

COLUMBIA YOUTH SOCCER CLUB
POLICIES

POLICY 101-1 FORMATION OF TEAMS

Section 1. Division Age Groups

The Board of Directors will determine each year what age groups will play together based on previous years numbers and their best estimates. This grouping can be adjusted after registration based on actual numbers if deemed necessary.

Section 2. Moving up/down Policy

Players must play in the age groups as designated by OYSA. No moving up or down age groups.

Section 3. Formation of Teams

Recreational teams will be divided in the following manner:

1. When multiple age groups are playing together (i.e. U5 and U6) there will be an equal amount of older and younger aged players on each team.
2. In addition to age, experience will be taken into consideration.
3. Volunteer Coaches will have their child(ren) on their team.
4. Any requests given at registration due to transportation will be taken into consideration.

Classic or Select teams will follow OYSA rules for forming and be the responsibility of the coach to select with approval from the Board of Directors.

Section 4. Team Roster Sizes

Team Roster sizes will be limited to the following maximums:

- 3v3 – 6 Players or 12 players in a double duel system
- 4v4 – 8 Players or 16 players in a double duel system
- 6v6 – 12 Players
- 11v11 – 18 Players

Section 5. Co-ed and Non Co-ed Teams

U5-U8 teams will be Co-ed.

U10 through U14 teams will not be Co-ed.

If the U10 girls lack sufficient girls to form more than two teams, they will be placed on one team with multiple coaches and two uniforms. They will practice together and divide into two teams for matches.

The U12 and U14 girls must have at least 6 players to form a team. If there aren't sufficient players the club will not carry a girls team and players will receive a refund of their registration.

POLICY 101-2 REGISTRATION

Section 1. Registration of Players

Fall registration will be held at the end of the school year (May-June). There will be one early and one regular registration. After the regular registration all registrations will be deemed late and be subject to a late fee.

Under the direction of the Registrar CYSC will hold registration days at convenient pre-announced locations.

Those who are unable to register at the registration days may contact the registrar and set up an appointed time to register.

There will be an additional \$2.00 service in addition to the regular registration fee for general OYSA registration outside of CYSC membership, outside of the CYSC soccer season.

The off season registration fee will be \$15 due at time of registration.

Section 2. Late Registration

Late registrations will be accepted throughout the fall season. Late registrants will be placed on a team by the board and cannot request to be put on a specific team. Players will be placed on teams on a first come first served basis until all teams in their age group have met maximum roster sizes (see Policy 101-1 Section 4). Once maximum roster sizes have been met players will be put on a waiting list until enough late registrants sign-up to form an additional team or another athlete officially quits thus opening a spot on a current team. If no opportunity arises for them to join a team their money will be refunded.

Section 3. Registration of Volunteers

Volunteers may register at the registration days or may contact the registrar to set an appointed time to register.

Section 4. Registration Fees

Registration and league fees are due at the time of registration. These will be determined by the Board prior to the first registration day.

POLICY 101-3 FIELDS

Section 1. Use of fields

The use of fields for practice and games will be scheduled and coordinated through the Field Coordinator. Priority goes to games. Any change in practice or games should be coordinated through the Field Coordinator.

Section 2. Field Care

Respect should be shown for the fields. The teams and Field Coordinator should work with the field owners in maintaining the best field conditions as possible.

Section 1. Set-up

Following the guidelines for field and goal dimension set out by OSYA, the Field Coordinator and Coaches should prepare the fields properly by painting lines, setting up flags and goals, and any other necessary activity prior to games or practice.

POLICY 101-4 COACHES

A. Responsibility-

The Board of Directors is responsible for fairness, uniformity, and consistency in the selection of coaches for the club.

B. Selection -

The club, through the Board of Directors determines who will be selected to coach teams within the club.

C. Coaching standards -

The club desires to promote and maintain a high standard of coaching. Coaches are encouraged to attend a progression of clinics that will continually increase their knowledge about coaching and soccer, and aide their coaching ability.

D. Rewarding coaches -

The club policy is to reward returning coaches that remain in good standing, and to promote growth by adding new coaches when needed. Returning coaches in "good" standing will be given priority for team assignments.

1. Coaches in "Good" standing will be encouraged to take clinics to increase their soccer knowledge.
2. Will have submitted a Background Disclosure Statement with a satisfactory review.
3. Will have been requested by the parents to coach their child again.
4. Will have positive comments made about them by parents and/or players.
5. Will have been observed making a positive impact on the players, developing player skills and good sportsmanship.

E. Priority -

The coaches will be appointed or assigned to teams by priority:

1. First Priority - Any returning coach that is held in high regard by the board, has received positive verbal or written reports to or by the board, has displayed dedication to game by earning certificates or coaching licenses, or who has by their actions been requested by a number of their returning players.
2. Second Priority - Any returning coach the club has not received negative reports about.
3. Third Priority - Any parent of a player whom has not previously coached with the club, but has expressed an interest in coaching, or has accepted an invitation to coach.
4. Fourth Priority - Any returning coach or parent the club has received a complaint about, or has been previously been disciplined by the club for minor policy infractions.

F. Denied coaches -

Coaches or parents may be denied a coaching opportunity if they were denied membership in other youth sports organizations.

They may only be allowed to coach upon approval from the Board of Directors.

G. Removed coaches -

Coaches that have been removed from coaching by the club will not be allowed to coach or assistant coach without approval from the Board of Directors.

H. Coaches awaiting a position -

In cases where a coach or parent has requested to coach, and no position is available; the applicant shall be contacted and so informed. Their name will be placed on a waiting list for an appropriate opening.

I. Background Disclosure -

All coaches, assistant coaches and others who will work closely with the children shall have a completed Employment/Volunteer Disclosure Statement submitted annually to OYSA, so that a background check may be completed. The disclosure statement shall be

submitted each soccer year, before the individual is assigned to coach a team, and before the coach has contact with the players.

J. Background checks -

Concerns regarding background check results that are found by OYSA Risk Management shall be addressed immediately.

1. **Making false statements -** Any coach providing false information on their Disclosure Statement shall be suspended from coaching for a minimum period of 1 year per USYSA Kidsafe Program guidelines.
2. **Suspensions -** Coaches may be suspended or removed from coaching after evaluation of results from the OYSA background check and recommendations of the Risk Manager.
3. **Background Information Use -** Information over 10 years old will generally not be used, unless the crime was significant, or is part of a continuing trend of convictions. All criminal convictions, regardless of date, should be reported on the Disclosure Statement, as any recorded convictions will be reported to OYSA.

K. Requests for transfer -

Requests by parents or legal guardians to have their child transferred from a coach's team may be reviewed as a complaint against that coach's behavior. Transfers from a coach may be granted, however, the parents should not be allowed to request which team their child will be moved to.

L. Safety-

Coaches are not to be alone with team members of the opposite sex.

POLICY 101-5 Referees

Section 1. Referees selected by the Club shall serve as independent contractors.

Section 2. Any individual referee receiving more than \$600 in a calendar year shall be issued a 1099 tax form which shall be filed with the IRS.

Section 3. All referees shall be encouraged to become USSF certified.

POLICY 101-6 Incentive program

Section 1. Coaches are allowed to use various programs to encourage player performance as approved by the board.

POLICY 101-7 Fee Waivers

Section 1. CYSC will budget annually \$200 for fee waivers. Upon written request before June 15, the board will divide some or all of the funds among those requesting assistance.

POLICY 101-8 Conflicts of Interest

Section 1. Purpose

The Board of Directors shall monitor the transactions between CYSC and insiders to ensure that any transaction between CYSC and an insider is fair to CYSC and does not grant excessive benefit to the insider. The purposes of this policy are to ensure that directors and officers act loyally to CYSC and that directors, officers and those who exercise substantial influence over CYSC do not use their influence to obtain benefits in excess of fair market value in transactions with CYSC. This policy seeks to ensure that CYSC observes both state and federal laws concerning conflicts and excess benefits transactions.

Section 2: Definition of Insider

For purposes of this policy, “insider” has the same meaning as “disqualified person” under the Internal Revenue Code, 26 USC §4958. The current IRS definition is explained in A through C below and will need to be updated if the IRS definition changes. In addition, the entities described in D and E below are also considered insiders.

A. An insider is any person who exerts substantial influence over CYSC, including directors, officers, the Executive Director, other key employees, and major donors.

B. Family members of insiders are also insiders. Family members include the spouse or partner in a civil union recognized by state law; children, grandchildren, great grandchildren, whole and half-blooded brothers and sisters, and spouses of any of these people; and any ancestors (parents, grandparents, etc.)

C. An insider who becomes an insider by virtue of A & B above remains an insider for five years after his or her influence over CYSC ends.

D. An entity in which a director has a material interest or is a general partner is an insider.

E. An insider is any other for-profit or nonprofit entity in which a director of CYSC is a director or officer and the entity and CYSC are parties to a transaction that is or should be considered by the boards of both corporations.

Section 3: Identification of Insiders

In order to identify insiders:

A. On an annual basis, the Secretary of CYSC or the Secretary’s designee shall develop and maintain a list of insiders who engage in or are reasonably likely to engage in transactions with CYSC during the year.

B. The officers, directors and key employees shall each year disclose interests that could give rise to a conflict of interest under this policy. Such disclosure shall be made on a Disclosure and Acknowledgement form shall be filed with the Secretary or the Secretary's designee.

C. The Secretary or the Secretary's designee shall monitor and enforce compliance with this policy by reviewing the list of insiders and the Disclosure and Acknowledgement forms each year and by bringing potential or actual conflicts to the attention of the President of the Board. The President shall disclose conflicts to the Board as they arise and ensure that the procedures in this policy are followed.

D. The Secretary or the Secretary's designee shall convey the list of insiders identified above to the Executive Director and shall instruct the Executive Director to notify the Board if the Executive Director or employee plans to engage in a transaction with an insider, including payment or reimbursement for business or travel expenses of the insider and/or members of the insider's family. If so, the Board shall monitor the transaction to ensure that it complies with the procedure in Section 4 below.

Section 4: Procedure

When CYSC engages in a transaction with an insider, the Board shall monitor the transaction as follows:

A. If the Board determines that a director is an insider with respect to a transaction, the Board shall appoint a committee, consisting of all directors who are not insiders, to consider the transaction.

B. The Board shall gather appropriate data to ensure that the compensation for each insider is reasonable.

C. The Board shall document its decision by keeping written records that state the terms of the transaction and date approved, the directors present and who voted on it, the comparability data and how the data was obtained, and any actions taken with respect to directors who had a conflict of interest with respect to the transaction. The records must be prepared before the latter of the next Board meeting or 60 days after the final action is taken. Once prepared, the records must be reviewed and approved by the Board within a reasonable time. When employee compensation packages are established each year, the Board shall identify those employees who are insiders. The Board shall monitor the compensation packages of insiders in accordance with the procedure in A above. The Board may delegate its responsibilities under this policy to a committee of the Board. The committee shall report to the Board in timely fashion the results of all monitoring of insiders that the committee is required to do under this policy.

Policy 101-9 Anti- Harassment Policy

No member, volunteer, employee or contractor of Columbia Youth Soccer Club (CYSC) shall be subjected to harassment, intimidation, bullying, or cyber bullying as it relates to CYSC activities on or off the field. For clarification,

harassment, intimidation, bullying or cyber bullying means, but is not limited to, any written, verbal or physical act, or any electronic communication, shown to be motivated by an individual's actual or perceived race, color, religion, national origin, ancestry or ethnicity, sexual orientation, physical, mental, emotional, or learning disability, gender, gender identity and expression, or other distinguishing personal characteristic, or based on association with any person identified above, even in jest.

Furthermore, no member volunteer, employee or contractor of CYSC shall engage in or knowingly tolerate any such behavior harassment, intimidation, bullying or cyber bullying on or off the field as it relates to any teammates, other youth or teams, referees, CYSC volunteers (coaches,. etc.), or CYSC employees or contractors.

The CYSC Board of Directors will respond quickly to any and all allegations or harassment within the organization. Any violation of this policy may involve a disciplinary hearing and/or action, including suspension or expulsion from CYSC and related activities.

Our mission is to promote good sportsmanship, throughout the organization and encourage qualities of mutual respect, courtesy and tolerance in all participants, coaches, officials, volunteers, employees, contractors, and spectators.