



# **Juneau Soccer Club**

## **Policies and Procedures**

**October 1, 2010**

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**Forms:**

- Competitive Team Application Form**
- Volunteer Disclosure Form**

# **Juneau Soccer Club Mission**

**The Juneau Soccer Club's primary mission 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. And this is why JSC will continue to be capable of producing championship caliber teams.*

## **JSC Colors: Red, Black, and White**

# Juneau Soccer Club Objectives and Goals

## Principal objectives:

1. Support a high school soccer program.
2. Enhance the soccer skills of our youth.
3. Enhance the coaching skills of our coaches.
4. 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 U6 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 age group, competitive teams including:
  - a. Team sanctioning.
  - b. Coach selection.
  - 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 for 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 1 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. U6 through U11 teams participate in local developmental activities but are not eligible to travel. In the off season (non-summer months), it may be preferable to group players by grade level, but coaches should make parents and players aware that during the summer a child would be required to play in their appropriate age group per UYSA guidelines. See Section 5: Team Rules, for details on age groups.

#### 1.3 FEES

General Membership Fee (U12 -- U18)	\$325
General Membership Fee, training only	\$150
General Membership Fee (U10 – U11)	\$150
General Membership Fee (U8 – U9)	\$100
Winter Academy (U6-U7)	\$50 - \$75 depending on program
Limited Membership Fee	\$150
Adult Associate Membership Fee	\$25
Special Event Membership Fee	\$30
Out-of-town Tournament Player Fee	\$25

The JSC season starts Oct 1. Minimum payment at registration is the lesser of \$200 or the full fee. Balance is due by January 1. Balance of membership fee may be earned through JSC or team fundraisers (see below). Coaches and volunteers who do not have a youth player 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, and other administrative costs, as well as Alaska Youth Soccer Assn (AYSA) membership fees and CBJ fees. AYSA fees cover the cost of national membership, state operating expenses, and a secondary insurance policy. This insurance serves either 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. **Training only** refers to membership for high school players who have no competitive team, but still take advantage of the JSC development program.

**Limited Membership** is available for a player who does not play for the high school team, and either, does not reside in Juneau full time, or is joining the club for the first time after all fundraising opportunities have ended. This fee is prorated from the General Membership Fee by the portion of the

year that the player participates, beginning with a minimum fee of \$150.

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 the club, the Special Event Fee would be applied the full membership.

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 can't 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 by the terms of Limited Membership.

A limited number of scholarships are available for the minimum payment portion of the General Membership Fee. The remaining fees can be earned through fund-raising. A written scholarship request should be submitted to a member of the JSC Board of Directors, who will forward it to the Scholarship Committee. Scholarships may also be requested by a team coach on behalf of a player. After review by the committee, the applicant will be notified within 2 weeks whether the request was approved. Foreign exchange students are also eligible for JSC scholarships.

**Adult Associate Memberships** apply 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.

## **1.4 REGISTRAR**

The Registrar conducts player registration and maintains team membership records for play in a JSC season. Sanctioned USYS (United States Youth Soccer) events including tournaments and leagues may require both a valid pass for every player, permission to travel and/or an approved (by the registrar) team roster.

### **1.4.1 Registration**

In order to participate in any JSC activity, players must fill out an approved registration form 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 1 to September 31 each year.

Registration forms for players and applications for coaches and managers should be submitted at the start of each new season. There is a special registration form for adult associate members. Volunteer disclosure forms are required every two years for all coaches, managers and volunteers. These should be submitted with the application.

The minimum registration fee should be collected from each player when they turn in their registration form. Checks should be made out to Juneau Soccer Club. After forms have been collected, registration information will be input into the League Organizer database. Several times each season, the Registrar will use League Organizer to export the information to a diskette that can be sent to the AYSA State Registrar. Also several times each season, the Registrar will send each coach a current roster of registered players.

Included with the disk and form 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 AYSA. 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 registration received after June 15th will have a penalty fee imposed of 10% of their total registration.

**Coaches, managers, and organization officials must fill out USYS forms and volunteer disclosure statements (see attached). USYS information is passed on to the State Registrar; volunteer disclosure forms stay in your possession.**

#### **1.4.2 Alaska Youth Soccer Insurance Claim Form**

The AYSA 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 state office. A copy 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 AYSA website at <http://www.alaskayouthsoccer.org/doclib/Insurance%20Claim%20Form.doc>

#### **1.4.3 Medical Release**

A medical release agreement and a medical treatment consent agreement are part of the JSC registration form. Parent or legal guardian signatures of these sections are mandatory for all players. Coaches should make sure they are current at the beginning of the season, along with the doctor and medical emergency contacts. Be sure the alternate contact name is not from the same household.

#### **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** each binder should contain the following:

1. Player passes
2. Birth certificates/copies
3. Medical release (can be on the registration form)
4. Team History (1st Blue roster, all transfer papers, final blue roster)

There should be nothing else in the binder. The binders of age group champions will not be returned to the teams after the state tournament until the following spring.

#### Player passes:

Coaches must have the pass signed exactly as the name is typed on the pass and in cursive. Team

managers should make sure that signed passes have a picture that will be glued to the pass and that they are stamped, laminated and returned to the coaches before any competition. Do not give the passes to the players! Be sure to keep the roster in a safe place. **Alaska State Cup** has these requirements for player passes:

1. Must be laminated – no open ends.
2. Must be on an easy open ring.
3. Must have the hole punched in the upper left corner of card.
4. Must be in blue roster order (which should be in alpha order).
5. Signature must match blue roster.
6. Team number must be the same on all passes.
7. Must have team gender (B or G) on pass indicating boy or girl.
8. Coach/assistant/manager passes must be outlined in red.

#### Accepted Proof of Age Documents:

1. Uniformed Services Identification and Privilege Card (DD Form 1173) issued by the uniformed services of the United States
2. birth registration issued by an appropriate government agency or board of health records,
3. passport
4. an alien registration card issued by the United States Government
5. certificate issued by the Immigration and Naturalization Service attesting to age,
6. current driver's license,
7. Hospital, baptismal or religious certificates are not accepted

#### **1.4.5 Team Travel**

Teams are required to notify the JSC Board and the Director of Coaching at least two months in advance of any tournaments for which they are applying. For out-of-state travel, teams must also receive permission from AYSA.

#### Domestic Travel

Any team planning on out-of-state games within the US, must submit the official USYS "Application for Travel" form to the State Registrar at least **30 days** prior to travel. This form is for domestic travel only. The state Registrar can provide these forms, or they can be downloaded from the AYSA web site: <http://www.alaskayouthsoccer.org/> under Managers/Admins. There is a different form and fee for teams attending a non-USYS affiliated tournament.

Incomplete applications will not be approved. Copies of the team roster must be included as well as a copy of the "Application to Host a Tournament or Games" for the competition in which you wish to participate. Teams are not permitted to travel without an approved "Application for Travel."

To apply for travel, fill out the application and mail the following to the State Registrar:

1. Three (3) copies of the travel application
2. three (3) travel rosters of all players and team officials along with their registration numbers
3. a copy of the approved Application to Host a Tournament (you receive this from the tournament)
4. a Self Addressed Stamped Envelope to yourself
5. SASE to the tournament director

#### Foreign Travel

Same procedures and care as with domestic travel plus: Travel to foreign countries to compete in an international tournament (**including Mexico and Canada**) requires an Application for Foreign Travel and completion of the Ted Stevens Amateur Act statement. These forms and two (2) required fees of 25.00 (one check made payable to AYSA for \$25.00, one check made payable to USSF \$25.00.) should be mailed a minimum of **60 days** prior to planned travel. Checks for foreign travel should be made out to USSF.

US Youth Soccer is not required to accept or approve any application submitted less than sixty (60) days in advance. If an application is submitted less than sixty (60) days in advance of your desired travel dates, the following non-refundable late fees must be enclosed, made payable to U.S.S.F

1. Less than sixty (60) days but more than thirty (30) days -\$25.00
2. Less than thirty (30) days- \$50.00

# **JUNEAU SOCCER CLUB**

## **Policies & Procedures**

### **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 of Directors 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 the club.

All receipts and vouchers for payments made to the club and all checks, drafts, or other obligations for the payment of money by the club shall be signed by the Treasurer. Payments of \$5,000 or more must be authorized by one of the following methods: the signature of a second designated Board member, OR, written approval by email or correspondence from the Chair of the Board which is added to the JSC financial record, OR, a signed contract between JSC and another party.

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

##### **2.1.2 Bookkeeper**

This is a contract employee of the club who works closely with the Treasurer and is responsible for maintaining all of the club's financial records and submitting any and all required reports to the local, state and federal governments. The JSC Bookkeeper shall keep accurate books and account for all transactions of the club. These books and accounts shall be the property of the club and shall be subject at all times to the inspection and control of the Board of Directors. The JSC Bookkeeper works closely with the Treasurer to update the financial information and prepare the reports for submission to the JSC board for review.

#### **2.2 JSC CHECKING ACCOUNT**

JSC authorized checking accounts shall be named "Juneau Soccer Club". JSC requires two signors for checks of \$5,000 or more (see above). 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 Chairman.

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 club financial information on IRS Form 990. This and other required tax forms shall be prepared by a tax-accounting firm designated by the Board of Directors.

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 CLUB 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 Chairman and the committee are responsible for overseeing all of the club fundraising events and exploring new methods for generating revenue. Some of the club's fundraising may require special permits, such as: Gaming Permit, Food and Merchandise Permit. The Chair of the Fundraising Committee is responsible for calling meetings and making sure that club-sponsored fundraisers take place. The Committee is responsible for approving all team fundraisers.

### **2.5.2. Individual club-sponsored fundraisers**

2.5.2.1 Individual club-sponsored fundraisers are for players aged U12 and above in good standing (registered).

2.5.2.2 The JSC currently provides three individual club-sponsored fundraisers available to different sub-groups of players: raffle ticket sales (all players), calendar sales (all players), and discount card sales (competitive team players only). The specific dates, guidelines, and policies for these club-sponsored fundraisers are posted on the web site annually. Calendar sales, raffle ticket sales and discount card sales require a team contact from each competitive team who is responsible for specific duties, outlined on the web site, in order for team members to participate.

2.5.2.3 The objective of these fundraisers is to provide an opportunity for members to raise funds for their competitive team accounts so that out-of-pocket expenses are kept to a reasonable level. A player may use funds from his/her competitive team account to cover registration fees beyond the amount payable upon registration.

2.5.2.4 Players accrue all profits from Club-sponsored individual fundraisers. JSC retains its costs from the proceeds, with the rest credited to the player's competitive team accounts.

2.5.2.5 Teams (competitive or high school) track individual player accounts and remit the fundraiser costs back to the JSC, as well as paying off player registration fees at the players' direction.

### **2.5.3 Fundraisers to support all club activities**

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

2.5.3.2. Club Merchandise.

The JSC board controls all use of the JSC name and logo. Income from sales of club merchandise bearing the club logo, club name, or club sponsored design is generally applied to the JSC general fund. The JSC board may elect to open the sale of club merchandise to individual teams as a fundraising opportunity in which the teams can receive 50% of the profit.

### 2.5.3.3. Miscellaneous Fundraising.

Miscellaneous fundraising activities must be approved by the JSC Board. The fundraising chairman will oversee such activities. Fundraising that involves sales by individual JSC players will be managed similar to the raffle and advertising programs with proceeds applied to the player's fee obligation. All other types of miscellaneous fundraising will be applied to the JSC general fund.

2.5.3.4 General Fundraising Schedule: the specific dates for all club-sponsored fundraisers are posted on the web site annually.

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

## **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 name must be approved by the JSC Board of Directors. The team bookkeeper name, address, phone number and email must be given to the Board 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 of Directors.

The team bookkeeper shall keep accurate books and accounts of all the team transactions. These books and accounts shall be the property of the JSC and shall be subject at all times to the inspection and control of the Board of Directors. 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. 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". Each competitive team must open the checking account at a bank designated by the JSC Board. Each competitive team account shall have the JSC Board Chair and Treasurer as signatories on their checking accounts. For checks over \$1,000, JSC requires either two signors, OR, written authorization from one of the signors, by email or correspondence, that is added to the team's financial records. 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 two team-authorized signatories.

#### **3.2.2. Refunds and Reimbursements.**

Refunds and Reimbursements to parents can only be for the amount prepaid (refunds) or, for the amount of receipts for eligible expenses (as defined below, reimbursements). Documented support (amount paid by parent/check, receipt) for payments to parents must be kept with team financial files. No monies raised through Club or team fundraisers can ever be refunded, under federal tax rules for non-for-profit organizations.

Club registration fee: If a player resigns from the Club within one month of joining, upon request the Club will refund registration fees paid in less a \$25 administrative fee to cover insurance and other costs. The date of 'joining' begins with participation in Club activities such as team practices, clinics, etc. regardless of when actual registration and payment takes place.

Disposition of fundraised monies: When a player resigns from the Club for the season, monies the player earned with Club fundraisers are first used to pay any money owed the Club. The remainder is retained by the player's competitive team.

Exceptions: 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 may refund paid-in fees beyond the time limits mentioned above.

### **3.2.3. Fundraised Funds.**

Each team must decide how they are going to keep track of team-fundraised monies. A team may keep track of team-fundraised money at the team level, or on an individual basis, or a combination of both. The team must also keep track of club-sponsored fundraiser funds on an individual basis. Often teams keep track of team fundraisers on a team basis.

If the team has decided to keep track of at least some fundraising on a team level, parents cannot request those funds for individual reimbursements; they are used to pay team costs and thereby reduce costs for all players equally.

### **3.2.4. Eligible Expenses.**

Funds can be used to cover the costs for team or individual portions of team costs. Acceptable costs include: participation fees, travel to tournaments, hotel, van rental, gas, travel team food, team uniform and coaches costs. Player and coach's plane tickets can be reimbursed. Car travel costs (including hotel, ferry, gas for the player's portion), up to the cost of a reasonable plane ticket, can be reimbursed. It is the responsibility of the team bookkeeper to let parents know what can be reimbursed based on these policies. Individual purchases or soccer expenses not being purchased by the entire team are ineligible for reimbursement.

Parents should be specifically informed that individual fundraising funds can be used to reimburse player airfare and player car travel to tournaments, per these policies. Parents must submit a receipt(s) showing the actual amount of airfare or travel expenses for reimbursement.

## **3.3 END OF YEAR COMPETITIVE TEAM FINANCIAL REPORTS**

### **3.3.1. Report due date.**

The fiscal year ends September 30<sup>th</sup>. All reimbursements and expenses must be paid by September 30. All monies owed to the team should be collected by September 30<sup>th</sup>.

### **3.3.2. Responsible parties.**

At the end of each fiscal year the team bookkeeper will submit a final financial report to the JSC treasurer by October 31st. The competitive team coach or another representative of the competitive team (team bookkeeper or manager) must send this report electronically to the JSC treasurer.

### **3.3.2. Report contents.**

The Financial Report should be submitted to the JSC Bookkeeper or JSC designee for storage in a notebook and contain bank statements, bank reconciliations, receipts, duplicate checks and all supporting documents. JSC needs to retain all documentation for seven years in case of audit by the IRS.

### **3.3.3 Funds carryover.**

At the end of each fiscal year competitive teams shall strive to carry over no more than \$2,000 for the team and no more than \$100 per player. Fundraising efforts by each team should project annual costs for the team and strive to raise no more than those costs per year.

### **3.3.4. Resumption of Fundraising.**

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

### **3.4 FINAL ACCOUNTING FOR DISSOLVED COMPETITIVE TEAMS**

When a competitive team dissolves (is no longer playing together as a competitive team) a final accounting (including receipts) must be sent to the JSC treasurer and any remaining money transferred to the JSC checking account. JSC will have funds from girls' teams support the high school girls program and funds from boys' teams support the high school boys program since this is the most likely place to benefit some of those that raised the funds.

### **3.6 COMPETITIVE TEAM FUNDRAISING**

#### **3.6.1. Fundraising under JSC auspices.**

Competitive teams do their own fundraising using the name and tax ID number of the Juneau Soccer Club, Inc. (JSC).

#### **3.6.2. Fundraising Plan.**

Teams must present a fundraising plan, including estimated travel costs, to the Board for approval. JSC Board needs to be aware of fundraising activities of the competitive teams since the JSC Board has an oversight function.

#### **3.6.3. Team Use of JSC Gaming Permit.**

Teams may be granted permission by the board to use the JSC gaming permit with the following requirements:

1. Costs incurred: Team hosted fundraisers using the JSC gaming permit must be revenue and cost neutral for the JSC.
2. Required Deposit for use of the Gaming Permit: JSC will need to have assurances that the team wanting to use the permit can cover all costs involved in the fundraiser they undertake, by providing JSC with a check to cover the amount of prizes and production costs. This check will not be cashed unless it is needed.
3. JSC Bookkeeper Involvement and Costs: The Team conducting the game of chance must prepare all deposits for the JSC Treasurer or bookkeeper and provide invoices or receipts for payment and requests for payment of prizes (name, address and amount of check to be paid). JSC will charge the team using the permit for any bookkeeping costs incurred by the club bookkeeper. Team conducting the game of chance will work with the Treasurer or JSC bookkeeper to make sure they provide all necessary information in format requested.
4. 1% State of Alaska Gaming Tax: The JSC will keep 1% of the net revenues to cover the gaming tax charged by the State of Alaska.
5. State exam: A parent from the team conducting the game of chance must pass the State of Alaska gaming exam before the team can use the gaming permit. This requirement can be waived if the JSC Board uses the gaming member in charge or alternative member in charge adult to serve as game of chance overseer.
6. Use of JSC account required: The JSC gaming checking account must be used for all deposits and checks written for any fundraiser that uses the gaming account (per State of Alaska).
7. Records required: The Team conducting the game of chance (raffle) must keep a record of the following (per State of Alaska): (1) -number of tickets printed, (2) -number of tickets sold, (3) -number of unsold tickets, (4) -price collected for a ticket, (5) -prizes, (6) -date and location of drawings, (7) -prizes claimed

(8) -name, address, telephone number and prize won for each prize winner and (9) -disposition of unclaimed prizes

8. Tracking funds: The Team conducting the game of chance must keep track of who raises what funds and report it back to the teams and let the JSC Treasurer know how much should go to each team.

#### **3.6.4 Team Sponsorship.**

With approval from the JSC Board, teams may be permitted to seek new sponsors for donations so long as the sponsor had not donated to JSC within the past year, and so long as at least 20% of the donation is contributed to the JSC general fund.

#### **3.6.5 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, that persons over the age of 21 only participate in the fundraiser, and that no player be involved either by selling tickets or being present at the fundraiser.

# **JUNEAU SOCCER CLUB**

## **Policies & Procedures**

### **SECTION 4: HIGH SCHOOL TEAMS' SUPPORT**

#### **4.1 RELATIONSHIP TO HIGH SCHOOL TEAMS**

JSC was formed to promote the sport of soccer to the youth of Juneau, Alaska and to support a team of high school age youth to compete against soccer teams of high schools in Alaska. Until the 2008-2009 school year, JSC provided nearly all funding for the Juneau-Douglas High School interscholastic soccer teams. That year, the Juneau School District adopted soccer as an interscholastic sport partially supported financially by the district at a level comparable to other interscholastic sports. Beginning with the 2009-2010 school year, another Juneau high school, Thunder Mountain High School, offered an interscholastic boys and girls soccer program. Soccer booster clubs have been set up to provide organizational and financial support to the high school programs. JSC is no longer affiliated with either high school program or booster club and supports both high school programs equally. JSC member players can attend either school and participate in either program, and JSC development training programs will be equitably available to players of both high schools.

##### **4.1.1 High School Booster Clubs, Coaches, and School District**

JSC will work cooperatively with the soccer booster clubs of both high schools, the coaches, and the school district with regard to booking field and indoor facilities, fundraising efforts, scheduling of events, etc. in order to minimize conflicts and more effectively provide for players to participate in both the JSC and high school programs. Beginning with the 2009-2010 season, high school soccer booster clubs are not organizationally or financially associated with JSC.

##### **4.1.2 High School Program Funding Assistance**

JSC believes a successful high school soccer experience is one of the goals JSC players should strive for, and successful high school soccer programs benefit JSC players. For those reasons, to the extent it is able, JSC will annually contribute funds to the high school booster clubs (or other entities managing high school program funds). The JSC Board shall decide how much to annually contribute when developing JSC's budget. Funds allocated to the high school programs will be distributed equitably to the two high schools. Funds for high school support will not come from JSC membership fees of players younger than high school age. JSC may designate a specific use for funds contributed to the high school program, (e.g. visiting team stipends, equipment or uniform purchase, tournament support, etc.) or it may provide them for use as the booster organizations see fit.

#### **4.2 HIGH SCHOOL PLAYER FEES**

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. Proceeds from JSC sponsored fundraisers may only be used by players for paying JSC membership fees or for expenses associated with competitive team participation, except as provided for in Section 3.2.2.1. JSC no longer runs the advertising sales for the Juneau-Douglas High School program and has a separate club-sponsored raffle ticket sale from that of the high schools.

#### **4.3 INSURANCE**

Starting with the 2008-2009 season JSC is not required to purchase a separate liability insurance

policy to cover the high school season, as soccer has become a supported activity within the school district..

## **JUNEAU SOCCER CLUB Policies & Procedures**

### **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 (AYSA), and National (USYSA) affiliation.**

#### **5.1 COMPETITIVE TEAM COMMITTEE (CTC)**

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

#### **5.2 DIRECTOR OF COACHING**

JSC will have a Director of Coaching. The primary duties of the Director of Coaching are:

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 each coach selection and assignment to the full board for review and approval by majority vote of the board.

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

#### **5.3 TEAM CATEGORIES**

A) The following represents the various types of current team situations:

1. Outdoor Youth Competitive Teams - these teams train locally and may participate in local events and/or travel to summer tournaments.
2. Outdoor JSC Sponsored CCSL Teams - these teams participate in the Capital City Soccer

- League (CCSL) adult league in Juneau during the summer.
3. Special Club Sponsored Events
    - a. Whitehorse/Juneau Exchange Tournament - these teams participate in a spring indoor tournament which may have associated travel and costs.
    - b. Other special events – Outdoor exchanges or competitions with other soccer clubs in the region, such as Ketchikan Soccer Club, Yukon Soccer Club, Petersburg Soccer Club.
  4. Special Indoor Events - these teams may compete locally or travel to competitions that are not sponsored by JSC, such as the Frostbite Exchange in Whitehorse.

#### **5.4 POSITION DESCRIPTION & TEAM RULES**

All teams will be held to the same standards. Inclusion by the JSC as a team is a privilege that can be withdrawn at any time by a written notice from the JSC Competitive Team Committee and with board approval.

##### **Position Descriptions:**

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

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.

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 or 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.

##### **Team Rules:**

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. The CTC will approve coaches they believe will provide positive and beneficial results. Coaches of teams U14 and younger should have a minimum of a

USSF State E license, or equivalent experience as determined by the CTC. Coaches of teams U15 and older should have a USSF National D license, or equivalent experience as determined by the CTC.

2. Names – All team names will begin with Juneau Soccer Club (JSC). Teams can choose their own specific name if considered appropriate by the CTC. A uniform club name may be established by JSC.
3. Uniforms - Each team participating in an organized event will dress in an appropriate manner. Each player (except the keeper) will wear a common team uniform. The attire should consist of matching socks, jersey, and shorts. JSC team colors are red, black, and white and all team jerseys for all age groups will display JSC logo. No other logos allowed.
4. Budget - Each team will be responsible for its own budget and for following JSC financial reporting policies. Teams may receive funds from, or provide funds to, the JSC depending on the circumstances. For various reasons, the JSC may process team payments (the team would then reimburse the JSC) or donations. 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.
5. Fund-raising - Each team will secure its own funds, primarily through donations, service-oriented fund-raisers, or team member contributions. The club will oversee and sanction such fund-raising efforts in order to uphold JSC's standing in the community. Solicitation of donations from JSC members and the public is acceptable. Checks may be written to "JSC *team name*". The JSC's jurisdiction over fund-raising only extends to its legal and sponsorship concerns. The JSC requests that individual teams raise funds in a manner that will not have a direct impact on the JSC's fund-raising efforts. The JSC's gaming permit may be available for team use. See section 3.6.3 above.
6. Accountability – Teams raising monies will be required to maintain records reflecting their financial status per club policy. The Board will expect that the team coach or manager will have this information. The team will prepare brief written reports to the Board per policy.
7. Memberships – Only current (at time of tryout or placement) JSC members can tryout or be placed on Club teams.
8. Tournament Requirements - Teams will be responsible to meet all tournament prerequisites. Any resulting infractions brought to the attention of the CTC will be discussed with the coach. Teams will be responsible to complete all the necessary forms in a timely manner and will be held responsible for the integrity of the information provided.
9. Conduct & Attendance - Every coach is asked to provide adequate adult supervision for their teams, particularly important when traveling. When participating in a team activity the players will be the responsibility of the coach. The coach will assure there are adequate chaperons, enforce curfews, monitor, and control behavior using appropriate discipline. The Club 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 club Code of Conduct which is to be signed by all players and parents upon registration and which can be

found in Section 8.2 of these Policies and Procedures. Each team may also adopt its own Code of Conduct for players, coaches and parents as well as a disciplinary policy. Team disciplinary policy and Code of Conduct must be approved by the CTC. JSC encourages coaches to be flexible with players involved in other activities, and to work with parents and their players to resolve schedule conflicts. Attendance policies must be approved by the CTC.

10. Complaint Procedure - We hope that there will be few grievances in the Juneau Soccer Club, 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 and for that reason the club has developed a complaint procedure. The procedure can be found in Section 8.3 of these Policies and Procedures
11. Disciplinary Procedures - JSC has developed Player Disciplinary Procedure Steps and Guidelines which can be found in Section 8.4 of these Policies and Procedures.
12. Travel Arrangements – Each traveling team will be responsible for their own travel and logistical arrangements. For some JSC organized events, the Club may coordinate some logistics for efficiency and fiscal savings. Participating teams would have the choice of being included in the group process or making their own arrangements.
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 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 the team and of the club. Coaches, Assistant Coaches, and Managers may serve as chaperones.
14. Practice Arrangements - The JSC will reserve blocks of gym or field time for JSC purposes, including outdoor competitive team practices, player and coaches training programs, and special events or tournaments. The member of the CTC responsible for allocations will provide times based on needs and availability.
15. Multisport Players – In the event of conflicts with activities other than soccer, the coach shall work with the players and their families so that participation in those activities can be accommodated and the goals of the team can still be met. In order to allow JSC members the opportunity to participate in activities, the following guidelines should be adhered to:
  - During summer vacation, a maximum of 3 practices a week can be mandatory and only 1 practice can be required on the weekend. More practices can be scheduled, but not made mandatory.
  - During the school year, only 1 team practice can be made mandatory. JSC sponsored clinics, such as Skills, ATP, and Goalkeeping should take priority over a second team practice.
  - Players on a traveling team should not be subject to disciplinary action by their coach for wishing to participate in other activities.

16. Coach/Manager Required Forms - Every coach, manager and parent volunteer will be required to complete registration (to cover membership) and disclosure (for background check) forms. These two forms are required by the State organization and provide coverage by the AYSA and JSC insurance policies. Coaches will not be approved or sanctioned prior to completion of the forms.

17. Weekend Practice – The Juneau Soccer Club provides 1 ½ hours of team practice time on either Saturday or Sunday each week. The Weekend team practice is geared towards the team's age group.

18. Off-season – Off-season is from State Cup in mid-August to October 1. From State Cup until September 1, no team practices should be scheduled. During the month of September, teams may hold optional, not mandatory, practices.

## **5.5 APPLICATION & SELECTION PROCESS BY TEAM CATEGORY**

The following describes the circumstances and guidelines that apply to formation of the different outdoor and indoor teams.

### **Outdoor Youth Competitive Teams**

#### 1. Application process

Persons desiring to coach an Outdoor Youth Competitive Team will be required to submit a JSC Youth Competitive Team Application. A description of the coach (es) experience and training must be included along with their coaching philosophy. This philosophy should reflect the overall principles and philosophy of JSC and it must be approved by the CTC and subsequently conveyed to each player's parent/guardian.

The completed form must be returned to the CTC Chair. Teams are required to have a separate coach and manager. The application process must be completed in full and include the name of the team's head coach. Coaching applicants may apply to be head coach of no more than one team per year. Each season the club will seek to maintain the one team per coach preference. If necessary, the criteria may be waived by the CTC. Approval of the application must be received prior to any fund-raising.

Coaches must submit a new application each year. Applications for teams for the following summer will be accepted between August 1 and September 1 for review by the CTC. Only applications for single age groups will be accepted. Coaches will be notified of their application status. Applications received after the above dates will be processed as soon as possible.

Waivers for multiple age group teams will be considered after the team tryouts. Prospective coaches of teams in the same age group, or overlapping age groups, will be contacted for resolution. Any change in personnel must be communicated to the CTC. A team must have a coach at all times to remain active and coaching changes must be approved by the CTC. Each coach must have another responsible adult with them on the sidelines during tournament play.

Throughout the year, approved coaches are required to support development of all players in their assigned age group. Upon team selection, JSC expects coaches to be committed to the development of all players on their roster, based on the quality of time given them in practices, scrimmages, and

competitive games. *Playing time during games:* because of injury, sickness, and other factors, rigid playing time requirements are not always possible. JSC recommends coaches strive for a minimum of 15-20 minutes of playing time in a 70 minute game for all players on the roster. Playing time recommendations are dependent on the demonstrated commitment of individual players.

## 2. Travel Team Tryouts / Player Selection

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 the club playing time policy before traveling, especially when alternates are invited to travel with the team. 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 Director of Coaching. Team selection will result from tryouts after April 1. Several tryouts may be scheduled. Tryout time(s) and place(s) will be provided to the coaches by the CTC. The Director of Coaching will provide guidance on procedures for tryouts. The CTC will endeavor to provide outdoor field time as soon as the fields are available in the spring. Indoor time will not be provided or sponsored for tryout purposes.

All appropriate Club members must be notified of the tryout at least 10 days prior to the tryout. All JSC members within the range of ages being considered must be notified via a letter or email sent by the team coach or manager. Mailing labels will be provided to the coaches by the club registrar. The coach will have the discretion to select his or her own players in consultation with the Director of Coaching. Candidates will be judged largely on their soccer skills, but fitness, individual and team attitudes, knowledge of tactics, ease of coaching, and academic standing are all collectively important. 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 club 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.

## 3. Player Replacement & Additions:

A maximum of three players can be added during the season if:

- a. A player(s) permanently leaves the team.
- b. A player(s) is needed to fill out the roster.

Either can be done at the discretion of the coach. Additional tryouts will not be required; however, additions and replacements must be JSC members. Players having previously tried out should receive first consideration. All player changes and the circumstances surrounding the change(s) must be communicated to the CTC in writing.

## 4. Practice Requirements:

When using CTC arranged outdoor practice times, Club teams will be required to practice against other teams/players who are soccer affiliates with adequate medical and liability insurance. These teams will normally be comprised of other JSC or CCSL members. The coach is responsible to assure that all participating players are covered by adequate medical insurance. The Club will not schedule or sponsor indoor practices for outdoor competitive teams.

5. Age Requirements:

The 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. Beginning with the AYSA State Cup 2001, and any and all tournament play thereafter, players will be required to play in their appropriate 1-year age group as of August 1 of that year.

For the 20010-2011 season, the following chart provides an easy way to see on which team a player belongs:

Age Groups	Born on or after:	up to and including:
U5	8/1/06	7/31/07
U6	8/1/05	7/31/06
U7	8/1/04	7/31/05
U8	8/1/03	7/31/04
U9	8/1/02	7/31/03
U10	8/1/01	7/31/02
U11	8/1/00	7/31/01
U12	8/1/99	7/31/00
U13	8/1/98	7/31/99
U14	8/1/97	7/31/98
U15	8/1/96	7/31/97
U16	8/1/95	7/31/96
U17	8/1/94	7/31/95
U18	8/1/93	7/31/94
U19	8/1/92	7/31/93

**Exceptions:**

**A. Grade-based Exceptions**

Players who attend school in the same grade with Club 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. These exceptions will be reviewed annually.

Review procedure for Grade-based exceptions:

1. As part of registration, the Club shall identify players who qualify for a grade-based exception.
2. The Club shall notify the player and his/her parents in writing that the player has the option to play on either the next-older or same-age team. This notification will also encourage the player and player’s parents to consider the benefits of playing up (staying with classmates/teammates) as

well as playing with the same age group (possible increase in playing time, tournament participation, etc.). Parents will be encouraged to discuss the merits of both options with the relevant team coaches as well as the Director of Coaching (DOC).

3. The coaches of both teams shall also be notified separately.
4. The player's parents must provide a written response (email is acceptable) stating which team the player will join for the season.
5. The Club will place the player on the team requested.

## **B. 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 must re-apply every year.

Review procedure for Player-requested Exceptions is as follows:

1. Petitions should be submitted by the coach of the older age-group team along with evidence of the player's parents' approval. Petitions must also include evidence that the coach of the younger age-group team is aware of the petition.
2. Petitions must be written. Use the *Petition to Play Up One Level* form available upon request from any member of the JSC Board. The filled-out petition form may be delivered electronically or in hard copy.
3. Petitions must be submitted both to the Chair of the Competitive Team Committee (CTC) and to the DOC.
4. 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 the Club.
5. Petitions may be submitted as early as September 1 (one month before Club season starts) for an upcoming season and must be submitted no later than April 1 for the current Club season.
6. 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 is denied.
7. If the DOC determines that the player qualifies for a waiver based on the interests of the player, the CTC shall review the case and approve or deny the petition based on the best interests of the Club as a whole, considering such factors as the impact of the move on both the older and younger teams, etc.
8. The petition review process will be completed in as timely fashion as possible, but in any event shall take no longer than 30 days.

## **C. 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 or manager can petition the CTC to be allowed to recruit players from younger age groups. The CTC will consider the request based on the following guidelines:

1. No player from a younger age group may displace an existing age-appropriate player from the traveling team, regardless of the relative skill levels of the two players. In other words, all age-

appropriate players who wish to be on the traveling team must be accommodated before any younger players can be added.

2. No player can be recruited from a younger age group if the younger-age team would be negatively impacted by losing that player for the time commitment required by the tournament in question.
3. Recruitment of younger players must take the form of tryout(s), in which all interested club players in the age-groups being recruited have an equal opportunity try out for a spot on the tournament team. The recruiting coach must inform the coach(s) of the younger-age team(s) about the proposal before any player recruitment takes place. It is also the recruiting coach's responsibility to ensure that all players in the age groups being recruited are timely informed of the tryout opportunity.
4. Younger players must continue to attend any practices of their age-appropriate team, unless there is a conflict with tournament preparation, and return to their age-appropriate team after the tournament.
5. Coaches must not use this exception as an excuse for not actively recruiting age-appropriate players to fill their teams' rosters.
6. In the event that more than one team seeks to add the same younger-age-group player for a tournament, that player must go to the youngest of the teams that are requesting the player in question, if the youngest team would have a tournament roster of 15 players or fewer without the additional player.

Requests for this exception should be submitted in writing by the team's coach or manager (email is OK). Send requests to the Chair of the CTC as soon as the need for an exception is known. Requests must include information on the proposed tournament(s) as well as a brief explanation as to why the exception is needed and how the above guidelines are being met. No recruiting of younger players shall take place until an exception is granted.

**Team Application and Selection Process Summary: (reference to CTC will be the Chairperson or their designee).**

1. Download team application from website: [www.juneausoccer.org](http://www.juneausoccer.org). Confer with CTC about JSC requirements and philosophy before submitting application.
2. Coaches/managers submit application, registration, disclosure forms to the CTC between Aug. 1 – Sept. 1
3. Await approval.
4. Arrange an outdoor tryout time and place with the CTC.
5. Receive list of eligible JSC members to contact from the Registrar.
6. Prepare and mail or email tryout letter to all members within the appropriate age range with copy to CTC.
7. Conduct tryout(s) in consultation with Director of Coaching.
8. Prepare/submit list of attendees and players to be offered spots on the travel team to the CTC.
9. Await roster acceptance from the CTC Chair prior to notification of the players.
10. Notify players regarding status (made team or not).
11. Receive future practice times through the CTC or designee.

**Outdoor – JSC sponsored CCSL Teams**

1. Player selection: Team coaches will select players for the season from Club members by

- invitation. If an inadequate number of JSC players are available, coaches may recruit other players.
2. Coach and player selection process: (reference to CTC will be the Chair or their designee) Coaches/managers submit registration and disclosure forms to CTC.
    - a. Receive list of members from CTC.
    - b. Invite members to participate.
    - c. Prepare and submit a list of team members to the CTC prior to the first game.
    - d. Assure each player signs an AYSA “adult league” permission form, if applicable.
  3. Practice Requirements: practices, if any, are arranged by the coaches.
  4. Age Requirements: CCSL age requirements apply.

## **Special Club Sponsored Events**

### Team Selection Process

The JSC Board will appoint an event/tournament director. The Event Director, in conjunction with the participating club (i.e., Ketchikan or Yukon), will establish the age, and gender of players along with the number of teams. Active JSC Youth Competitive Teams may participate at the Event Director's discretion. If new teams for the event are formed from current JSC members, the following procedures apply.

### Player Selection Process

1. Teams are identified by: team invitation, member tryout and member invitation.
2. Coaches/managers submit application, disclosure forms, and player selection plan to the Event Director.
3. Event Director, after consultation with CTC, approves application.
4. If team selection by tryout or invitation, coach (es) receive list of current JSC members in appropriate age/gender group from Event Director.
5. Coach/manager submits list of selected team members to the Event Director.
6. Event Director, after consultation with CTC, approves team and informs coach.
7. Coach informs players of selection.

Practices: The Event Director, if any, will arrange practices.

Costs: Teams may be required to provide an entry fee to cover tournament, referee and team related expenses.

## **Whitehorse-Juneau Indoor Exchange Tournament**

### Team Selection Process:

The JSC Board will appoint a Tournament Director(s). He/she will, in conjunction with the Yukon Soccer Club, establish the age and gender of participating youth. The tournament director will determine the appropriate number of JSC boy and girl teams for each age group. He/she will then invite coaches to coach the teams.

If necessary, the coaches will hold tryouts for interested JSC members. The coaches for each age/gender group will identify and determine how to place the selected players on the teams. A roster must be provided to the tournament director.

Practice Requirements:

The tournament director will secure and allocate indoor practice time by team and/or age group.

Costs:

Teams may be required to provide an entry fee to cover practice, tournament, and referee expenses. Any travel costs will be born by the individual teams.

**Special Indoor Events** - potential coaches should notify the CTC Chair prior to the event and provide a player selection plan for approval. After approval, the coach will proceed as directed by the CTC Chair. All JSC members in the age/gender group should be considered for selection. The Indoor Team will exist only until the end of the special event.

# **JUNEAU SOCCER CLUB**

## **Policies & Procedures**

### **SECTION 6: COMPENSATED POSITIONS**

#### **6.1 DIRECTOR OF COACHING**

The Director of Coaching position oversees comprehensive soccer training to members of JSC for the season period from October 1 to September 30. The Director of Coaching 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 Director of Coaching 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 Director of Coaching role
6. Contributing to coaches' education – through meetings and/or regular seminars covering coaching methods, tactics and strategies, tournament preparations, etc; 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, AYSA etc.) when requested by board
10. Supervising assistant skills, goal keeping, and development coaches

#### **6.2 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.

#### **6.3 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. Your board is responsible for writing

and signing checks. The treasurer will forward check information and the invoice support to us. We will update records.

2. Enter cash receipts into Quickbooks. We will not handle cash. Your treasurer will deposit all money and forward deposit information to us.
3. 1099 forms at year-end.
4. Monthly bank reconciliations and journal entries.
5. Prepare monthly/annual reports for the Board of Directors.
6. Provide information to your tax accountant for preparation of the 990 return.
7. Prepare the annual gaming report for reporting raffle operations to the State.

#### **6.4 TAX PREPARATION ACCOUNTANT**

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

# **JUNEAU SOCCER CLUB**

## **Policies & Procedures**

### **SECTION 7: CLUB PROGRAMS AND EVENTS**

Juneau Soccer Club sponsors and participates in numerous programs and events throughout the season, that include the following:

#### **COMPETITIVE EVENTS**

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

#### **FUNDRAISING EVENTS**

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

# **JUNEAU SOCCER CLUB**

## **Policies & Procedures**

### **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 referee's action to the JSC Board. This report should happen 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: Two Signatures are required, player & parent.**

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 Juneau Soccer Club 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.



### **8.3 JSC COMPLAINTS PROCEDURE (Adopted Sept. 2009)**

We hope that there will be few grievances in the Juneau Soccer Club, 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 club.
- 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 Director of Coaching and it is still not resolved, you can ask the JSC Competitive Team Committee to look into it. Contacts for the CTC are available from the Director of Coaching.

### **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 player one on one about issue. Try to come to an agreement for future expectations.
2. Remove player from current practice session/game. Call family to discuss expectations for next practice session.

3. Suspend player from next practice session/game after notification of parents and JSC Director of Coaching about pending action so that all may assist in resolving the issue.
4. Suspend player for multiple practices/games after notification of parents, JSC Director of Coaching and JSC Board Competitive Teams Committee chair (CTC).
5. Suspend player from future travel with team, after notification of parents, JSC Director of Coaching and JSC CTC. Fundraised money will remain in the player's account. JSC membership fee will not be reimbursed.
6. Player may rejoin JSC the when the next club 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, and 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:** \_\_\_\_\_



10/01/2010



