the organization in the management and distribution of information.
- Coordinate with the Purchasing Agent and Treasurer in acquiring approved technology items.
- Serve as the lead for the establishment, development, administration, and maintenance of approved technology items.
- Coordinate the establishment, administration, and maintenance of the online registration systems for each season and the annual tournament.
- Seek out opportunities to collaborate with members of the board to promote training opportunities, member recruitment, fundraising, the annual tournament, and other activities.
- Develop a plan and strategy to effectively and efficiently communicate internally and externally.
- Actively use digital media to engage with a variety of audiences and organizations.
- Develop and produce content to communication to and engage with these audiences and organizations.
- Develop messages that help define the organization, its goals, and value to the community.
- Ensure members of the organization are versed with messaging and the overall communication strategy.
- Serve as the lead to actively promote the organization throughout Pasadena, Anne Arundel County and surrounding communities via various forms of media.
- Actively identify communication opportunities and coordinate with local media, organizations, stakeholders, and influencers

**The Tournament Director shall:**

- Organize and manage all activities of the annual tournament.

**The Assistant Tournament Director shall:**

- Assist the Tournament Director in all functions of the Tournament Director position.

**The Director of Coaching (DOC) shall:**

- Maintain a library of soccer training information and materials for coaches and players;
- Inform coaches of available training materials, classes, and clinics;
- Provide input to the organization's web site with helpful training information;
- Identify, promote, and manage any sponsored courses and clinics for players and coaches;
- Lead the Coach Evaluation/Player Selection Committee
- Adjudicating in season coaching issues.
- Participate with the Player Waiver Committee

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**The Fundraising Coordinator shall:**

- Provide the Board with suggestions for fund raising activities;
- Manage fund raising projects as directed by the Board, with responsibility for ordering, receiving and controlling fund raising materials;
- Distribute fund raiser packets at registration or other designated times;
- Maintain records and collect moneys from fund raiser activities;
- Be responsible for turning over fund raising moneys to the Organization;
- Be responsible for obtaining approvals and licenses from City Council, Police Department, etc., as required to carry out fund raising activities;
- Provide the Board with closing reports and recommendations concerning all fundraising activities;
- Chair the Fundraising Committee.

**Section 2: Committees**

1. The Club has established several permanent committees that are necessary to better facilitate the functions and duties of the club.
2. The following list of committees have been established by the Board as essential to the operating functions of the club. The duties and composition of these committees is also listed herein:
  - a. Uniform Committee
    - i. Duties:
      1. Select uniform styles and colors for various programs;
      2. Prepare uniform size request forms for annual player registration;
      3. Be responsible for the maintenance, distribution, collection and storage (if needed) of all uniforms;
      4. Be responsible for maintaining records verifying such distribution and collection activities;
    - ii. Composition
      1. Vice President (Chair)
      2. Executive Board Member/Volunteer
      3. Boys Players Agent
      4. Girls Players Agent
      5. Clinic Director
  - b. Tournament Committee
    - i. Duties:
      1. Organize and manage all activities of the Club Sponsored Tournament(s);
      2. Organize the submission, evaluation, and selection of the essays for the scholarships established by the Club Sponsored Tournament(s);
    - ii. Composition
      1. Exec. Board Member (Chair)
      2. Volunteer 1
      3. Volunteer 2
      4. Volunteer 3
      5. Volunteer 4

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c. Coach Evaluation/Player Selection Committee

i. Duties:

1. Review, and interview if necessary, those candidates who have formally applied for a Lead Coaching position;
2. Schedule and coordinate player evaluations for the Fall season;
3. Establish Guidelines for Player Selection/Evaluation;

ii. Composition

1. Director of Coaching (chair)
2. Boys Player Agent
3. Girls Player Agent
4. Clinic Director
5. Recreation Director

d. Fundraising Committee

i. Duties:

1. Provide the Board with suggestions for fund raising activities;
2. Manage fund raising projects as directed by the Board, with responsibility for ordering, receiving and controlling fund raising materials;
3. Distribute fund raiser packets at registration or other designated times;

ii. Composition

1. Fundraising Coordinator (chair)
2. Treasurer
3. Volunteer 1

e. Training Committee

i. Duties:

1. Establish training programs for players and coaches.

ii. Composition

1. Director of Coaching (chair)
2. Boys Player Agent/Volunteer
3. Girls Player Agent/Volunteer
4. Clinic Director/Volunteer
5. Recreation Director/Volunteer

f. Purchasing Committee

i. Duties:

1. Conduct research and make recommendations to the Board in all matters concerning the purchasing of equipment, uniforms, materials, and services that the organization needs to acquire;
2. Obtain multiple authorized quotes/offers to include the cost, maintenance, and the purchasing terms and conditions for such items;

ii. Composition

1. Purchasing Agent (chair)
2. Treasurer
3. Volunteer 1

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g. Player Waiver Committee

i. Duties:

1. Review, evaluate and vote on all submitted waiver requests to play out of age group;

ii. Composition

1. Director of Coaching (chair)
2. Boys Player Agent
3. Girls Player Agent

**Section 3: Duties of Lead Coach/Coaches**

3. The Lead Coach for each age group will be responsible for working with the Coach Evaluation / Player Selection committee to schedule and coordinate player evaluations for the fall season. This includes finding volunteers to assist you while conducting evaluations.
4. During the player evaluations, the Lead Coach will be responsible for conducting the evaluations for their respective age group. Evaluations will be conducted in accordance of the Guidelines set forth by the Coach Evaluation /Player Selection committee. Any issues that arise before, during, or after Evaluations shall be resolved with the assistance of the Coach Evaluation / Player Selection Committee.
5. The Lead Coach is responsible for ensuring all kids in your age group are placed on a team appropriate for their skill level by ranking the players from first to last, and submitting the evaluation results to the appropriate Player Agent (Girls or Boys). Evaluation of additional players for team placement will occur as they register. This includes players that missed evaluations, and late registrations.
6. Lead Coaches will commit to coaching a team in their age group in both the fall and Spring Soccer season. Lead Coaches will lead the effort to find coaches for all teams in their age group in a timely manner with assistance from the Player Agents.
7. Comply with the objectives of the organization as outlined in Sec II of the By Laws, and uphold our rules and regulations as described in the Standing Rules.
8. Comply with coaching standards as issued by USYSA and MSYSA, and the coaching standards and rules as issued by each league within which their team is participating.
9. Behave as a role model for our children. Immoral, unethical, and illegal behavior will be grounds for removal. The Board will hold a meeting to decide whether behavior is immoral, unethical, or illegal.
10. Uphold our Organization's Code of Conduct as described in Appendix General 1 (The Parent/Player/Coach Code of Conduct agreement)
11. All Coaches, Assistant Coaches, and Team Managers in all of the Organization's programs will have an Anne Arundel County Recreation & Parks Background Check to be completed before the beginning of their first season, or as soon as time allows. The Background Checks must be updated every 3 years.
12. Travel coaches will have a minimum USSF Grassroots License.
13. Upon accepting the position of Lead Coach, Board meeting attendance is encouraged.
14. When a Lead Coach opening exists, Section 6 of the Standing Rules will be adhered to in order to fill the position.

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**Section 4: Soccer Season Definitions**

To facilitate the planning and executing of organizational functions necessary to participate in a variety of leagues and tournaments, a cut-off or season delimiter is required. The fall season for administrative, roster, tournament and league(s) play should run from July 1 through December 31. The spring season will be comprised of the remaining months from January 1 through June 30.

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**Section 5: Player Registration**

1. The Board shall conduct a formal registration for fall and spring soccer for ages U4 to U18 players. Registration for fall soccer shall be held during the spring of each year.
2. Registration for spring soccer shall be held during the winter of each year.
3. A player is not considered a registered player until registration fees are paid in full. If payment is made by personal check, a player is not registered until the check has been received and processed by the Treasurer, and the check has been honored by the player's bank. If payment is made by credit card, then the date/time of the credit card transaction will serve as the registration date.
4. Non-registered players – This policy restricts siblings and all others who are not valid registered players from participating in any organization's scheduled practice session or game. Upon valid registration with the organization, players may participate in team activities while an amending roster is processed by the respective league or tournament. Teams may not add players to their roster, temporary or permanent, who are not validly registered with the organization and the league in which the team is participating. Noncompliance may result in game forfeiture or team disqualification from its registered league. Disciplinary action of the coach for non-compliance will be reviewed by the Board.
5. In regards to player evaluations, a player must be registered to evaluate.
6. The Board shall have the authority to consider economic hardship cases for any player. The parent, guardian, or coach of the player may request a season scholarship in writing to the Board.
7. All players who register after the registration deadline set by the Board may incur a \$20 late penalty.
8. To encourage parents to volunteer for the PSC Board of Directors and to be team Head Coaches, the following registration discounts will apply:
  - a. Head coaches will receive a discount of \$25 off registration for one child. If the head coach chooses to coach two teams an additional \$25 discount can be applied for a second child. Discounts cannot be combined for one child. If the Head Coach only has one child and coaches two teams, they are only allowed the maximum discount of \$25.
  - b. PSC Board Members who are not Head Coaches will receive a discount of \$25 off registration per season for one child. If there are two board members that are family members, they cannot combine the discounts for one child. The second board member may use the discount towards a second child, if applicable. Maximum discount will be \$25 per child.
  - c. Registration Discount Application: A discount earned under part a. or b. above shall be applied to subsequent registration(s) within 12 months of the volunteer period. For example, a head coach in Fall 2019 must use the discount for Spring or Fall 2020.

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**Section 6: Lead Coach Selection**

1. Before each fall season (May board meeting), a lead coach will be selected for any open age group by the PSC Coach Evaluation/Player Selection Committee;
2. The Director of Coaching will contact the current lead coaches on or about April 1 to determine who is returning for the following season and what age brackets have a lead coach opening. If any lead coach openings are identified, the Secretary and Information Coordinator shall publicly announce through a blast email and other forms of media that the recruitment/selection of lead coaches is underway. The Committee shall allow at least 14 calendar days after the public announcement for candidates to submit their formal applications.
3. Each candidate must formally apply by submitting a form to the PSC Coach Evaluation/Player Selection Committee. The Committee shall review and interviews will be held if necessary, before the May Board meeting. Only those candidates who have formally applied for a coaching position shall be considered. Final selection should be presented to the board at the May meeting.
4. If the lead coach chooses to coach a team other than the top team. The selection of the top team coach will be selected by the Coach Evaluation/Player Selection committee.
5. Selected lead coaches will remain and move up with their team unless disciplinary action, voluntary separation or any other reason has occurred.
6. Any member of the Coach Evaluation / Player Selection Committee that has a conflict with the selection of a lead coach for a specific age bracket (child in age bracket, candidate (or spouse of) for the lead coach position, etc.) shall recuse themselves from this portion of the selection process. In this instance, the Vice President or other Board Members can volunteer to assume the duties for the selection of the lead coach in this specific age bracket only.
7. Lead Coach Removal????

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**Section 7: Player Evaluations**

**Subsection A: Description, Roles/Responsibilities, and Schedule**

- A1. Player evaluations will be held once per year, in the months of May or June and prior to the end of the school year. In order to be evaluated each player must register with the club for the evaluations.
- A2. An evaluation schedule will be made by the Coach Evaluation/Player Selection Committee prior to May and distributed to all parents at registration.
- A3. Player evaluations will be conducted by the Lead Coaches of an age bracket and overseen by the Coach Evaluation/Player Selection Committee.
- A4. The Lead Coach will share the responsibility with the Player Agent contacting all players by phone and/or email if there is a change in the evaluation schedule, if possible.
- A5. Player registration lists will be distributed at the conclusion of registration for evaluations to allow Lead coaches to contact former players that have not yet registered.
- A6. All players must be evaluated for participation in the clubs Recreational, Recreational Plus, or Travel Program.
- A7. No players may participate in the evaluations unless they are registered.
- A8. Evaluation dates and times cannot be changed without the consent of the majority of the Coach Evaluation/Player Selection Committee.
- A9. Teams do not automatically remain intact from one year to the next. At the conclusion of a season, no coach can promise any child an automatic spot on their team for the next year.

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## Subsection B: Evaluation Process

B1. The Evaluation process will utilize the following metric:

Lead Coaches will be utilizing a 1-5 Scale scoring system:

5-Excellent, 4-Strong, 3-Solid, 2-Needs work, 1-Beginner

U-8, U-9, U-10 (7v7)	U-11, U-12 (9v9)	U-13, U-14 (11v11)
Criteria	Criteria	Criteria
Aggressiveness	Aggressiveness	Aggressiveness
Field Awareness/Instincts	Field Awareness/Instincts	Field Awareness/Instincts
	Quickness	Quickness
Speed	Speed	
Strength	Strength	Strength
Soccer Skills	Soccer Skills	Soccer Skills
Ball Control	Ball Control	Ball Control
Defensive Ability	Defensive Ability	Defensive Ability
	Movement (to and away)	Movement (to and away)
Offensive Ability	Offensive Ability	Offensive Ability
		Receiving/Opening Up
Character	Character	Character
		Body Language
	Communication	Communication
Responsiveness to Coaching	Responsiveness to Coaching	Responsiveness to Coaching

### TRYOUT STATIONS

U-8, U-9, U-10 (7v7)	U-11, U-12 (9v9)	U-13, U-14 (11v11)
Line Drills (Passing/Trapping)	Line Drills (Passing/Trapping)	Line Drills (Passing/Trapping)
40 Yard Dash	40 Yard Dash	4 Corners Passing Drill
20x20 Puggs (1v1, 2v2, 3v3)	20x20 Puggs (1v1, 2v2, 3v3)	Possession (5v2 Keep away)
4v4 Small Side Scrimmage	5v5 Small Side Scrimmage	5v5 Small Side Scrimmage
7v7 Full Scrimmage	9v9 Full Scrimmage	11v11 Full Scrimmage

Lead and Assistant coaches will survey the tryout and assign points to players, the only station that will be timed is 40-yard dash.

#### 1<sup>st</sup> Week

40-yard Dash (Speed)

Line Drills (Ball Control, Communication, Offensive Ability)

20x20 Puggs (Aggressiveness, Ball Control, Communication, Defensive Ability, Offensive Ability, Quickness)

Small Side Scrimmages

#### 2<sup>nd</sup> Week

Scrimmages (Aggressiveness, Ball Control, Communication, Defensive Ability, Field Awareness/Instincts, Movement, Offensive Ability, Quickness, Strength and Responsiveness to Coaching)

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(Older U-13/U-14)

4 Corners (Receiving/Opening Up)

Possession/Scrimmages (Body Language, Communication, Movement Receiving/Opening Up)

- B2. The first week of stations scores should assist each Lead Coach in determining scrimmage teams and the scrimmaging should help the Lead Coaches place the players in the proper divisions. Coaches can develop their own algorithm (Example: 40 percent stations and 60 percent scrimmage scoring the place players).
- B3. Lead Coaches are responsible for keeping scores and maintaining the records of the scores. They are not required to provide the scores to any player, parent, other coaches, etc... They will only be required to provide the scoring to the Coach Evaluation/Player Selection Committee if issues arise.
- B4. Every opportunity should be provided to evaluate late registrations, injured players, players out of town, etc., but the process will be up to the Lead Coach of each age group. If/When these late registrations, injured players, etc. are evaluated by the Lead coaches, players will be placed on the team closest to their evaluated skill level that has an opening. Players who register on time will not be moved to a lower division solely because of a late registration.
- B5. Coach's children will follow the same player evaluations procedures as all other children. Even if a parent is most qualified to coach the top division team their children do not automatically get placed on that team.

**Subsection C: Player Placement**

- C1. Following the evaluation sessions, the lead coaches will evaluate each player and rank them by ability. Each player will be assigned a recommended division of play.
- C2. If there is a disagreement in the coach's evaluation, then the Coach Evaluation/Player Selection Committee will be asked to cast the deciding vote. An additional evaluation session may be necessary for this to occur.
- C3. Coaches may only take their share of players registered. That share is determined by the following factors: Coaches may be required to select a minimum of 14 players and up to a maximum of 20, for an 11v11 team. These numbers may be changed in the case of small-sided teams. Selection begins after the evaluation with the highest division coach and proceeds with the next highest division coach until all evaluated players are selected.
- C4. If rosters need to be filled, coaches may solicit more players to register. However, regardless of who persuaded these players to register, they shall participate in the evaluation process, if evaluations haven't occurred. If evaluations have been completed, then the procedure for late registrants as described below will be followed.
- C5. Following evaluations, coaches will notify players that they've been selected for their team. The Travel team will be offered position first and once that team is filled, the Recreation-Plus teams can be notified.

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## **Section 8: Requests to Play up an Age Bracket/Gender**

The Board recommends that all players should compete within their Age Bracket/Gender, but realizes that under certain circumstances it may be necessary to allow players to play up an Age Bracket/ Gender. \*If a player is playing up, or out of gender, in the Fall 2018 season they are considered grandfathered and will not need a waiver for the Fall 2018 & Spring 2019 seasons, but have the option of playing in their correct age group. Every attempt must be made to keep all players competing at their appropriate Age Bracket/Gender; however, should a player wish to play up an Age Bracket/Gender that player may not move up more than one Age Bracket/Gender. No more than four (4) players from each Age Bracket/Gender will be allowed to play up and Age Bracket/Gender per season.

### **Procedures**

1. The player(s) requesting to play up an Age Bracket/Gender must be evaluated by the Lead Coach of their normal Age Bracket/Gender. The evaluation(s) of the player(s) must conclude that the player requesting to play up an Age Bracket/Gender is one of the top five (5) players in their normal Age Bracket/Gender. If the player WAS evaluated to be one of the top five (5) players in their normal age group, at the parent's request, the Lead Coach of this age group must present the ranking of the top five players in this age group, in writing, to the Player Waiver Committee.
2. The player requesting to play up an Age Bracket/Gender must also attend an evaluation session from the Lead Coach of the desired Age Bracket/Gender. The Lead Coach of this Age Bracket/Gender will evaluate the player against the existing highest skill level players of the desired Age Bracket/Gender. If the Lead Coach feels that the player, and the Pasadena Soccer Club Program, will benefit from being allowed to play up an Age Bracket/Gender then the Lead Coach of the desired Age Bracket/Gender must provide the parents of the player a signed recommendation that the player be allowed to play up an Age Bracket/Gender.
3. Parents requesting their children to play up an age bracket, or out of gender, must complete and submit Appendix 7 (Age Group/Gender Guidelines and Exception Request).
4. In order to be considered for approval the Age Group/Gender Guidelines and Exception Request (Appendix 7) MUST be accompanied by the recommendation from the Lead Coaches of the both the current and desired Age Bracket/Gender. If the coach's recommendation is not submitted with the Age Group/Gender Guidelines and Exception Request (Appendix 7) then the Waiver Committee will NOT consider the request.
5. The Player Waiver Committee will consider requests on a case by case basis and make a decision by majority vote. In the event of a conflict of interest, any member of the board may replace the affected member of the waiver committee, but this can ONLY be done if there is a conflict of interest.
6. Approvals of the waiver committee are only valid for ONE (1) Calendar Year (i.e. two seasons, Fall and Spring). Players wishing to continue to play up an Age Bracket/Gender after that period has expired will have to repeat the process as indicated above. NO MORE THAN FOUR (4) PLAYERS PER AGE GROUP WILL BE PERMITTED TO PLAY UP AN AGE BRACKET/GENDER; regardless of any player, parent, or coaches wishes or recommendations

### **Considerations**

1. A player cannot move up more than one age bracket.

Executive Board Initials:

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## **Section 9: Player Participation**

### **Playing Time**

Coaches within the organization are required to play every team member in accordance with the guidelines set forward by the league or tournament of play. If no rules exist, then every Recreational, Recreational-Plus, and Clinic team member will be played at least equivalent to one-half of each game, which he/she attends. For Travel teams, coaches should attempt to play each player at least one-fourth of each game. A game is defined as any competition to include: scrimmages, regular season, post-season and tournaments.

Non-clinic coaches have the option of restricting play to one quarter of the game in which a player has been absent, without a valid reason, from practice sessions immediately prior to the game.

### **Player Discipline**

While playing on the field, or in attendance at a practice, the attitude of each player remains the business of the organization. Each player is expected to adhere to the code of conduct as described in Appendix General 1 (The Parent/Player/Coach Code of Conduct agreement). The Board reserves the right to take any action it feels is necessary to prevent discipline problems, even if it means expelling the child from further play or suspending the player for a required time period.

On a day-to-day basis, player discipline will be the right and responsibility of the coach.

Prior to the start of the season, coaches shall distribute team rules to players and parents outlining the “do’s and don’ts” expected from players and parents. Coaches are permitted to develop their team's rules, provided they are consistent with all rules and policies of the organization.

With the consent of the Board, non-clinic coaches have the option of restricting play for a full game or suspending a player for serious disciplinary reasons.

**IMPORTANT NOTE:** In order to ensure decisions to restrict playing time or suspend a player are consistent with league, county and association rules and policies, coaches who plan to restrict playing time or suspend a player for any reason MUST notify the appropriate Player’s Agent and the Director of Coaching as soon as possible after the decision to restrict playing time or suspend a player has been made. Whenever possible, decisions to restrict playing time or suspend a player should be discussed with the appropriate Player’s Agent before announcing the decision to the player and his/her parents. Additionally, the organization’s coaches must make every effort to be fair and consistent when making decisions to restrict playing time or suspend players.

Executive Board Initials:

President \_\_\_\_\_ Secretary \_\_\_\_\_

Vice President \_\_\_\_\_ Treasurer \_\_\_\_\_

**Section 10: Code of Conduct**

The organization will maintain a “zero tolerance” policy in terms of behavior by players, parents, spectators, and coaches while at practices and games.

All players, parents, and coaches are required to read and sign Appendix General 1 (The Parent/Player/Coach Code of Conduct agreement), prior to participating in the season.

Any player, coach, or parent found to be in violation of this Code of Conduct will be subject to disciplinary action by the Board of Directors, in addition to independent sanctions that may be imposed by the league of play. Disciplinary actions may range from warnings, practice restrictions, games suspensions, to dismissal from the organization altogether.

Executive Board Initials:

President \_\_\_\_\_ Secretary \_\_\_\_\_

Vice President \_\_\_\_\_ Treasurer \_\_\_\_\_



## **Section 11: Grievance Submissions**

This policy provides a method for any member to formally lodge a complaint with the organization. The grievance submission may be used by parents, coaches, and players alike.

Before filing a grievance, the people directly involved with the situation should seek resolution with assistance from the Boys' Player Agent, Girls' Player Agent, or the Clinic Director. Their responsibility is as mediators.

If the situation cannot be resolved, the complaint must be submitted in writing utilizing Appendix Section 10 (Organization's Grievance Form). It should be mailed to the P.O. Box, given to a Board member, or emailed to Board member's inbox.

The grievance will be presented at the earliest possible Board meeting for evaluation and resolution.

If any Board member is involved in the grievance, they shall be replaced in the grievance hearing.

The Board will review the circumstances and suggest a fair, amicable solution to all parties involved. If it becomes necessary, a grievance hearing will be conducted to interview all parties involved. Only then will the Board mandate the resolution. If the problem cannot be resolved at the grievance meeting, then further information may be acquired from other parties and the Board will meet again with the parties involved and arrive at a solution. The Board will attempt to resolve all grievances within 60 days of receiving the written grievance.

Grievance hearings will include the following participants:

- The four officers (President, Vice President, Secretary, Treasurer)
- Appropriate Director (Boys' or Girls' Agent, or Clinic Director)
- Person that filed the grievance
- Person against whom the grievance was filed

Executive Board Initials:

President \_\_\_\_\_ Secretary \_\_\_\_\_

Vice President \_\_\_\_\_ Treasurer \_\_\_\_\_

**Section 12: Coach Review Process**

This policy provides a means for players and/or parents to evaluate and assess the coach's capabilities and effectiveness.

If issues arise a coach's report card will be sent to the coach's team for feedback from parents and to be reviewed by the Coach Evaluation/Player Selection Committee.

Executive Board Initials:

President \_\_\_\_\_ Secretary \_\_\_\_\_

Vice President \_\_\_\_\_ Treasurer \_\_\_\_\_

**Section 13: Standing Rule Amendments**

These Standing Rules may be amended by a vote of 2/3rds of the members attending any organization meeting having quorum. If a quorum is not met at the meeting then the amendment shall be placed on the following meeting's agenda for a vote. The amendments must follow the guidelines below.

1. The amendment must be submitted to the Secretary utilizing the form Appendix Section 12 (Standing Rules Amendment Form) for review at least 14 days prior to the next meeting. The Secretary must provide a blank editable copy of this form upon request to any interested party when asked within 48 hours of receiving such a request.
2. The Secretary, if number 1 is met, must maintain a non-bias approach to any amendments handed over and must either send it back for clarification to the original author or announce it to the board of directors no later than 7 days prior to the meeting date. IE through meeting agenda if possible.

If any part of this is not followed by the secretary, this shall constitute an investigation and potential removal of office per Article IV Section 5 of the By-Laws.

Executive Board Initials:

President \_\_\_\_\_ Secretary \_\_\_\_\_

Vice President \_\_\_\_\_ Treasurer \_\_\_\_\_

**Section 14: Rules for Clinic Age Groups (U4 to U8)**

The rules and guidelines for clinic soccer will be maintained by the Clinic Director and presented to the Board for Approval each season.

These can be found in Appendix General 2 (Organization - Clinic Rules and Guidelines).

**NOT FOUND IN THE STANDING RULES??????????**

Executive Board Initials:

President\_\_\_\_\_ Secretary\_\_\_\_\_

Vice President\_\_\_\_\_ Treasurer\_\_\_\_\_

## **Section 15: Registration Refund Policy**

Registration fees will not be refunded for any reason except under the following situations:

- Medical Issues: Before the season begins, it is determined that a child cannot play permanently due to medical issues (a note from a doctor is required).
- Prior to Withdraw Deadlines: A child is withdrawn at least 72 hours prior to the Anne Arundel County Youth Soccer Association (AAYSA) deadline for team registration (Recreation-Plus and Travel players) or prior to teams being divided (Clinic). Requests to withdraw must be made in writing (i.e. e-mail, written memo) to the Registrar, and are subject to a \$15 administrative charge.
- Prior to Withdraw Deadlines: A child is withdrawn at least 72 hours prior to the approval of their player card for participation in a Travel League. Requests to withdraw must be made in writing (i.e. e-mail, written memo) to the Registrar, and are subject to a \$25 administrative charge.
- Lack of Team in Age Group: The organization cannot field a team in a given age group.

Children withdrawing after the AAYSA deadline for team registration (Recreation-Plus and Travel players) or teams divided (Clinic) but prior to the start of games, may be issued credit vouchers for a future season if in the opinion of the Board a valid reason has been presented. A majority vote of the Board will determine whether a valid reason has been put forward. The AAYSA deadline for team registration and the date the Clinic teams will be divided can be obtained from the Board. These dates are generally one month prior to the start of the season.

Children withdrawing after the approval of their player card for participation on a Travel Team, may be issued a partial credit vouchers for a future season if in the opinion of the Board a valid reason has been presented. A majority vote of the Board will determine whether a valid reason has been put forward. The approval date of the player's appropriate player card can be obtained from the Board. These dates are generally within one month prior to the start of the Fall Season.

Players who are injured after the start of the season but within the first half of the season and cannot return to play that season may be issued a voucher at the discretion of the appropriate program director.

Fees collected from players who start, but do not complete a season will be considered a donation to the organization.

Refunds will be processed and mailed out as soon as possible, but no later than the end of the season for which the registration fee was collected (i.e. fall refunds will be mailed by the end of the fall season, spring refunds by the end of spring season).

Requests for exceptions to any provision of this policy must be made in writing (i.e. e-mail or written memo) and may be approved pending a majority vote of the Board.

Executive Board Initials:

President \_\_\_\_\_ Secretary \_\_\_\_\_

Vice President \_\_\_\_\_ Treasurer \_\_\_\_\_

### **Section 16: Coaching License Fee Reimbursement**

In order to ensure that the organization's players continue to benefit from having trained coaches, the organization recognizes and recommends coaches to obtain various coaching licenses. The following is the reimbursement schedule for various coaching licenses:

Available US Soccer Licenses:

- Grass Roots:
  - 4v4 (online);
  - 7v7 (In-person),
  - 9v9 (In-person),
  - 11v11 (In-person)
- D License
- C License
- B License
- A License

#### **Clinic Coaches**

PSC will reimburse a Clinic coach, that has served the PSC Clinic program for one season, \$25 for completion of the Grass Roots 4v4 license. Upon completion of two seasons of Clinic coaching, and every two seasons thereafter, PSC will reimburse \$50 towards the completion of any additional Grass Roots licensure programs (as listed above).

#### **County Coaches**

PSC will reimburse a Recreation-Plus coach \$25 for completion of the Grass Roots 4v4 license. PSC will also reimburse an official head coach \$105 per year towards the completion of any additional Grass Roots licensure programs (as listed above) or D License.

#### **Travel Coaches**

PSC will reimburse \$105 per year towards the completion of any additional Grass Roots licensure programs (as listed above). If the coach is taking the D License course, PSC will reimburse \$200 upon completion. After two seasons of coaching Travel soccer for PSC, coaches may be reimbursed \$500 upon completion of the C license course.

The reimbursement descriptions above apply to head coaches and assistant coaches that are officially assigned to teams by the Boys Player Agent, Girls Player Agent or Clinic Director. Please confirm the requirements are met prior to taking the course.

All applicants for reimbursement will be limited to a maximum payout equal to their highest level of coaching service for the PSC fiscal year (Jan. 1 – Dec. 31). For example, a person who coaches both a Recreation-Plus team and a Travel team will be held to the limits set forth in the Travel description, not the sum of the Travel and Recreation-Plus limits

Disclaimer: This is also if the organization can sustain the funds needed to reimburse these courses; otherwise there will be a first come first served rule when it comes to course reimbursement.

Executive Board Initials:

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Vice President \_\_\_\_\_ Treasurer \_\_\_\_\_

**Section 17: Annual Soccer Tournament and Scholarship Program**

Each fall season, the organization will host an annual MSYSA-sanctioned soccer tournament. The primary goal of the annual tournament is to generate monies for the scholarship fund. Excess monies generated, after accounting for all fees and expenses, will be placed into a reserve “scholarship fund” to be used for awarding scholarships for graduating high school seniors. This tournament shall be called the PSC Classic, formally the tournament was called the “Mountain Road Tournament”. The organization’s members are free to change the name of the tournament at any point if they see fit to change it.

Each spring, the number and dollar amount of each scholarship to be awarded will be determined based upon the financial success of the preceding tournament. The Tournament Committee along with the Treasurer will provide a final accounting for the tournament by the February meeting. Based on this accounting, the Board, with a majority vote, will determine the final number and dollar amounts to be awarded.

It is expected that some portion of the tournament proceeds are kept in reserve. This is to provide for scholarships in a year in which the tournament was canceled for any reason (weather, scheduling problems, etc.)

The Tournament Committee will help to determine the criteria for scholarship selections, but ultimately the Board of Directors must approve the final criteria, selection process, and final awards.

At a minimum, applicants must meet the following criteria:

- Be a high school senior, and plan to graduate at the end of the current school year;
- Played at least one season for the organization, or its founding members (Mountain Road Soccer or St. Jane Soccer);
- Be attending an accredited institute of higher learning

Executive Board Initials:

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Vice President \_\_\_\_\_ Treasurer \_\_\_\_\_

**Section 18: Competitive Placement**

The organization wants to ensure that all players are challenged to improve their skills, techniques and knowledge of the game. Coaches are expected to enter their teams into leagues / divisions that will meet these criteria.

- Head coaches select the league and division in which their team is to participate. Coaches should attempt to place their team in a league that challenges their team; yet, allows them some success. If this is not occurring, then the board may dictate to a coach which league and/or division he should participate.
- Coaches may elect to register their teams for more than one league. However, the players and/or parents shall be financial responsible for all expenses for the additional league or leagues.
- The placement of teams may be restricted. If there is to be more than one team in the same age bracket and league, teams shall be spread out among the various divisions. Certain leagues may also dictate division placement based upon previous records.

Executive Board Initials:

President \_\_\_\_\_ Secretary \_\_\_\_\_

Vice President \_\_\_\_\_ Treasurer \_\_\_\_\_



## **Section 19: Travel Team Guidelines**

### **Playing Time:**

Since travel teams are highly competitive, the playing time requirements are less stringent than those of the organization recreational programs. Travel coaches within PSC are required to play every team member in accordance with the guidelines set forward by their league of play. If no rules exist then every travel team member will be played at least equivalent to one-fourth of each game which he/she is in attendance.

### **Team responsibilities:**

- Weekly field maintenance and set-ups.
- Uphold the finest standards of play and remember you represent the organization.

### **Organization's responsibilities:**

- Provide a practice field
- Provide a game field to select for league play.
- Provide team registration fees.
- Provide the referee fees with the team responsible to record and refund.
- Provide the team forfeiture bond. (If the team loses a forfeit bond, then each player on the current roster will be held responsible for their portion of the bond)

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Vice President \_\_\_\_\_ Treasurer \_\_\_\_\_

**Section 20: Team Reimbursement for Tournament Play**

The organization wants to encourage each Recreation-Plus and Travel aged team (U9 and above) to participate in tournament play. This provides opportunities for additional playing time and a chance to play different competition. Each season, as part of the budget process, the Board will determine a set amount of money that each team can utilize for soccer tournament play. A team is not limited to a single tournament, but can only be reimbursed up to the maximum dollar amount each season.

Executive Board Initials:

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Vice President \_\_\_\_\_ Treasurer \_\_\_\_\_

**Section 21: Clinic Team Reimbursement for End of Season**

Clinic teams (ages U4 to U8) will be provided a dollar amount, per player, to allow for an end of season celebration for the team. This dollar amount will be determined each season by the Board as part of the budgeting process.

Executive Board Initials:

President \_\_\_\_\_ Secretary \_\_\_\_\_

Vice President \_\_\_\_\_ Treasurer \_\_\_\_\_

**Section 22: Organization Reimbursement directions**

**For Referee Fees:**

The board has allowed the treasurer to advance reimburse up to 5 of your regular scheduled games at a time, in order to meet the criteria for this you must send an email to the treasurer@pasadenasoccerclub.com email with the following information. Remember that if you follow this, there won't be any other delay.

---

-Your Name:

-Your Team Name:

-Age Group and Gender:

-Program/affiliate: Recreation-Plus or Travel

-Format: 7v7 9v9 11v11

-Dates of Play:

All dates must be provided in order to receive your advancement.

-Address to Send Check: XXX Pasadena, MD 21122

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The above information is the only information needed in order to start the process of reimbursement, in your title add wording such as requesting advanced ref reimbursement for my games. I do not want to see price or cost of each game; I already have the information on file from the county or affiliate travel organization. Anything other than the information above will cause delay and me requesting the proper information, so stick to this and you will be fine.

After you play your first five games the only information I will need from you in an email is:

---

Treasurer,

I have played my first five games on time and on date and I am requesting my second set to be reimbursed ASAP.

Thanks, Coach XXX.

---

That is all I need, unless there are discrepancies such as snow delays and games not being played. If games will not be made up, you are not entitled to that games fees and you must explain that in your email so that I can adjust accordingly and process the remaining amount needed of your played games to complete your season.

As far as getting reimbursed after you have played your games (the traditional way), just send an email of the information as if you are asking for advanced reimbursement except in the title just state "I am requesting ref reimbursement for my year spring or fall season".

Executive Board Initials:

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Vice President \_\_\_\_\_ Treasurer \_\_\_\_\_

**For Outside Tournament Reimbursement:**

This can be a little tricky and there may be some deviations to this policy. It is the coach's responsibility to get as much information as possible about the tournament as the coach can for reimbursement. If at all possible, the organization would like to send the fees to the tournament directly but the Treasurer can understand if this cannot be done.

The coach must provide as much documentation as they can in order for reimbursement to happen and this must be sent via email to treasurer@pasadenasoccerclub.com . The Treasurer may request more information as needed in order to process this claim. Remember the earlier this can be done the better and when the organization pays the tournament directly it is easier for the coach and the organization. Some examples of documentation would be but not limited to be receipts and registration forms.

Also realize that even though the coach is signing up for a tournament, the same coach can also be an advocate for other teams to sign up and when that happens, the organization may be able to get a group rate when the Treasurer pays with one payment for all of the organizations teams in that tournament. Remember it is not just about one team or one coach; it's about the whole organization working together in harmony.

The organization board sets the dollar amount on this request each year during budget season and this can be set to \$0.00 (zero) if funds are not available.

**The Mountain Road Soccer Tournament (PSC Classic) is not an outside tournament so don't ask**

Executive Board Initials:

President \_\_\_\_\_ Secretary \_\_\_\_\_

Vice President \_\_\_\_\_ Treasurer \_\_\_\_\_

**For Background Checks, Training and other Admin Reimbursement:**

**For Background Checks:**

As of 2/14/2014 there will be no reimbursement to individual coaches' it can only be done to the Anne Arundel County Recreation and Parks, If you are returning coach to PSC, you can verify your eligibility by looking at the Anne Arundel Parks and Recs website. If you are up to date you do not need to do anything. However, if your eligibility is outdated, you are not in the database, or you are a new coach to PSC print out a blank "background investigation disclosure and authorization form" and fill the form out completely and you can scan it and send to the treasurer at treasurer@pasadenasoccerclub.com. You may also bring it to the monthly meeting and hand it over to the treasurer personally. If the treasurer is not at the meeting you can give it to the president or his/her designee.

**For Training:**

The organization provides/pays for licensure as a coach, this can be done by the coach registering themselves and sending a copy of the receipt to the treasurer's email (treasurer@pasadenasoccerclub.com). It would be preferable to pay the state directly on the attendee's behalf for the session(s) if at all possible. Also realize that the attendee will be obligated to pay the organization back if the attendee does not attend or cannot participate in 1 season within a year of completing the licensure process. This will be monitored closely for compliance.

**For Clinic Team Reimbursement End of Season:**

This can be completed by submitting an email to the Treasurer (treasurer@pasadenasoccerclub.com) and CC'ing the Clinic Director on this request stating such information:

-Your Name: John Doe  
-Clinic Age Group: U6  
-Address to send Check to: 850 Woods Road  
Pasadena, MD 21122

If the Clinic Director confirms the coach's identity, then the coaches request will be processed.

These requests must be made within the season time frames, IE for spring (April 1<sup>st</sup> – June 31<sup>st</sup>) and for fall (September 1<sup>st</sup> – December 31<sup>st</sup>) outside of these time frames will be considered disqualified for reimbursement.

The organization board sets the dollar amount on this request each year during budget season and this can be set to \$0.00 (zero) if funds are not available.

Executive Board Initials:

President \_\_\_\_\_ Secretary \_\_\_\_\_

Vice President \_\_\_\_\_ Treasurer \_\_\_\_\_

**For Individual team fundraiser(s) processing and reimbursement against it:**

This procedure was closely written to ensure that IRS/state laws are not broken and to make sure all funds are properly collected then dispersed in a fashion for proper documentation of those funds.

Please realize that all funds that are collected are the property of the organization, this includes any checks written out in the organization's name, and any other currency collected utilizing the organization's nonprofit tax ID #. Any member violating this will be turned in and prosecuted to the full extent of the law.

**Starting a fundraising account for a team:**

Each team that wishes to start this process must first fill out Appendix Section 21-A1 (Application for Account) and meet the following criteria:

- Team must have a Head coach and Team manager that have been together for that year and must have a valid background check when submitting Appendix Section 21-A1 document.

Once the account is created, the following rules must be maintained for the year it is open.

- Team must remain 60% together for the entire year the account is open.
- The team must understand that the account is open from fiscal year starting July and closes June of the preceding year, if it closes prior to all funds are expelled. Those funds are then placed in the organization's general fundraising account for all to use based on board decision.
- The team cannot use more then what is in the account and cannot be used in conjunction with the budget team expenses.
- Once the account is open and the manager or coach quits prior to account closes on its regular date, the account is considered closed until the team can find a suitable replacement and they submit this in writing and is voted by the board.
- All reimbursements should be made to the team's vendors directly; at a last resort the treasurer at his/her discretion can reimburse the coach or team manager the funds needed to make purchases, receipts must be relinquished and Section 21-A2 must be filled out

**Requesting Reimbursement against individual team fundraiser:**

The team manager or coach should request reimbursement of these funds in the following preferred two ways but at a last resort they can request reimbursement but in order to satisfy this you will need to utilize document Appendix Section 21-A2 (Affidavit of Check/Funds acceptor) and include the receipts. Other ways can be used at the discretion of the Treasurer as long as it does not violate IRS/State laws pertaining to proper accounting. The following are the preferred ways.

1. The Team Manager/Coach can provide an invoice of charges with a phone number of the company, in which they want to purchase services or merchandise, at that time the treasurer will utilize the credit card and dispense the funds to the company for the team's service or merchandise.
2. They can request a check to be written out to the company for the services or merchandise the team wishes.

Disclaimer: the organization, its board and officers can change this at any time and without providing implied notice whether written or verbal. However, every attempt will be made to provide notifications of such changes. All information included in these directions are from the organization's standing rules labeled "Pasadena Soccer Club Revised 3/18/13 (2) Enacted 4/9/13 (Standing Rulers)". The reimbursement requester and their team must be members in good standing in order for their request(s) to be processed; any member or their team not in good standing will not receive their request until such time as their status is in good standing. Example is not being registered for the season they are requesting reimbursement for.

Executive Board Initials:

President \_\_\_\_\_ Secretary \_\_\_\_\_

Vice President \_\_\_\_\_ Treasurer \_\_\_\_\_

## **Section 23: Email/Communication Procedures**

This section was created to provide guidance on how to utilize the email system effectively. It provides duties and tasks for select PSC personnel to ensure the system is setup properly and it should reduce any confusion. It must be reminded that it takes everyone in order for these procedures to work.

### **General directives of the handling of emails:**

1. PSC will have an email server that will be managed outside of the organization that will be handled by the highest standards of the industry. At the time of this publication, Gmail (google) will have this task.
2. All emails assigned by PSC will have the @pasadenasoccerclub.com URL attached to it.
3. The PSC Board of Directors will have full authority on how email accounts are dispersed through this Procedure.
4. The Administrator, IT director and treasurer will be the only personnel that will have full administrative access to the email system. Treasurer will only have access for financial obligation only; it is not the treasurer's duty to manage the day to day operation of the system.
5. There shall be 2 types of emails within the organization, those that are issued (reassigned never deleted or changed) and those that are created.
6. The following email accounts will never be deleted only reassigned to successors of the organization and these will be BOD position based with little or no exceptions:
  - a. [President@pasadenasoccerclub.com](mailto:President@pasadenasoccerclub.com)
  - b. [Vice.president@pasadenasoccerclub.com](mailto:Vice.president@pasadenasoccerclub.com)
  - c. [Secretary@pasadenasoccerclub.com](mailto:Secretary@pasadenasoccerclub.com)
  - d. [Treasurer@pasadenasoccerclub.com](mailto:Treasurer@pasadenasoccerclub.com)
  - e. [Tournament@pasadensoccerclub.com](mailto:Tournament@pasadensoccerclub.com)
  - f. [Equipment@pasadenasoccerclub.com](mailto:Equipment@pasadenasoccerclub.com)
  - g. [Team.manager@pasadensoccerclub.com](mailto:Team.manager@pasadensoccerclub.com)
  - h. [DOC@pasadensoccerclub.com](mailto:DOC@pasadensoccerclub.com)
  - i. [Girls.agent@pasadenasoccerclub.com](mailto:Girls.agent@pasadenasoccerclub.com)
  - j. [Clinic@pasadenasoccerclub.com](mailto:Clinic@pasadenasoccerclub.com)
  - k. [Fields@pasadenasoccerclub.com](mailto:Fields@pasadenasoccerclub.com)
  - l. [Boys.agent@pasadenasoccerclub.com](mailto:Boys.agent@pasadenasoccerclub.com)
  - m. [Registrar@pasadenasoccerclub.com](mailto:Registrar@pasadenasoccerclub.com)
  - n. [Admin@pasadensoccerclub.com](mailto:Admin@pasadensoccerclub.com)
  - o. [Scholarship@pasadensoccerclub.com](mailto:Scholarship@pasadensoccerclub.com)

Executive Board Initials:

President \_\_\_\_\_ Secretary \_\_\_\_\_

Vice President \_\_\_\_\_ Treasurer \_\_\_\_\_



**The above email (issued) accounts procedures:**

(any deviations from this could constitute an act of conduct unbecoming and the individual could be removed from office per the by-laws)

1. These accounts will be used for official business of the organization; those in BOD positions will utilize these assigned email accounts for the business of the organization, utilization of personal email accounts is strictly prohibited.
2. It is encouraged for those filling board positions and doing operational tasks as well such as coaching or managing of a team shall utilize a coach email account to conduct the business of the team. This will create a separation of duties.
3. All email within the above assigned account will be subject to inspection and retrieval by either the IT director or administrator of the organization and the officer assigned to these email accounts shall store emails on a yearly basis for such inspections deleting of emails is strictly prohibited, the Secretary shall issue an order of such inspection to the IT director or administrator.
4. Upon completion of elections of new board members, the secretary shall provide a list of the new officers and certify that the list to the IT director and administrator, it shall be decided the two who will make the appropriate changes with-in the system. The new officers and board members will have responsibility of the accounts once the list is handed over. This list can be via email.
5. If an officer or board member is being investigated for misconduct whether internal or external, the Secretary shall provide an order to the IT director and administrator to have their assigned account immediately suspended until the investigation is complete with an outcome. If the outcome is negative, then the board will need to decide whether the issue warrants the suspension to continue and the Secretary shall issue an order of such situation to the IT director and administrator. This order can be issued via email.

**Created email account procedures:**

(any deviations from this could constitute disbarment of the issued account and never received an account again and could constitute the removal of the individual's job/task)

1. Any misuse of these email accounts by their owners will constitute the account being suspended.
2. These accounts will be created for Managers, Coaches (asst. and head), of any team sanctioned by the organization, only 3 emails will be allowed per team. They can be created for other reasons deemed necessary by the board; for this to happen an order will need to be sent by the Secretary to the IT director or administrator. Team personnel emails only need to be sent by the agents, and clinic director to the IT director or administrator.
3. There will be an open enrollment for these accounts to be created, any time outside of this open enrollment period an account WILL-NOT be created for any reason unless it is for other reasons and the board approves this reason.
  - a. An open enrollment period will be for 2 weeks only.
  - b. Only 1 enrollment per group will be allowed per season. IE 1 for clinic and 1 for Recreation-Plus/Travel.
  - c. The agents/clinic director will work with the IT director or administrator on the start date of the open enrollment period for each season.

Executive Board Initials:

President \_\_\_\_\_ Secretary \_\_\_\_\_

Vice President \_\_\_\_\_ Treasurer \_\_\_\_\_

- d. The agents/clinic director will let their coaches know that they can get an email from the organization if they like and gather their information and get this information to the IT director or administrator at the end of the enrollment period. They must get their managers and asst. coaches selected prior to the end of the enrollment period. (Below is the format needed for the accounts to be \_ created in a timely manner.)
- e. The following duties are assigned in order for this to be completed in the allotted time frame.
  - i. 1. Girls Player Agent: Will collect for the girl's Recreation-Plus & Travel teams.
  - ii. Boys Player Agent: Will collect for the boy's Recreation-Plus & Travel teams.
  - iii. Clinic Director: Will collect for the clinic teams as needed.
  - iv. Secretary: Will collect any special information needed for those that need accounts.
  - v. Administrator or IT Director: Will collect all information from the above personnel and prepare accounts for the teams.
4. The following format will be needed from the agents/clinic director or Secretary for other emails to make this happen in a timely manner, it must be in an excel format and have the following columns:
  - a. Column A: First Name
  - b. Column B: Last Name
  - c. Column C: Secondary Email (personal email needed)
  - d. Column D: Employee Title (Coach, Asst. Coach, Manager or other)
  - e. Column E: Group assignment(s) (Explained Below)
  - f. Column F: Special Note (Anything else needed above)
5. The following format of the email accounts will need to be strictly adhered to: (This is for uniformity within the system)
  - a. For Coach emails: [CO.Fname.Lnam@pasadensoccerclub.com](mailto:CO.Fname.Lnam@pasadensoccerclub.com)
  - b. For Manager emails: [MA.Fname.Lname@pasadenasoccerclub.com](mailto:MA.Fname.Lname@pasadenasoccerclub.com)
  - c. For Other emails: [SP.Fname.Lname@pasadensoccerclub.com](mailto:SP.Fname.Lname@pasadensoccerclub.com)

Example would be: (If the person is a coach or Asst.) [CO.John.Doe@pasadensoccerclub.com](mailto:CO.John.Doe@pasadensoccerclub.com)

6. If the individual is being reassigned from coach to manager or vice versa then this change needs to be entered into column F of the spreadsheet so that the email can be relabeled.

Executive Board Initials:

President \_\_\_\_\_ Secretary \_\_\_\_\_

Vice President \_\_\_\_\_ Treasurer \_\_\_\_\_

### Group Assigner's Procedures:

1. The following groups are created to help anybody who wished to send an email to certain groups of people within the organization:
  - a. [Psc.soccer.all@pasadenasoccerclub.com](mailto:Psc.soccer.all@pasadenasoccerclub.com)  
This email will go to everyone with a pasadenasoccerclub.com email.
  - b. [Psc.bod.gen@pasadenasoccerclub.com](mailto:Psc.bod.gen@pasadenasoccerclub.com)  
This email will go to the Board of Directors (All)
  - c. [Psc.bod.exec@pasadenasoccerclub.com](mailto:Psc.bod.exec@pasadenasoccerclub.com)  
This email will go to the executive officers (president, vice president, secretary, treasurer, admin)
  - d. [Coach.all@pasadenasoccerclub.com](mailto:Coach.all@pasadenasoccerclub.com)  
This email will go out to all coaches, team managers and anyone assigned to teams.
  - e. [Coach.clnc@pasadenasoccerclub.com](mailto:Coach.clnc@pasadenasoccerclub.com)  
This email will go out to all coaches, team managers of clinic.
  - f. [Coach.cnty.boys@pasadenasoccerclub.com](mailto:Coach.cnty.boys@pasadenasoccerclub.com)  
This email will go out to all coaches, team managers of Recreation-Plus boys.
  - g. [Coach.cnty.girls@pasadenasoccerclub.com](mailto:Coach.cnty.girls@pasadenasoccerclub.com)  
This email will go out to all coaches, team managers of Recreation-Plus girls.
  - h. [Coach.trvl.boys@pasadenasoccerclub.com](mailto:Coach.trvl.boys@pasadenasoccerclub.com)  
This email will go out to all coaches, team managers of travel boys.
  - i. [Coach.trvl.girls@pasadenasoccerclub.com](mailto:Coach.trvl.girls@pasadenasoccerclub.com) This email will go out to all coaches, team managers of travel girls.
2. It must be reminded that in order for the above groups to work, each coach, BOD and any anyone else must utilize a PSC email account. No outside emails will be allowed because of security reasons.
3. At no time will other groups be created unless deemed necessary by the board, the secretary will provide an order via email to the administrator or IT Director of the criteria of a new group and the reasons why.
4. An individual that has an email already and simply needs to be added to another group or deleted from a group can simply request this by emailing the IT director or admin officer and within 48hrs a reply email will sent with this change and when it will take effect.

### Administrative procedures:

1. The Dashboard is utilized to add/remove/suspend users within PSC's domain. To access the dashboard, first you must have administrative rights to it utilizing your PSC email account. The following personnel have access to it at the time of this publication:
  - a. The administrator: [Admin@pasadenasoccerclub.com](mailto:Admin@pasadenasoccerclub.com)
  - b. The treasurer: [Treasurer@pasadenasoccerclub.com](mailto:Treasurer@pasadenasoccerclub.com)
  - c. The IT Director: [IT.tech@pasadenasoccerclub.com](mailto:IT.tech@pasadenasoccerclub.com)
2. The following URL is what you use to access the dashboard:  
<https://admin.google.com/Adminhome>
3. The following URL is what you use to access the account to change who is the administrator for the email system:  
<https://www.google.com/nonprofits/account/home>

Remember that you must have access as an administrator to change/remove/delete other administrators.

Executive Board Initials:

President \_\_\_\_\_ Secretary \_\_\_\_\_

Vice President \_\_\_\_\_ Treasurer \_\_\_\_\_

**Other Procedures:**

1. **SECURITY:** In an event that an email has been compromised for any reason. The issuer will write an email to the IT Director utilizing a personal email account explaining what is going on with the account and why it may have happened. The IT Director will look into the situation and try and correct the situation.
2. **PASSWORD ISSUES:** every issuer has the ability to set and change their passwords, it is encouraged that the password be changed on a monthly basis but there is **no** requirement of this. If for some reason an account has been locked out, email the IT Director of your situation utilizing a personal email and the IT Director will get back to you.
3. **As stated above, anyone found utilizing their emails for personal business shall have their accounts suspended and subsequently deleted and the individual not being able to receive another account and may receive further sanctions from the organization.**

Executive Board Initials:

President \_\_\_\_\_ Secretary \_\_\_\_\_

Vice President \_\_\_\_\_ Treasurer \_\_\_\_\_

**Certification of Enactment:**

The below executive officers by their signatures and initials affirm that these standing rules are true and are enacted by the board of directors of Mountain Road Soccer Co. C/O Pasadena Soccer Club on this 13th day of December 2020

\_\_\_\_\_  
Shawn Stallings, President

\_\_\_\_\_  
Jimmy Sparenberg, Vice President

\_\_\_\_\_  
Scott Weaver, Secretary

\_\_\_\_\_  
Jennifer Crocetti, Treasurer

Executive Board Initials:

President \_\_\_\_\_ Secretary \_\_\_\_\_

Vice President \_\_\_\_\_ Treasurer \_\_\_\_\_

## Standing Rules Appendix

### Blank FORMS

Executive Board Initials:

President \_\_\_\_\_ Secretary \_\_\_\_\_

Vice President \_\_\_\_\_ Treasurer \_\_\_\_\_

## Pasadena Soccer Club

### Section 8 (Age Group/Gender Guidelines and Exception Request)

All Pasadena Soccer Club teams are expected to be rostered with players who are in that age group and gender in both Recreation-Plus and Travel play. It is possible that PSC will, as a last result, move a player up or out of gender (girl to boy only) for the purpose of filling a roster or because they do not have an available team at their age group or gender. This is a PSC Board guideline and not a decision made by parents or coaches.

The PSC Board does recognize that there may be extenuating circumstances in which a player needs to play-up on an older team or out of gender. If you feel your child should play-up or out gender, please read the PSC Guidelines below to verify if your child meets the requirements laid out by the PSC Board governing special circumstances. If so, please fill-in the information below completely and submit to the PSC Board for review before evaluations. All decisions are final and for one season.

#### Pasadena Soccer Club Guidelines for Playing-Up or Out of Gender:

1. Player should be dominant in his/her own age group.
2. Player should be mentally mature and able to relate to the older teammates or opposite gender.
3. Player should be athletically and physically mature enough for the higher age or opposite gender.
4. Player should be a regular starter on the older or opposite gender team.
5. A player may not play up more than one year beyond their natural age group.
6. The player should be the one that wants to play-up or out of gender, not just the parents or coach.
7. The PSC Board will make the final recommendation with the consideration of the long-term development of the player. The player's and soccer maturity are all factors that need to be considered.

\*Clinic-U8- Playing up is not recommended since the players are all in the early stages of skill acquisition and socialization. Even the ones that are physically dominating should stay with their own age group. Let them benefit from having many chances to build their confidence. \*\* U9 – If a player's birthday falls between August 1 and September 1, players have the choice to play in U8 or U9. If the player chooses U9, they may practice with the team only, and may not participate in a county game until their 8th birthday. You do not need Board approval for this.

#### Request to Play Up

I, \_\_\_\_\_, represent that \_\_\_\_\_ meets the above guidelines for playing-up or out of gender and recommend that he/she be evaluated in an older age group or she be evaluated in the boy's group.

Player Name \_\_\_\_\_ Birth date \_\_\_\_\_  
Actual age group: \_\_\_\_\_ Requesting Age Group \_\_\_\_\_ Gender \_\_\_\_\_  
Previous Soccer Coach \_\_\_\_\_ Organization \_\_\_\_\_  
Parent Name (print) \_\_\_\_\_ Signature \_\_\_\_\_  
Reason(s) for wanting your child to play-up or out of gender:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Executive Board Initials:

President \_\_\_\_\_ Secretary \_\_\_\_\_

Vice President \_\_\_\_\_ Treasurer \_\_\_\_\_

**Pasadena Soccer Club**  
**Section 11 (Organization's Grievance Form)**

Directions: This form can be provided physically to any board member, sent to any board member's email inbox or mailed utilizing the address above. This form must be presented to the Secretary at the next available board meeting by the individual that received it without bias or partiality. Any board member not providing this form shall constitute conducting unbecoming and could have that board member removed.

Contact information (Complainant):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Best Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact information (Defendant): If towards other parties:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Best Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Brief Description of the grievance:

Board member who received this grievance form, if mailed print "mailed":

Executive Board Initials:

President \_\_\_\_\_ Secretary \_\_\_\_\_

Vice President \_\_\_\_\_ Treasurer \_\_\_\_\_





**Section 13 (Standing Rules Amendment Form)**

Proposed Amendment Change:

Title: \_\_\_\_\_

Author: \_\_\_\_\_ Signature: \_\_\_\_\_

Sponsor: \_\_\_\_\_ Signature: \_\_\_\_\_

(Clarification)

(Change)

Executive Board Initials:

President \_\_\_\_\_ Secretary \_\_\_\_\_

Vice President \_\_\_\_\_ Treasurer \_\_\_\_\_



Pasadena Soccer Club  
Individual Team Fundraiser  
**Section 21 A1 (Application for Account)**

Season/Year Team Requesting Account: \_\_\_\_\_

Team Name: \_\_\_\_\_ Roster Count: \_\_\_\_\_

Team Coach Name: \_\_\_\_\_

Team Coach Address: \_\_\_\_\_

Team Coach Phone/Email: \_\_\_\_\_

Team Manager Name: \_\_\_\_\_

Team Manager Address: \_\_\_\_\_

Team Manager Phone/Email: \_\_\_\_\_

**Rules:**

- Team must remain 60% together for the entire year the account is open.
- The team must understand that the account is open from fiscal year starting July and closes June of the preceding year, if it closes prior to all funds are expelled. Those funds are then placed in the organization's general fundraising account for all to use based on board decision.
- The team cannot use more then what is in the account and cannot be used in conjunction with the budget team expenses.
- Once the account is open and the manager or coach quits prior to account closes on its regular date, the account is considered closed until the team can find a suitable replacement and they submit this in writing and is voted by the board.
- All reimbursements should be made to the team's venders; at a last resort the treasurer at his/her discretion can reimburse the coach or team manager the funds needed to make purchases, receipts must be relinquished and Section 21-A2 must be filled out.

Team Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Team Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Official Use Only:**

Account Assigned: \_\_\_\_\_ Date Assigned: \_\_\_\_\_

Executive Board Initials:

President \_\_\_\_\_ Secretary \_\_\_\_\_

Vice President \_\_\_\_\_ Treasurer \_\_\_\_\_



Pasadena Soccer Club  
Individual Team Fundraiser

**Section 21-A2 (Affidavit of Check/Funds acceptor)**

Check/Credit Transaction #: \_\_\_\_\_

Date: \_\_\_\_\_

Pay To: \_\_\_\_\_

By signing this statement, you are stating that the funds provided in the check above were for the intended purchases below and for the organization (Pasadena Soccer Club) or one of its entities/teams. You also state that you were not reimbursed for these funds prior to the date above and you will not accept future payments for these purchases via from the organization nor from the internal revenue service or the state revenue service.

Purchase 1: \_\_\_\_\_

Purchase 2: \_\_\_\_\_

Purchase 3: \_\_\_\_\_

Purchase 4: \_\_\_\_\_

Purchase 5: \_\_\_\_\_

Total purchases: \_\_\_\_\_

Signature of requester: \_\_\_\_\_

Printed Name of requester: \_\_\_\_\_

Team account # in which funds were dispersed from: \_\_\_\_\_

Executive Board Initials:

President \_\_\_\_\_ Secretary \_\_\_\_\_

Vice President \_\_\_\_\_ Treasurer \_\_\_\_\_



## General 1 (PSC-Parent's Code of Conduct Contract)

As developed by Christopher Stankovich, Ph.D.

When kids are surveyed about the reasons why they play sports, the #1 response kids consistently report is to have fun. In addition to the fun kids experience while playing sports, additional benefits from sport participation include physical, cognitive, and emotional growth development. However, all these great things do not happen automatically. Only with your positive efforts as a parent can these things occur. It is in this spirit that we have created the following Parent's Code of Conduct Contract to remind parents of a few important tips designed to help your child maximize his or her athletic experience.

### As a parent, it is important that you:

**Let the coaches' coach.** It is important for parents to not forget or overlook the fact that a coach's job is two faceted: win games and at the same time make sure that all of the players have an opportunity to develop. The job of being a coach is an incredibly challenging task, so be sure to support your child's coach as much as possible. If at any time you have questions about the strategy and/or techniques of the coaches', please feel free to talk to him/her after a practice.

**Respect the game, including your child, his or her teammates, and opponents.** This means ensuring that your child attends and comes prepared for all practices and games, and treats both teammates and opponents with dignity and respect. Good sportsmanship means playing fair and safe, controlling negative emotions, and keeping the spirit of competition a healthy endeavor.

**Respect the officials.** Soccer officials, (a.k.a. referees), are an important part of the sport of soccer and add to the overall experience for your child. It is important that you respect all officials and develop tolerance skills for when bad calls are made (which will happen – officials are human and like all of us, will occasionally make a mistake!).

**Watch for the safety of all players at all times, including physical and emotional dangers.** Be sure to pay attention to injuries, including concussions, and respond to them in a timely manner. Additionally, pay attention to signs of youth sport burnout and be sure to respond to your child if he or she needs help.

**Cheer whenever possible, and stay away from instructing the players during the game.** Youth sports provide a great opportunity for positive fan support, including cheering; "way to go," nice pass," and "awesome shot" are all great to hear. Now since our players are getting older, we as coaches would like everyone to do a better job allowing them to make their own decisions when playing. This will help with their growth as a player, even if mistakes are made. As coaches, we are going to also stop instructing while they're on the field and only instruct when on the sideline. While often unintentional, parents will tell their child something that is contradicting to the coach's strategy. This puts all, especially the young player, in a difficult position. Booing and other negative gestures and language from the sidelines are never appropriate, so be sure to stay focused on positively supporting your child's team at all times.

**Keep the fun in soccer.** No one likes to be consistently yelled at. I will never ridicule or yell at my child or other participants for making a mistake or losing a competition. It is through losing and making mistakes where some of the best opportunities for emotional growth present themselves. All of my comments will be verbalized in a positive constructive manner, never emphasizing the negative. We all want our players to succeed, but we must also make them ready to be more independent soccer players. We need to do a better job with allowing the players to make their own decisions on the field as they get older, coaches included. Please try your best when on the sideline to let the coach's coach. If you see something your child is doing that you would like corrected, please let your coaching staff know before or after a game or practice.

As the parent(s) or guardian(s) of \_\_\_\_\_, I agree to follow the above listed principles. Print name of child – Please print legibly

Parent/Guardian NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

Parent/Guardian SIGNATURE(S): \_\_\_\_\_

Team Name and age group: \_\_\_\_\_

Executive Board Initials:

President \_\_\_\_\_ Secretary \_\_\_\_\_

Vice President \_\_\_\_\_ Treasurer \_\_\_\_\_



### General 1 (Coaching Code of Conduct Contract)

As a coach for Pasadena Soccer Club, you have an opportunity to affect the lives of your players that can last a lifetime. Youth sports can have an important part of a child's physical, emotional and social development. The best way to achieve this is through leading by example and demonstrating fairness, respect and self-control.

I, therefore, agree to be responsible for my words and actions while coaching or attending any Pasadena Soccer Club event, as well as to be able to conform to the following code of conduct:

1. I will not engage, nor encourage my players to engage in unsportsmanlike conduct with any coach, parent, player, participant, official or any other attendee.
2. I will not engage, nor encourage my players to engage in any behavior that could endanger the health or safety of any player, coach or official.
3. I will not use profanity nor permit others to do so while at any PSC event.
4. I will treat any and all people with respect and encourage my players to do so, regardless of race, ethnicity, gender, orientation or ability.
5. I will not engage in any physical or verbal threats or abuse of any kind aimed at anyone attending a PSC related event.
6. I will discourage my players regarding engaging in any physical or verbal threats or abuse aimed at anyone attending or participating a PSC event.
7. I will not disparage or degrade any player, coach, club or official while participating in a PSC event.

I agree that if I fail to follow these rules, I will be subject to disciplinary action including but not limited to:

- Oral or written warning
- Suspension or ejection from any PSC related event
- Suspension from multiple PSC events
- Season suspension
- Permanent termination from any PSC event

These penalties do not include any additional league penalties fines or suspensions.

Coach/Staff NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

Parent/Guardian SIGNATURE(S): \_\_\_\_\_

Team Name and age group: \_\_\_\_\_

Executive Board Initials:

President \_\_\_\_\_ Secretary \_\_\_\_\_

Vice President \_\_\_\_\_ Treasurer \_\_\_\_\_