



Juneau Soccer Club

Policies and Procedures

October 01, 2018

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Competitive Team Application Form

Volunteer Disclosure Form

Juneau Soccer Club Mission

The primary mission of the Juneau Soccer Club (JSC) is to provide youth soccer players with opportunities to build character and develop life skills while learning how to play the world's most popular game - soccer. It is important that our members understand and support how we in the JSC family define and interpret success.

Our priority is player and team development. We focus on developing:

1. Player skills
2. Team concepts and understanding the game
3. Sportsmanship, respect and fairness on and off the pitch
4. Strong work ethic
5. Dedication, commitment and accountability

We emphasize these qualities and characteristics because they are fundamental to being successful in life. We measure the true success of JSC by using the above criteria and not the result of a game or tournament. We have a tremendous influence on these young people and thus shall never place the value of winning above the value of instilling the highest desirable ideals of character.

JSC is successful because our philosophy is about building character. We emphasize the result of doing ones best, as a player, team and person and we de-emphasize the result of a game. This is how state champions at the club and high school level are fostered. This is why JSC will continue to be capable of producing championship caliber teams.

JSC Colors: Red, Blue, and White

Juneau Soccer Club Objectives and Goals

Principal objectives:

1. Enhance the soccer skills of our youth.
2. Enhance the coaching skills of our coaches.
3. Promote soccer in Juneau at all ages.

Principal goals:

1. Provide an environment for success that values each player, encourages player and team development, fosters fair play, promotes fun within a competitive environment and holds all players to a high standard of good sportsmanship and proper conduct on and off the pitch.
2. Provide a comprehensive developmental program for boys and girls teams at each age group, from U5 through U18 and to promote the participation of sufficient players to field a competitive team in each age and gender group from U12 through U18.
3. Provide organizational oversight and support for the successful development and facilitation of competitive teams in each age group, which includes:
 - a. Team sanctioning;
 - b. Coach selection; and
 - c. Coach support.
4. Provide a fair and impartial environment that encourages players to try out for teams. A fair environment is accomplished by providing the time, the place, and the notification to all JSC members of all competitive team tryouts.

JUNEAU SOCCER CLUB

Policies & Procedures

SECTION 1: MEMBERSHIP

1.1 TYPES OF MEMBERSHIP

- (1) Eligible Members – Parents/Guardians of registered players under the age of 19, Coaches, Managers, Volunteers, and Adult Associates.
- (2) Voting Members – All Eligible Members shall be entitled to one vote per family in the Annual General Meeting or any specially called meeting of the general membership.

1.2 PLAYER AGE REQUIREMENTS

JSC encourages membership of boys and girls from grades pre-K through 12 of all skill levels with an interest in competitive soccer. In the spring, tryouts are held for teams in the U12 to U19 age groups that will compete in local and distant tournaments. U5 through U11 age groups participate in local developmental activities and are generally not eligible to travel. In the off season (non-summer months), it may be preferable to group players by grade level or some other combination to allow for a viable competitive team, but coaches should make parents and players aware that during the summer a child would be required to play in their appropriate age group in accordance with the United States Youth Soccer (USYS) guidelines. See Section 5: Team Rules, for details on age groups.

1.3 FEES

- General Membership (U12 -- U15)
- General Membership, HS Aged Training only
- General Membership (U10 – U11) General
- Membership (U8 – U9) Development Academy
- (U5-U7) Limited Membership
- Adult Associate Membership
- Special Event Membership
- Out-of-town Tournament Player

Refer to JSC website at www.juneausoccer.org for current fee schedule.

The JSC season starts October 1st Coaches and volunteers who do not have a youth player participating in JSC are not required to pay membership fees.

The **General Membership** fee covers costs associated with instructors, specialized training sessions, gym and field time, referees, clinics, equipment, other administrative costs, and Alaska Youth Soccer Association (AYS) membership and City and Borough of Juneau (CBJ) fees. AYS fees cover the cost of national membership, state operating expenses, and the cost of an insurance policy. This insurance serves as secondary insurance coverage for a player whose family has health insurance or primary insurance coverage for a player whose family has no health insurance. High School (HS) **Training only** refers to membership for high school players who have no competitive team, but wish to take advantage of the JSC development program.

Limited Membership is available for a player who does not reside in Juneau full time, or is joining the club for the first time after January 1st of each year. This fee is reduced from the General Membership fee by the portion of the year that the player did not participate, as determined below:

- Does not reside in Juneau full time, pay 50% of the General Membership fee
- Resident enrolling after January 1st, pay 75% of the General Membership fee or 25% discount
- Resident enrolling after April 1st, pay 50% of the General Membership fee or 50% discount

As a recruitment incentive, the JSC Board may elect to offer a **Special Event Membership** fee to expose potential new members to a soccer venue. If a player should decide to continue with JSC, the Special Event Membership fee would be applied toward the General Membership fee.

An **Out-of-town Tournament Player** is a player recruited (often from Ketchikan or Sitka) to fill out a tournament roster for State Cup, etc. The player is not a Juneau resident and therefore is unable to benefit from full JSC membership.

A player, who was a member of a State Championship team in the previous season, is required to pay the JSC Membership fee in the current season in order to participate in the Regional Tournament. If the player no longer resides in Juneau, the fee may be reduced in accordance with the terms for Limited Membership.

Adult Associate Memberships are available to adults who wish to support the club and have no youth player in the family that participates. Adult Associates are eligible to vote in the Annual General Meeting.

1.31 Financial Aid

Financial hardships should never be a barrier to a child's participation in the JSC. It is the policy of the JSC that financial hardship should not prevent a deserving player from full participation in our programs. For that reason, JSC offers financial and other assistance as follows:

1. **Scholarship Program** – A limited number of scholarships are available for the minimum payment portion of the General Membership fee. A written scholarship request should be submitted to any coach, who will forward it to the Director of Coaching (DOC). Scholarships may also be requested by a team coach on behalf of a player. After review by the Scholarship Committee, the applicant will be notified whether the request was approved. Foreign exchange students are also eligible for JSC scholarships.

JSC offers the following scholarships to players:

- a. Partial Membership Scholarship. Individuals may request a reduced membership fee for the year. This way, a partial scholarship is used and the family covers a portion of the base membership fee.
 - b. Membership Scholarship. Individuals may request a scholarship to cover the entire base membership fee for the year. (Requires additional information)
 - c. Travel Scholarship. Limited travel scholarships may be available for tournament travel costs and other soccer-related activity supported by JSC.
2. **Equipment Assistance** – JSC is often in possession of used soccer gear to include shoes, shin guards, balls, and some athletic clothing. Players in need may request gear via their team coach or the Director of Coaching.

Acceptance into the JSC financial aid program does not guarantee full payment of a player's registration fees. JSC has established a limited fund to assist players. Fee assistance award amounts will be based on the number of applicants and available funds. Talk to your coach about assistance and complete scholarship form.

Privacy and confidentiality is an important consideration when providing assistance. For that reason, JSC will generally not need to review personal financial information. All financial aid requests will be held in the strictest confidence by the JSC coaching staff, Registrar, and Board.

Participants may only request the level of funding needed for the year. Additional requests can be made if a situation changes. An expectation of honesty and trust regarding need will exist. Violation of that trust may affect the future participation in the program.

1.4 REGISTRAR

The Registrar conducts player registration and maintains team membership records for play in a JSC season. Sanctioned USYS events including tournaments and leagues may require both a valid pass for every player, permission to travel and/or team roster approval by the Registrar.

1.4.1 Registration

In order to participate in any JSC activity, players must fill out an approved registration form and Player Code of Conduct and pay a registration fee annually. For insurance purposes, players **must** be registered before they begin practice or play. The name on the registration form must be the same as the name on the player's birth certificate. JSC registration is good from October 1st to September 31st.

Registration forms for players and applications for coaches and managers should be submitted at the start of each new season. A special registration form must be submitted for Adult Associate Members. Background checks are required every two years for all coaches, managers, chaperones and Board members. Background checks are included in the registration process.

The registration fee should be collected from each player when they turn in their registration form or when they enroll online in the registration database. Checks should be made out to ***Juneau Soccer Club***. After forms have been collected, registration information will be input into the registration database. Several times each season, the Registrar will use the registration database to export the information to a report that can be sent to the AYS State Registrar.

Included with the registration report should be one (1) official JSC check for the number of newly registered players' times the registration fee. The check must be made out to AYS. Do not send player's personal checks.

It is the Registrar's responsibility to forward all information to the State Registrar on a timely basis. Sanctions will be imposed on clubs/leagues/associations for late registrations. In addition to sanctions, all registrations received after June 15th will have a penalty fee imposed of 10% of their total registration.

1.4.2 Alaska Youth Soccer Insurance Claim Form

The AYS Insurance Claim Form is to be given to the player or their parent at the time of an injury. The form must be completed within 72 hours of the injury and sent to the address indicated on the form. A copy of the insurance claim form should be kept in the Registrar's records. The manager and/or coach should have this form with them at all practices and games. The latest form can be downloaded from the AYS website at <http://www.alaskayouthsoccer.org>.

1.4.3 Medical Release

A Medical Release Agreement and a Medical Treatment Consent Agreement are part of the JSC registration form/online waivers. Parent or legal guardian signatures of these sections are mandatory for all players. Coaches should make sure the Agreements are current at the beginning of the season, along with doctor and medical emergency contact information.

1.4.4 Credentials and Player Passes

After travel teams have formed, draft passes and rosters will be distributed to each team. Tournaments have similar but not always identical credential requirements. It is the coach's responsibility to ensure compliance with tournament requirements.

Coach's Roster Book

A three-ring binder with plastic sheet protectors is recommended for coaches or managers to keep team paperwork. Use a single sheet protector per player (arranged alphabetically) with one side having the JSC registration form and the other side the medical release with a copy of the proof of age in between. Many tournaments ask to see these forms so it is handy to have them arranged this way.

For **Alaska State Cup**, refer to AYS website to obtain credential requirements.

1.4.5 Team Travel

Teams are required to notify the JSC Board and Registrar at least two months in advance of any sanctioned tournaments for which they intend to apply. For travel outside Juneau to participate in sanctioned events, teams must also receive permission from AYS. Refer to AYS website for team travel guidelines.

SECTION 2: FINANCES

2.1. FINANCIAL POSITIONS AND DUTIES

2.1.1 Treasurer

The JSC Board shall appoint a Treasurer who shall have custody of all the money, funds, and financial documents of the club. The Treasurer or JSC designee shall deposit all club funds in such banks or financial institutions as the Board may designate. The Treasurer or JSC designee may endorse or deposit for collection, all checks, notes and other obligations payable to the club and may accept drafts on behalf of JSC.

All receipts and vouchers for payments made to JSC and all checks, drafts, or other obligations for the payment of money by JSC shall be signed by the Treasurer. In addition to the signature of the Treasurer, payments of \$5,000 or more must also be authorized by one of the following methods:

1. the signature of a second designated Board member,
2. written approval by email or correspondence from the Board Chairperson or his or her designee, a copy of which must be added to the JSC financial record.

The Treasurer is responsible for ensuring that JSC's financial records are kept up-to-date and for supplying financial information to the JSC Board and the JSC Bookkeeper. The Treasurer shall prepare and present an annual financial statement at the annual meeting.

2.1.2 Bookkeeper

This is a contract employee of JSC who works closely with the Treasurer and is responsible for maintaining all of JSC's financial records and submitting any and all required reports to the local, state and federal governments. The Bookkeeper shall keep accurate books and account for all transactions of JSC. The Bookkeeper must reconcile all JSC bank accounts monthly and work with the Treasurer to provide year-to-date financial reports at the regular monthly board meeting. These books and accounts shall be the property of JSC and shall be subject at all times to the inspection and control of the Board.

2.2 JSC CHECKING ACCOUNT

JSC authorized checking accounts shall be named "Juneau Soccer Club". Checks written from the separate Gaming account require two signors per State Gaming Regulations. Signatories for the checking accounts, at a minimum, should be persons in the following JSC Board positions: Treasurer and Chairperson.

The Treasurer shall apply for new signatories to the account anytime the positions change.

2.3 ANNUAL BUDGET

The JSC Board must prepare a budget and present it to the membership for approval prior to the start of the season (October 1).

2.4 TAXES

JSC is required by the IRS to report all financial information on IRS Form 990. This and other required tax forms shall be prepared by a tax-accounting firm designated by the Board.

Information for the tax return must be collected throughout the year. Financial information from each competitive team must be supplied to the JSC Treasurer or designee by October 31 each year.

2.5 JSC FUNDRAISING

2.5.1 JSC Fundraising Committee and Fundraising Committee Chair

The JSC Board shall appoint a Fundraising Committee and a Fundraising Committee Chair. The Committee and Chairperson are responsible for overseeing all of JSC's fundraising events and exploring new methods for generating revenue. Some of JSC's fundraising may require special permits, such as a Gaming Permit or Food and Merchandise Permit. The Chair of the Fundraising Committee is responsible for calling meetings and making sure that JSC-sponsored fundraisers take place.

2.5.2 Rescinded

2.5.3 Fundraisers to support all JSC activities

2.5.3.1 Litter Pickup occurs in the fall and the spring. All revenue earned from Litter Pickup is applied to JSC income. All members are strongly encouraged to participate to assist JSC and to provide a benefit for Juneau.

2.5.3.2 JSC Merchandise.

The JSC Board controls all usage of the JSC name and logo. Income from sales of JSC merchandise bearing its logo, name, or JSC-sponsored design is deposited into the JSC general fund unless the Board elects to open the sale of JSC merchandise to individual teams. In this case the Board will determine what percentage of the profits will go to the team.

2.5.3.3 Team Fundraising.

With the exception of activities mentioned below, all team fundraising activities must be approved by the JSC Board.

JSC encourages and supports fundraising efforts from teams and in support of its overall mission. To support soccer participation for Juneau youth and their travel to soccer events in Alaska and beyond, the JSC Board recognizes that teams must use their own initiative to fundraise for their own team's activities and travels. However, all JSC team fundraising must be considerate of the overall JSC mission, and be considerate of the Juneau businesses that provide the much needed and much appreciated support to JSC and other worthy Juneau-based youth organizations.

The following guidelines are promoted by the JSC Board:

- When approaching businesses and corporations for donations and support, JSC Teams are required to ask if the business's preference is to provide donations to support JSC overall mission, rather than individual Team support. The intent of this requirement is to prevent donor fatigue and confusion, and to allow the businesses the option to support JSC's overall mission.

- JSC Teams are encouraged to communicate with each other regarding seasonal fundraising activities to avoid donor fatigue and confusion, and to encourage all JSC Teams to fundraise.
- All raffle sales must be done under the JSC Board gaming permit and must be done in accordance with section 3.6.3 of the Policies and Procedures.
- JSC Teams must notify the JSC Board in advance of any individual/business/corporate donations expected to exceed \$500. The intent of this is to ensure that the donor is properly thanked for their contribution supporting Juneau youth soccer activities.

In addition to the fundraising activities identified in the JSC Policies and Procedures, the JSC Board supports the following team fundraising activities, which do not require Board approval:

- Garage sales; receipt of food stuff donations and sales of those foods and drinks; food drives.
- Donations from local businesses.
- Car washes, payments from JSC Team member services.

This list is not intended to be comprehensive, and the JSC Board recognizes that individual team initiative will identify new fundraising concepts that are not included here.

The following JSC Team fundraising activities **are not** supported or allowed by the JSC Board:

- Mass letter, phone solicitation, or electronic mailings requesting donations to local businesses;
- Fundraising for Team activities under the banner of JSC’s overall mission;
- Fundraising activities that are contrary to the JSC mission and undermine fundraising activities of other JSC Teams.

2.5.3.4 General Fundraising Schedule. Fundraising activities are subject to change, The specific dates, guidelines, and policies for these JSC-sponsored fundraisers are available upon request. In order for team members to participate, calendar sales, raffle ticket sales and discount card sales require a team contact from each competitive team who is responsible for specific duties.

Fall	Litter Pickup
October	Club-sponsored Raffle sales begin
End of November	All Raffle Sales end and money is
collected December	Mark Kelley Calendar sales begin
End of December	Calendar sales end and money is
collected January	Discount Card sales begin
End of February	Discount Card sales end and money is
collected March or Early April	Litter Pickup

2.5.3.5 Alcohol at Fundraisers.

The JSC Board has taken a neutral position on (neither approving nor disapproving) serving alcohol at team fundraisers. The Board recommends that all usual precautions involved with serving alcohol be observed, including observing all State and Federal laws.

SECTION 3: COMPETITIVE TEAM FINANCES

3.1 TEAM BOOKKEEPER POSITION AND DUTIES

Each competitive team that raises and/or expends funds as a team must have a designated team bookkeeper (the team manager can but does not have to fulfill this position). The team bookkeeper must be approved by the JSC Board. Once approved the team bookkeeper name, address, phone number and email must be given to the JSC Treasurer and JSC Bookkeeper. Team bookkeepers are responsible for maintaining all of the team's financial records and shall have custody of all the money, funds, and financial documents of the team. The team bookkeeper shall deposit all team funds in a bank account approved by the JSC Board.

The team bookkeeper shall keep accurate books and accounts of all the team transactions. These books and accounts shall be the property of JSC and shall be subject at all times to the inspection and control of the JSC Board. The team bookkeepers will work closely with the JSC Treasurer and Bookkeeper.

The team bookkeeper is responsible for assuring that the team's financial records are kept up-to-date and for supplying financial information to the JSC Board and the JSC Bookkeeper in a format prescribed and provided by the JSC Treasurer. The team bookkeeper must reconcile the team bank account monthly and work with the JSC Treasurer and Bookkeeper to provide an end-of-year financial report.

3.2 COMPETITIVE TEAM ACCOUNTING PROCEDURES

3.2.1. Checking account.

Each competitive team must have a JSC Board authorized checking account that is named "JSC [team name]" (e.g. JSC 00 Boys). Each competitive team must open the checking account at a bank designated by the JSC Board. Each competitive team shall ensure that the JSC Board Chair and Treasurer are signatories on their checking account(s). All receipts and vouchers for payments made to the team and all checks, drafts, or other obligations for the payment of money by the team shall be signed by one of the two team-authorized signatories.

For checks over \$1,000, JSC requires:

- 1) two signors, **or**
- 2) one signor and written authorization from the second signor via email or correspondence, a copy of which must be added to the team's financial records.

Competitive teams established after 2012 shall deposit all team funds into the JSC approved Account. All bookkeeping practices outlines in section 3.01 shall apply.

3.2.2. Refunds and Reimbursements.

Refunds and reimbursements to members are limited to the amount of receipts for eligible expenses (as defined below) and shall not exceed the player's deposit of personal funds for the fiscal year. Reimbursements to members must be kept with team financial files. In accordance with federal tax rules governing not-for-profit organizations, funds raised through fundraisers may not be refunded.

If a player withdraws from JSC within one month of joining, upon request registration fees paid will be refunded, less an administrative fee of up to \$50 to cover insurance and other costs. The date of 'joining' begins when actual registration and payment takes place.

Upon request and in consideration of extenuating circumstances, such- as player injury or other unforeseen circumstances occurring early in the season, the Board, at its discretion, and with input from the Director of Coaching may refund paid-in fees that fall outside the refund time limits mentioned above.

3.2.3. Fundraised Funds.

Teams are required to maintain fundraiser monies on a team basis. Members cannot request those funds for individual reimbursements. JSC fundraisers are listed in section 2.5.

3.2.4. Eligible Expenses.

JSC funds can be used to cover eligible expenses for team. Eligible expenses include: participation fees, travel to tournaments, hotel, van rental, gas, travel team food, team uniforms, and coaches costs. It is the responsibility of the team bookkeeper to let members know what can be reimbursed based on these policies. Other expenses that do not benefit the entire team or that are not commonly considered soccer-related are ineligible for reimbursement.

3.3 END OF YEAR COMPETITIVE TEAM FINANCIAL REPORTS

3.3.1. Report due date.

The fiscal year ends September 30th, all reimbursements and expenses must be paid by September 30. All monies owed to the team should be collected by September 30th.

3.3.2. Responsible parties.

By October 31st of each year, the team bookkeeper shall submit a final team financial report for the previous fiscal year to the JSC Treasurer. The report must be sent electronically to the JSC Treasurer.

3.3.3. Report storage.

Team financial reports will be stored by the JSC Bookkeeper or JSC designee in a notebook along with bank statements, bank reconciliations, receipts, duplicate checks and all supporting documents. JSC must retain all financial reports and related documentation for seven years in case of audit by the IRS.

3.3.4. Resumption of Fundraising.

Fundraising for competitive teams cannot begin until the prior year financial report has been filed with the JSC Treasurer.

3.4 FINAL ACCOUNTING FOR DISSOLVED COMPETITIVE TEAMS When a competitive team dissolves, a final accounting (including receipts) must be sent to the JSC Treasurer and any remaining money transferred to the JSC checking account. All team paper and electronic records shall be turned over to the JSC Treasurer.

3.5 Intentionally left blank

3.6 COMPETITIVE TEAM FUNDRAISING

3.6.1. Fundraising under JSC auspices.

Competitive teams conducting JSC-approved fundraising shall use the name and tax ID number of (JSC) -

3.6.2. Fundraising Plan.

Prior to any fundraising activity, the JSC Board needs to be aware of fundraising activities of the competitive teams since the JSC Board has an oversight function. See section 2.5 for JSC approved fundraising activities.

3.6.3. Team Use of JSC Gaming Permit.

Team use of the gaming permit is not allowed.

3.6.4 Team Sponsorship.

With approval from the JSC Board, teams may be permitted to seek new sponsors for donations.

SECTION 4: HIGH SCHOOL TEAMS' SUPPORT

4.1 RELATIONSHIP TO HIGH SCHOOL TEAMS

JSC supports high school teams equitably by providing ATP training to its high school aged members. JSC is no longer affiliated with either high school program or booster club and supports both high school programs.

4.1.1 High School Booster Clubs, Coaches, and School District.

JSC will work cooperatively with both high schools to help promote opportunities for youth soccer.

4.1.2 High School Program Funding Assistance.

JSC may financially support both high schools as it is able, determined by the Board.

4.2 HIGH SCHOOL PLAYER FEES

Proceeds from JSC fundraisers may only be used for expenses associated with competitive team participation, except as provided for in Section 3.2.4. Fees for participation in the interscholastic high school program are separate from those required by JSC for high school-aged players training and competitive team participation.

SECTION 5: COMPETITIVE TEAM RULES AND REQUIREMENTS

Youth teams are vital to meeting JSC objectives and goals. We strongly encourage the participation of members in youth teams. To insure a fair and orderly process. The JSC has established the following guidelines that teams must follow to receive JSC sanction, State (AYS), and National (USYSA) affiliation.

5.1 CLUB DEVELOPMENT COMMITTEE (CDC)

The CDC is responsible for establishing team requirements and rules and resolving team issues which can't be resolved at the team level. The CDC will consist of no more than four JSC Board members, and the Director of Coaching who will be a voting member. The CDC Chair will be a JSC Board member. Team coaches or managers should bring team related questions to the CDC Chair, who will determine the best means of resolution and ultimately respond to the inquiry. CDC members are listed on the board directory at www.juneausoccer.org.

5.2 DIRECTOR OF COACHING (DOC)

JSC will have a DOC. The primary duties of the DOC are to:

1. Develop players-
2. Select coaches
3. Train and advise JSC coaches-
4. Assist JSC teams-
5. Advise the JSC Board on program development and other soccer related issues.

The DOC shall present coach selections and assignment to the JSC Board for review and approval by majority vote of the Board.

Specific DOC duties will be established by the Board. With approval of the Board, the incumbent DOC may also serve as an official coach for club teams.

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5.4 POSITION DESCRIPTION AND TEAM RULES

5.4.1 Position Descriptions.:

5.4.1.1 Head Coach – This coach is the authority of a competitive team. The Head Coach sets the direction the team is going to take, working under the direction of the JSC DOC, The Head Coach is responsible for delegating responsibilities to assistant coach (es), team manager, and parents.

to the assistant coach(es) and manager and may or may not be the coach who trains the team. The Head Coach may delegate or share this responsibility with assistant coaches and may arrange for another JSC approved coach to work with the team occasionally. The Head Coach has the final say on all decisions relating to team players, such as which players are placed on the team, where they play, how much they play, and, if necessary, what disciplinary actions should be taken. **It is ultimately the responsibility of the Head Coach to ensure that all of the JSC membership requirements are met and all JSC policies are followed.**

5.4.1.2 Assistant Coach – This coach answers to, and serves at the pleasure of, the Head Coach. The Assistant Coach takes the place of the Head Coach when he/she is not present and may be the coach who trains the team, runs practices, etc, if so delegated by the Head Coach. The Assistant Coach also helps to ensure that all of the JSC membership requirements are met and all JSC policies are followed.

5.4.1.3 Team Manager – The Team Manager is the administrator for the team and is responsible for the financial aspects of team management. The Head Coach may delegate to the Team Manager such duties as making travel arrangements, fund-raising, maintenance of rosters and forms relating to travel, etc. The Team Manager duties could vary greatly from team to team depending on how the duties are delegated by the Head Coach. Throughout the season, the Team Manager ensures team compliance with JSC financial reporting requirements. The Team Manager also helps to ensure that all of the JSC membership requirements are met and all JSC policies are followed. See Section 2.

5.4.2.1 Coaches – Each team must have a designated Head Coach. Assistant coaches are encouraged, but not required. The Head Coach is responsible for the team and will be contacted for team related issues. JSC coaches must have the ability to coach soccer at the age level requested and interact with youth in an acceptable manner. Coaches of teams U14 and younger should have a minimum of a USSF State E license, or equivalent experience as determined by the DOC. Coaches of teams U15 and older should have a USSF National D license, or equivalent experience as determined by the DOC.

5.4.2.2 Names – All team names will begin with “JSC”. Teams can choose their own specific name, subject to approval by the CDC. A uniform club name may be established by JSC.

5.4.2.3 Uniforms - Each team participating in an organized event will dress in an appropriate manner. Each player (except the goalkeeper) will wear a common team uniform. The attire should consist of matching socks, jersey, and shorts. JSC team colors are red, blue, and white. All team jerseys for all age groups will display the JSC logo.

5.4.2.4 Budget - Each team is a separate entity for fiscal purposes and teams can raise and spend their monies as they see fit, as long as such activities are in compliance with JSC financial policies. See Section 3

5.4.2.5 Fund-raising - See Section 3

5.4.2.6 Accountability – Teams raising monies will be required to maintain financial records in accordance with JSC policy. See Section 3

5.4.2.7 Memberships – Only current (at time of tryout or placement) JSC members can try out or be placed on JSC teams.

5.4.2.8 Tournament Requirements - Teams will be responsible for meeting all tournament prerequisites via AYS.

5.4.2.9 Conduct & Supervision – Each coach is required to provide adequate adult supervision for their teams, particularly when traveling. When participating in a team activity, the players will be the responsibility of the coach. The coach will assure there are adequate chaperones, enforce curfews, monitor, and control behavior using appropriate discipline. JSC requires coaches who are of the opposite gender from their players, to have an accompanying assistant coach, manager, or adult chaperone of the players' gender. JSC has adopted a Code of Conduct which is to be signed by all players and parents upon registration (see Section 8.2). Each team may also adopt its own Code of Conduct for players, coaches and parents, as well as a disciplinary policy. Team disciplinary policies and Codes of Conduct must be approved by the CDC. JSC encourages coaches to be flexible with players that are involved in other activities, and to work with parents and players to resolve schedule conflicts.

5.4.2.10 Complaint & Disciplinary Procedures – Teams are required to follow the complaint and disciplinary procedures. which can be found in Section 8.

5.4.2.11 Blank

5.4.2.12 Travel Arrangements – Each traveling team will be responsible for it's own travel and logistical arrangements. For some events, JSC may coordinate some logistics for efficiency and fiscal savings. Whenever possible, participating teams will be given the choice of being included in the group process or making their own arrangements.

5.4.2.13 Chaperones – A minimum of 3 adults should be assigned as chaperones for a traveling team. Chaperones are recruited by the Head Coach or the coaches designee. The Head Coach will assign the chaperone duties, which normally involve driving team vehicles, helping to oversee activities when not playing soccer, helping to serve meals or snacks, taking care of injured or sick players, and general oversight and administration of the policies of JSC and the team. Coaches, Assistant Coaches, and Managers may serve as chaperones.

5.4.2.14 Practice Arrangements - JSC will reserve blocks of gym or field time for JSC purposes, including team practices, player and coaches training programs, and special events or tournaments.

5.4.2.16 Coach/Manager Required Forms - Each coach, manager and parent volunteer will be required to complete membership registration and background check disclosure forms. Both submittals are required by the State organization in order to provide coverage by the AYS and JSC insurance policies. Coaches will not be approved before submission of required information.

5.5 APPLICATION & SELECTION PROCESS BY TEAM CATEGORY

5.5.1.2. Travel Team Tryouts/ Player Selection -

Traveling is in addition to the core development program of JSC. Travel team rosters that play in 11v11 tournaments will consist of a minimum of 13 and a maximum of 18 players. Travel team rosters that play in 8v8 tournaments (e.g. Zane Cup) will consist of a minimum of 12 and a maximum of 14 players. While there are times when it may be prudent to carry the maximum 18 players on the roster, JSC still expects coaches to be committed to development of all players on the roster with adequate playing time. Coaches must communicate clearly to players and parents regarding playing time expectations before travel commitments are made. Coaches are encouraged to retain a pool of players during the season for training purposes.

Each team's coach will select its players each year in consultation with the DOC.

All appropriate JSC members must be notified of the tryout at least 10 days prior to the date(s) of any tryouts. All JSC members within the range of ages being considered must be notified via letter or email sent by the team Head Coach or Manager. Head Coaches will have the discretion to select his or her own players in consultation with the DOC. All players trying out must be notified of the results, including the reasons for not being selected. This should be a positive and constructive process.

Players not selected for the travel team are still members of the team. JSC strongly encourages these players to continue developing their skills, level of play and love of the game by attending team training sessions and Juneau based competitive opportunities.

5.5.1.3 Blank

5.5.1.4 Blank

5.5.1.5. Age Requirements: -

JSC provides a comprehensive development program for boys and girls for age groups from U6 to U19. Competitive teams are fielded at each age group from U12-U19 to the extent there are sufficient player participants.

See www.juneausoccer.org for the current team age groups.

5.5.1.6 Age Requirement Exceptions:

The following exceptions, which will be reviewed by JSC annually, apply to the age requirements:

1. **Grade-based Exceptions -**

Players who attend school in the same grade with JSC players whose birthdays fall mostly in the next-older age group may choose to 'play up' one level so as to be on the same team with their school-grade peers.

Review procedure for grade-based exceptions are as follows: -

- A. The player's parents must provide a written request (email is acceptable) stating which team the player wishes to be on.
- B. JSC will place the player on the team requested.

2. Player-requested Exceptions -

Players may petition to play up with the next older age-group. Such exceptions will be considered on a case-by-case basis and are granted for a single season.; Players who desire to continue to play up with the next older age group must re-apply for an exception each year.

Review procedure for player-requested exceptions are as follows:- -

- A. Submit requests for 'playing up' to the DOC by e-mail clearly stating reasons.
- B. Petitions should clearly state the situation and how deviating from the rule would be consistent with the JSC's goals and in the best interest of JSC.
- C.
- D. The DOC shall evaluate whether the player's development would be significantly impaired were the petition to be denied, considering the player's exceptional skill, exceptional mental attitude, and exceptional physical aptitude. If the DOC determines that the player does not qualify, the petition will be denied.

3. Exceptions for Tournament-bound Teams Needing Additional Players-

Occasionally, a competitive team that would like to compete in a tournament is unable to recruit enough players from its one-year age group to form a tournament-ready team. In such cases, the team's Head Coach can petition the DOC to be allowed to recruit players from younger age groups.

Requests for this exception should be submitted in writing to the team's Head Coach or DOC (email is OK). Requests must include information on the proposed tournament(s) as well as a brief explanation as to why the exception is needed.

SECTION 6: COMPENSATED POSITIONS

6.1 DIRECTOR OF COACHING

The Director of Coaching (DOC) position oversees comprehensive soccer training to members of JSC for the season period from October 1 to September 30. The DOC is responsible for the development of players; selection of coaches with board concurrence; training and advisement of JSC coaches; assistance to JSC youth competitive teams; and counsel to the JSC Board on program development as well as other soccer related issues.

Specifically, the DOC duties shall include:

1. Running Skills and Goal Keeping clinics, and Advanced Training practices as scheduled throughout the season;
2. Running soccer academies for U5-U7 aged players as scheduled through the year;

3. Coaching the U10/11 developmental teams;
4. Conducting summer training including speed & agility sessions and 6v6 type small-sided games;
5. Observing and evaluating JSC teams at the State Cup tournament in the DOC role;
6. Contributing to coaches' education – through meetings and/or regular seminars covering coaching methods, tactics and strategies, tournament preparations, etc.; and updating coaches' handbook;
7. Assisting competitive team coaches, including evaluation of them and filling-in when needed;
8. Coaching, consultation and other assistance to coaches during competitive team tryouts;
9. Administrative support – includes planning for Skills, ATP and GK sessions; scheduling field house, gym, and outdoor field time for clinics, competitive team practices and other events related to development and competitive team programs; helping arrange events, assessing and ordering equipment and other supplies; communicating with team coaches, managers, and parents on developmental and competitive issues; attending JSC Board, Competitive Team Committee meetings on a regular basis; and serving as spokesman and representative of JSC on coaching and development issues (e.g. with CBJ Parks and Recreation, middle schools, AYS etc.) when requested by the Board;
10. Supervising assistant skills, goal keeping, and development coaches.

6.2 ASSISTANT DIRECTOR OF COACHING

The Assistant Director of Coaching assists in the execution and implementation of all duties of the DOC and receives delegated authority from that position.

6.3 DEVELOPMENTAL COACHES

JSC may employ the services of Developmental Coaches to assist in the development of players by providing advanced training and evaluation and counsel to the JSC Board on its programs and other soccer related issues.

6.4 BOOKKEEPER

A bookkeeper is contracted to perform accounting functions for the club that shall include the following:

1. Code and enter cash disbursements into Quickbooks. The Treasurer is responsible for writing and signing checks. The Treasurer will forward check information and the invoice support to the bookkeeper, who will update the financial records;
2. Enter cash receipts into Quickbooks. The Treasurer will deposit money and forward deposit information to the bookkeeper. Cash will be counted jointly by the bookkeeper and Treasurer;
3. -Prepare 1099 forms at year-end.;
4. -Perform monthly bank reconciliations and journal entries.; -
5. -Prepare monthly and annual financial reports for the Board;
6. Provide information to the tax accountant for preparation of the federal Form 990 tax return;
7. -Prepare the gaming reports for reporting raffle operations to the State.

6.5 TAX PREPARATION ACCOUNTANT

JSC contracts with an outside accountant to prepare the JSC tax return.

SECTION 7: JSC PROGRAMS AND EVENTS

JSC sponsors and participates in numerous programs and events throughout the season, that include the following:

COMPETITIVE EVENTS

- | | |
|----------------------------------|--|
| 1. Sunday/Saturday Soccer | October - July |
| 2. Skills clinics | October - July |
| 3. Advanced Training | October - March |
| 4. Goalkeeping clinics | October - May |
| 5. Whitehorse Exchange | April |
| 6. 6 v 6 | June |
| 7. Sister City Showdown : | June (when teams are available) |
| 8. State Cup | Mid August |

FUNDRAISING EVENTS

- | | |
|-----------------------------|------------------------|
| 1. Litter pickup | Fall and Spring |
| 2. Discount Cards | Winter |
| 3. Club Social | Fall or Spring |
| 4. Calendar sales | December |
| 5. Annual JSC raffle | Fall |

SECTION 8: MISCELLANEOUS

8.1 POLICY ON ABUSE

This policy applies to all non-playing attendees at Juneau Soccer Club (JSC) indoor and outdoor games. JSC will not tolerate any verbal or other abuse or criticism of a referee, opposing player, or coach. No coach or spectator may dissent to or otherwise verbally abuse any player, coach, spectator or referee. Abuse includes any complaints or derogatory comments made directly or indirectly to another person.

Any JSC Board Member or adult referee shall, if necessary, intervene if any coach or spectator is abusing any other player, coach, spectator or referee, verbally or otherwise, and take immediate appropriate action to consult with the referee in charge. The referee may take whatever action he or

she deems appropriate, including directing the offender to leave the site, issuing a yellow or red card against either team, or suspending or terminating the game. Handling general dissent is part of a referee's job.

A referee shall report any incident of abuse resulting in the referee's action to the JSC Board. This report should be filed within 24 hours of the incident, if possible.

Egregious offenses (e.g. multiple abusive situations, physical contact with a referee, or exceptional misbehavior directed toward a referee) shall result in referral of the matter to the JSC Board, which will determine if further discipline is warranted. An egregious offense violates the fundamental mission of JSC and requires strong action. Discipline may include, but is not limited to, suspension of the offending spectator or coach, and any playing members of the spectator or coach's immediate family, for the season, suspension for multiple seasons, or expulsion from the JSC program. If a single team has multiple offenses by different people, the team may be disbanded.

There are appropriate avenues for coaches or spectators to share concerns about the quality of officiating. Comments or concerns should be directed to the JSC Board.

8.2 JSC CODE OF CONDUCT (Adopted Sept. 2009)

PLEASE NOTE: Player and Parent Signatures are required

In order to ensure that the principles of sportsmanship, fair play, and mutual respect among players, coaches, officials, and spectators characterize all competition sponsored by the Juneau Soccer Club (JSC), the following Code of Conduct has been established. It is the obligation of all program administrators, coaches, parents, and players to create an environment that promotes this objective. Those who willfully violate this code jeopardize their participation in the JSC program.

Coaches

The coach's role is one of teaching soccer skills and sportsmanship to the players. The coach is responsible for communicating practice and game times to the players and parents. The coach is also responsible for monitoring the behavior of the players and parents during practice and games. All coaches within the soccer program shall promote good sportsmanship among players, foster team camaraderie, and help participants enjoy the sport while teaching players the technical skills of soccer. Unsportsmanlike conduct of coaches will not be tolerated by the program and will result in corrective actions through the Director of Coaching. Each coach agrees to the code of conduct, certifies that he/she has read the *JSC Policies & Procedures* and will abide by them and acknowledges that coaching in the soccer program is a privilege and not a right. In addition, each coach will ensure that his/her conduct sets a good example for team members and spectators. To meet these responsibilities, the coach is expected to:

- Know the official Laws of the Game and the *JSC Policies & Procedures* and abide by them.
- Instruct player and parents in the Laws and motivate each player to compete according to the Laws at all times.
- Ensure that *JSC Policies & Procedures* are followed by all players and spectators.
- Ensure that fans of his or her team exhibit sportsmanship and maturity at all times and assist league and game officials in maintaining control of spectators during games.
- Respect the game officials at all times. Refrain from questioning their decisions or challenging their authority.
- Respect the coaches and players of the opposing team before, during, and after the game.
- Teach each player, especially through personal example, to be humble and generous in victory and

proud and courteous in defeat.

- Maintain control of his/her emotions and avoid actions, language, and/or gestures that may be interpreted as hostile and humiliating.
- Teach and practice good sportsmanship and fair play by personally demonstrating commitment to these virtues.
- Place children's physical and emotional well-being ahead of any person's desire to win.
- Instruct and remind players that, while striving to win, best effort and fair play are more important than winning.
- Work constructively with the parents of your players with regard to team management throughout the year and during and team travel.
- Promote the concept that soccer is merely a game, and that players and coaches on other teams are opponents, not enemies.

Players - Every player is expected to:

- Know and respect the Laws of the Game and *JSC Policies & Procedures* and abide by them at all times.
- Follow the direction and abide by the decisions of the coach. Dissenting with the decisions of the coach during game situations is prohibited unless the coach's direction places the physical welfare of the player (players) in jeopardy. If a player (or players) has a dispute with the decisions or direction of the coach, the player must first attempt to discuss the issues with the coach outside of (before or after) practices or games so as to avoid disruption. If the player (players) fail to get a satisfactory response to his/her concerns, the player should next bring these issues to the attention of the Director of Coaching.
- Respect and show courtesy to the game officials by following their instructions and refrain from addressing them or commenting on their decisions during or after the game.
- Co-operate with your coach and teammates, and play well for yourself and your team. When you contribute to your team's performance, you will benefit your own performance.
- Maintain control of your emotions and show good sportsmanship, avoiding the use of abusive or profane language, taunting or humiliating remarks, and/or gestures and physical assault upon another person at any time.
- Respect the coaches and players of the opposing team and display sportsmanship at the conclusion of a game and be humble and generous in victory and proud and courteous in defeat.
- Refrain from using alcohol, illegal drugs or tobacco products while on the active roster of a JSC team and respect at all times the property of others.
- Place a teammate's or an opponent's physical and emotional well-being ahead of any personal desire to win.
- Remember that soccer is a game, and treat players and coaches on other teams as opponents, not enemies.

Parents and Spectators

The parents' role is one of support to the players and coaches. Parents should not engage in "coaching" from the sidelines, criticizing players, coaches or game officials or trying to influence the makeup of the team at any time. Every parent and spectator is expected to:

- Learn and respect the Laws of the Game and the *JSC Policies & Procedures*.
- Show respect and courtesy to game officials, coaches, and players at all times.
- Respect the game officials and refrain from questioning their decisions or from addressing them in a loud, disrespectful, or abusive manner.
- Recognize the value and importance of JSC Volunteer Coaches and their role in your child's development.
- Cheer for your child's team in a positive manner, refraining at all times from making negative or abusive remarks about your players or the opposing team. Maintain control of your emotions and avoid actions,

8.3 JSC COMPLAINTS PROCEDURE (Adopted Sept. 2009)

We hope that there will be few grievances in the Juneau Soccer Club (JSC), and we will do everything we can to make sure players and parents do not have to make complaints.

However, we recognize sometimes it may be necessary for complaints to be considered.

We know that it can be difficult to complain because people:

- Feel embarrassed or uncomfortable about “making a fuss”.
- Don’t want to upset the JSC.
- Fear that complaining will make things worse.

However, we are determined that all complaints will be taken seriously, and dealt with promptly and sensitively. We therefore have a complaints procedure.

1. Talk to the person who has upset you. One way to approach this is to:
 - a. Choose a time and place where you will not be interrupted and see if someone else will go with you.
 - b. State your complaint clearly and slowly.
 - c. Say what you want to happen. For example: “When you shout at my child, it makes him feel uncomfortable, and I would like you to stop doing it.”
 - d. When you have finished, listen respectfully to the other’s response if there is one, but do not get involved in arguments. Then walk away. Alternatively, contact the person in writing or by calling.
2. If you still feel dissatisfied after contacting the person, or if you feel that you should make the complaint to someone who will look into the matter for you, then talk to the JSC Director of Coaching (DOC), who will advise you on the best way to move forward. The DOC may ask you to agree to let him/her investigate your complaint by talking about it with the person concerned or arranging a meeting about it.
3. If you have tried to deal with the complaint yourself or through the DOC and it is still not resolved, you can ask the JSC Competitive Team Committee (CTC) to look into it. Contacts information for the CTC are available from the DOC.

8.4 JSC PLAYER DISCIPLINE PROCEDURE STEPS AND GUIDELINES (Adopted Sept. 2009)

The following steps should be taken in sequence with advancement to succeeding steps only when earlier steps are not successful in resolving the issue.

1. The coach will talk with the player one on one about the issue. Try to come to an agreement for future expectations.

2. Remove the player from current practice session/game. Call the player's family to discuss expectations for the next practice session/game.
3. Suspend the player from the next practice session/game after notification of the parents and JSC DOC about pending action so that all may assist in resolving the issue.
4. Suspend the player for multiple practices/games after notification of the parents, JSC DOC and the JSC (CTC) Chair.
5. Suspend the player from future travel with the team, after notification of the parents, JSC DOC and JSC CTC Chair. The JSC membership fee will not be reimbursed.
6. The player may rejoin JSC when the next soccer year begins.
7. IMMEDIATE SUSPENSION AT ANY TIME IS PERMISSABLE FOR ANY OF THE FOLLOWING OFFENSES: PHYSICAL VIOLENCE OR THREATS THEREOF, THEFT OR DESTRUCTION OF PROPERTY DURING PRACTICE OR TRAVEL, USE OF ILLEGAL DRUGS/ALCOHOL OR TOBACCO.

Beginning with step 4 (suspensions for multiple games/practices), suspensions can be appealed to the JSC CTC. Coaches or players can appeal CTC decisions to the full JSC Board.

YOUTH COMPETITIVE TEAM APPLICATION JUNEAU SOCCER CLUB

TEAM GENDER: _____ **TEAM AGE DIVISION:** _____ **DATE:** _____

TOURNAMENT(s): STATE CUP _____ **OTHER:** _____

TEAM HEAD COACH:

Name: _____ Telephone:(wk) _____ (hm) _____

Address: _____ USSF License Level: _

Experience: _____

Policy: _____

(Please attach additional pages if needed)

TEAM ASSISTANT COACH:

Name: _____ Telephone:(wk) _____ (hm) _____

Address: _____ USSF License Level: _

Experience: _____

TEAM MANAGER:

Name: _____ Telephone:(wk) _____ (hm) _____

Address: _____

AS HEAD COACH OR MANAGER OF THE ABOVE JSC CLUB TEAM, I HAVE READ AND UNDERSTAND THE JUNEAU SOCCER CLUB'S "CLUB TEAM REQUIREMENTS" DOCUMENT. BY SIGNING THIS APPLICATION FOR CLUB TEAM MEMBERSHIP, I ACKNOWLEDGE AND AGREE TO ABIDE BY THE WRITTEN REQUIREMENTS.

Head Coach Name: _____ Date: _____

Manager Name: _____ Date: _____

Approved by: _____ Date: _____



