

# **F.C. SALMON CREEK**

## **POLICIES AND PROCEDURES**

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### **PART I. THE BOARD OF DIRECTORS**

#### **REQUIREMENTS FOR AND DUTIES OF OFFICERS**

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#### ***ARTICLE 1.01 THE PRESIDENT:***

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- (a) The President shall have the following minimum requirements:
  - 1. Exposure to all levels of competition.
  - 2. At least one year on the Executive Board or equivalent experience.
  - 3. Committed to participate year round and support all levels of competition.
- (b) Represents the club as the Chief Spokesperson for the club.
- (c) Represents the Club in Policy Setting meetings of applicable governing bodies.
- (d) Oversees the coordination of all Club Activities and may make immediate decisions on behalf of the club. Immediate decisions that meet any of the following criteria must be reviewed at the next meeting of the Board:
  - 1. Any decision regarding financial transactions that are not already authorized in the approved budget.
  - 2. Decisions which set, change or are an interpretation of club policy.
  - 3. Facilitates the election of officers.
- (e) Chairs the Annual General Meeting except when the President's post is up for re-election.
- (f) Acts as the Alternative representative to SWYSA, the local association.
- (g) Casts the deciding vote in case of tie votes for the Board or Executive Committee.
- (h) Sets initial board meeting agenda.
- (a) The president will be involved in the annual budget process.

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*ARTICLE 1.02 THE EXECUTIVE VICE-PRESIDENT :*

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(a) The Vice President shall have the following minimum requirements:

1. Exposure to all levels of competition. Salmon Creek Soccer Club Charter, Bylaws and Rules of Order
2. At least one year on the Executive Board or equivalent experience.
3. Committed to participate year round and support all levels of competition.

(b) Assists the President and presides in President's place in the President's absence or in the event of recusal of the President for reasons of conflict of interest.

(c) Chairs the Club Officer nominating committee.

(d) Is responsible for proposed changes to the Charter, Bylaws or Rules of Order.

(e) Organizes the Annual General Meeting.

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*ARTICLE 1.03 THE SECRETARY:*

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(a) Records and maintains minutes of Club meetings and stores approved minutes in an electronic version.

(b) Schedules Board Meeting Agenda Items.

(c) Is Responsible for Club correspondence and communications.

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*Article 1.04 THE REGISTRAR(s):*

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(a) The Registrar(s) shall have the following minimum requirements:

1. Prefer experience at all levels of play.
2. Involved with year around soccer.

(b) Coordinate player sign-ups including on-line and if appropriate, in-person registration events.

(c) Certify player's age and registers them with the applicable governing bodies.

(d) Assign players to appropriate teams.

(e) Assign names to new teams.

(f) Manages appropriate paperwork for players and teams.

(g) Registers teams for events as needed.

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#### *ARTICLE 1.05 BUSINESS MANAGER*

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- (a) The Business Manager shall have the following minimum requirements:
  - 1.Solid understanding of standard business practices.
  - 2.At least one year on the board or equivalent experience.
  - 3.Involved with year around soccer.
- (b) Files annual reports as required by applicable governing bodies.
- (c) Manages all professional consultants or services for the club.
- (d) Issues and manages all contracts.
- (e) Provides oversight for Treasury Activities and approves bank transactions.
- (f) Works with the Treasurer to prepare financial reports and statements.
- (g) Responsible to file any federal and state tax reports.
- (h) Maintains the business license and insures compliance with all state and federal regulations.
- (i) Maintains Insurance Contracts and Salmon Creek Soccer Club Charter, Bylaws and Rules of Order.

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#### *ARTICLE 1.06 MEMBER-AT-LARGE*

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Is a consultant to the Salmon Creek Soccer Club board, on all matters that come before the board.

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#### *ARTICLE 1.07 THE SWYSA COMMISSIONER*

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- (a) Represents the interests of Salmon Creek Soccer Club at SWYSA meetings.
- (b) Reports SWYSA business back to the Board.

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#### *ARTICLE 1.08 THE TREASURER:*

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- (a) Maintains all Club Institutional accounts (Bank Accounts).
- (b) Responsible for all Invoices for Club sponsors and creditors (Accounts Receivable).
- (c) Prints checks for all valid bills incurred by the club (Accounts Payable).
- (d) Prints regular pay checks for Non-Employee Compensation (i.e. Referees and some Coaches).
- (e) Manages the Chart of Accounts and allocations of revenue to those accounts (for example team accounts).

(f) Coordinates with the President to generate reports as needed for audits and licensing or contract activities.

(g) Provides monthly Spent to budget and Account Balance Statements to the board.

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*ARTICLE 1.09 FIELD COORDINATOR*

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(a) Maintains list of all Club Equipment Assets (goals, nets, corner flags, paint, etc).

(b) Recommends purchases of Club equipment for Fields as needed resulting from wear and tear and expected member ship growth or demographic shifts.

(c) Coordinates the Maintenance of Club-used fields and facilities .

(d) Arranges with school district Maintenance Supervisor, Clark County Parks Department and/or Private and Public partners, to upgrade fields where necessary.

(e) Represents Salmon Creek Soccer Club at Sports Council meetings.

(f) Coordinates field assistants supplied by each team to line fields and put up and take down nets and corner flags.

(g) Is responsible for coordinating after-game clean-up, whenever necessary.

(h) Makes practice fields available and assigns them to teams.

(i) Responsible for assigning fields for all games.

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*ARTICLE 1.10 THE COACHING DIRECTOR:*

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(a) The Coaching Director shall have the following minimum requirements:

1. Shall hold a B or above license or experience acceptable to the board.
2. Solid understanding of standard business practices.
3. Involved with year around soccer.

(b) Coordinates the activities of all Division Coach Coordinators.

(c) Serves as liaison between the Board and the Division Coach Coordinators.

(d) Organizes coaches' clinics.

(e) Assists Competition Coordinators and Registrars.

(f) Insures coaches have appropriate coaching credentials.

(g) Responsible for performing Coach Performance Appraisals.

(h) Recommends to the board salary structure for coaches in paid positions.

- (i) Insures coaches are current on first aid, CPR, and governing body certifications.

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#### *ARTICLE 1.11 THE DIVISIONAL CHAIRS:*

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- (a) The Divisional Chairs shall have the following minimum requirements:
  - 1. Experience acceptable to the board.
  - 2. Solid understanding of standard business practices.
  - 3. At least one year on the board of this or another similar soccer club.
  - 4. Involved with year around soccer.
- (b) Lead the organizing activities of the level of play they represent.
- (c) Recruit division subcommittee members.
- (d) Represent the level of play at the General Board.
- (e) Manage and run subcommittee meetings.
- (f) Oversee budget and finances for the division from information supplied by the Treasurer.

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#### *ARTICLE 1.12 MARKETING DIRECTOR:*

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- a) Planning, directing, and coordinating the *marketing* plan efforts (utilizing all available media)
- b) Communicates the *marketing* plan with the board for approval.
- c) Plans and coordinates major fundraising activities for the club
- d) Solicits and coordinates sponsorships for specific events and for the club general funds
- e) Recruits marketing committee members (i.e., social media execution, auction chair, tournament sponsorship lead, etc.)

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### **PART II. THE BOARD OF ADVISORS**

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#### *ARTICLE 2.01 MEMBERS OF THE BOARD OF ADVISORS*

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- (a) The Board of Advisors consists of additional members who advise the board and provide services to the club, but are not considered voting members. The Board of Advisors shall consist of, but is not limited to:
  - 1. Club Web Master
  - 2. Referee Coordinator
  - 3. Photo Coordinator
  - 4. Judicial Review Coordinator
  - 5. Membership Coordinator
  - 6. Tryout Coordinator
  - 7. Uniform and Equipment Coordinator

(b) The Board of Advisors may make and second motions and participate equally in board discussions, but must defer to the voting members for approval of motions. F.C. Salmon Creek Charter, Bylaws and Rules of Order

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*ARTICLE 2.02 THE REFEREE COORDINATOR:*

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- (a) The Referee Coordinator shall have the following minimum requirements:
1. Experience acceptable to the board.
  2. At least one year involvement with the club or equivalent experience.
  3. Involved with year around soccer.

(b) Recruits Club referees and linesmen.

(c) Schedules Referee training and qualification activities.

(d) Coordinates attendance at Rules Clinics.

(e) Schedules referees and linesmen for all home games.

(f) Coordinates injury claims to applicable governing bodies.

(g) Approves all referee pay invoices and other referee compensation.

(h) Provides mentors for referees.

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*ARTICLE 2.03 WEBMASTER*

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(a) Maintains the overall look and feel of the club web site.

(b) Recommends technology and service providers (subject to board approval).

(c) Manages Club Email Services.

(d) Assists Advertising and Marketing Coordinator and individual Divisional Communications Coordinators in posting information.

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*ARTICLE 2.04 UNIFORM AND EQUIPMENT COORDINATOR*

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(a) The Board of Advisors consists of additional members who advise the board and provide services to the club, but are not considered voting members. The Board of Advisors shall consist of, but is not limited to:

1. Club Web Master (see job description)
2. Referee Coordinator (see job description)
3. Photo Coordinator (see job description)
4. Judicial Review Coordinator (see job description)
5. Membership Coordinator (see job description)
6. Tryout Coordinator (see job description)
7. Uniform and Equipment Coordinator (see job description)

(b) The Board of Advisors may make and second motions and participate equally in board discussions, but must defer to the voting members for approval of motions. Salmon Creek Soccer Club Charter, Bylaws and Rules of Order

(a) Coordinate with division Uniform Coordinators to develop vendor agreements to the club's best interest

(b) Coordinate with division Uniform Coordinators to place orders early enough to ensure delivery by required dates.

(c) Coordinate with Field Coordinator and Division Coordinators to place equipment orders as appropriate.

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### PART III. DIVISIONAL SUBCOMMITTEE OFFICER DUTIES

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#### *ARTICLE 3.01 THE DIVISION SECRETARY:*

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(a) Records and maintains minutes of division meetings.

(b) Schedules division meetings and initial agenda items.

(c) Is responsible for club correspondence pertaining to the division of play.

(d) Assists with newsletters, or divisional publications.

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#### *ARTICLE 3.02 THE DIVISION TREASURER:*

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(a) Collects all records all division sponsor and fundraising monies, catalogs these and delivers to the Club Treasurer for deposit.

(b) Tracks account balances for teams as appropriate.

(c) Approves and submits payment invoices to the treasurer for disbursement.

(d) Coordinates with the Division Business Manager to generate reports.

(e) Provides monthly Spent to Budget and account balance statements for the division.

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#### *ARTICLE 3.03 THE RECREATIONAL DIVISION COMPETITION COORDINATOR*

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(a) The representative to the SWYSA competition meetings.

(b) Coordinates with Field Coordinator to assure field availability.

(c) Recommends team rating to SWYSA for assignment to proper Rec. division.

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#### *ARTICLE 3.04 THE DIVISION TEAM PARENT COORDINATOR*

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(a) Assists coaches in recruiting team parents.

- (b) Distributes newsletters to team parents and coaches.
- (c) Assists with fund raising activities.
- (d) Coordinates team/Club correspondence with the team parents.
- (e) Conducts Team Parent's meetings as needed.

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*ARTICLE 3.05 THE DIVISION EQUIPMENT MANAGER:*

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- (a) Maintains inventory of team supplies & equipment.
- (b) Distributes equipment to coaches at the beginning of the season.
- (c) Collects all equipment at the end of the season as appropriate.
- (d) Maintains contact with coaches to assure equipment needs are met.

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*ARTICLE 3.06 THE DIVISION UNIFORM COORDINATOR:*

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- (a) Establishes relationship and/or contract for all divisional uniforms for the season. Any changes to the uniform or the uniform vendor need to be approved by the board.
- (b) Coordinates uniform distribution unless arrangements are made with the vendor to distribute directly to coaches, team parents or individual parents.
- (c) Act on behalf of teams, team parents or individual parents to resolve issues or disputes regarding uniform orders or purchases.
- (d) Coordinates with the Club Uniform and Equipment Coordinator to purchase uniforms on behalf of the division.
- (d) Recommends uniform purchase, orders new uniforms.

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*ARTICLE 3.07 DIVISION SUBCOMMITTEE POSITIONS*

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Examples of positions that may be created for each Division Subcommittee include but are not limited to:

1. **Field Coordinator** – Coordinate field scheduling for practice, scrimmage or other use and schedule or field layout and lining in cooperation with the Salmon Creek Soccer Club Field Coordinator.
2. **Communications Director** – Communicate with division members by Email or Phone, write and publish Division News on the Web Site.
3. **Business Manager** – Manage the budget, contracts and relationships with other organizations, for example for fund raising, uniforms or other vendor relationships.



4. **Coach coordinator** – Manage coach communications, training and certification for division coaches.
5. **Tryout coordinator** – Schedule, arrange field use, and publicize team tryouts as applicable.
6. **Uniform coordinator** – Manage uniform purchases for teams and players and manage the relationship with vendors.
7. **Equipment Coordinator** – Inventory, purchase and distribute team equipment as needed by the teams in the division.
8. **Field Coordinator** – Manage team and game usage of fields within the bounds of the fields made available by the board. Work with the board level field coordinator to request and manage field allocations.
9. **Team Manager Coordinator** – Disseminate information to team managers.
10. **Photo Coordinator** – Makes arrangements with Photo vendor, coordinates photo schedule with teams and vendor, facilitate distribution of photos to teams.
11. **Registrar(s)** – Responsible for player registration and payments.

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## PART IV. SCHOLARSHIPS

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### ARTICLE 1.01 SCHOLARSHIPS

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Factors that may be taken into account in awarding scholarships include but are not limited to:

1. Financial Need based on income and size of the family
2. Volunteer activities of the players and/or parents
3. Availability of Scholarship Funds

Requests for scholarships are made to the subcommittee Registrars and approved by the Scholarship Committee, Advanced Chair, and President.

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## PART V. COACHES, TEAMS, AND PARENTS

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### ARTICLE 5.01 COACHES

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(a) Recreational Coaches shall have experience, training or certification appropriate to the age of the players.

(b) Advanced level coaches shall have a minimum of a D license or equivalent experience.

(c) After a coach has been assigned their players; they are required to have a team meeting to introduce themselves to the players and their parents

(d) The coach is responsible for acquiring a team manager, and subsequently delegating communication and coordination responsibilities to the team manager.

(e) The coach shall give instructions to the players on soccer skills, points of strategy, and team tactics.

(f) The coach should use all possible teaching techniques to insure that players and parents know what is expected of them.

(g) The coach should provide moral support to encourage players to do their best, be good sports and make soccer a positive experience.

(h) Each player participating in club recreational soccer, when in attendance at an association sanctioned game, shall play 50% of the game. The only deviation from this rule will be for disciplinary reasons.

(i) The coach will be in control of all practices.

(j) Coaches need to educate parents on soccer etiquette, coaches philosophy and playing time.

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#### *ARTICLE 5.02 ASSISTANT COACH RESPONSIBILITIES*

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Assist the head coach in each of the above assignments or as assigned by the coach.

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#### *ARTICLE 5.03 TEAM MANAGER*

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(a) The Team Manager acts on the Coach's behalf to organize parents in support of the team and fully supports the coach in all decisions.

(b) The team parent is the primary communication conduit between parents, the coach and the club and Coordinates all Club activities with team players and parents.

(c) The Team Coordinator is responsible for recruiting and coordinating parent activities. (See Team Parents). The Team Coordinator tracks contributions of Team Parents and reports these to the Coach Coordinator on a schedule established by the coach coordinator.

(d) Recreational Team Managers are responsible for finding one corporate or other sponsor. The team manager is accountable for recruiting and managing the relationship with the sponsor, or for delegating this responsibility to another parent from the team.

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#### *ARTICLE 5.04 PARENTS*

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(a) Parents are primarily responsible for supporting their children, coach, team and club in pursuing the game of soccer in a positive and fun manner.

(b) FC Salmon Creek is a volunteer run and supported organization. In order to distribute the workload of an organization this size without overloading those volunteers, each team is required to provide support for essential services as follows:

1. When the team is the first team on a field, at least one team parent needs to be scheduled for field lining—refreshing line paint (generally) the day before the scheduled game.
2. When the team is the first team on a field, at least one team parent needs to be scheduled to set up that field, including setup of goals and nets, and corner markers.

3. When the team is the last team on the field for the day, at least one team parent needs to be scheduled to take down and stow goals, nets, and corner markers. They should additionally remove any trash that may have been left on the field during the day.

4. At least one parent from each team needs to participate in the setup of fields at least once during the season.

5. Team Parents are encouraged to get involved on the board and/or Division Subcommittees.

(c) Parents are responsible for good sportsmanship at all times.

(d) Abuse of referees, coaches, players or other parents will not be tolerated.

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#### *ARTICLE 5.05 PLAYER EQUIPMENT*

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(a) Players must purchase Jerseys and Shorts as needed as arranged by Division Subcommittees.

(b) A sponsor may purchase uniforms for their team if they wish, but these uniforms must conform to SWYSA regulations concerning color, number, size and placements. The FC Salmon Creek Board must approve the uniforms before purchase.

(c) The Club will provide each team with a good game ball.

(d) The players will furnish their own sweats, socks, soccer shoes, shin guards, and practice balls.

(e) As a safety precaution, shin guards and soccer shoes will be worn in all team scrimmages and in all games.

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#### *ARTICLE 5.06 PLAYER ASSIGNMENT*

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(a) The following will determine the assignment of Recreational players by the Registrar:

1. The player's age
2. To fill up existing teams
3. To develop a positive attitude toward soccer
4. To be placed on the fall team from the previous year whenever possible, if the player is registered by the regular registration deadline of the season year.
  1. Regular registration is defined as registrations not subject to a late fee.
  2. Where possible, teams will be formed within school boundaries.
  3. Any ties in team placement resulting from the above criteria will be decided by player registration time. Time of registration is to be determined as time of final approval in the registration system.

(b) For PDP teams, players are placed by PDP coordinator.

(c) For Advanced Level, tryouts are required.

(d) If a player must be placed up a year in age level, it will only be with the permission of the coach, player and the player's parents. Advanced Level play-ups must also be approved by the Director of Coaching.