

SMITHVILLE SOCCER CLUB

January 26, 2006

COACHES POLICY

1. Coaches must have an F license or better. A coach may coach for one season while obtaining their F license. The SSC will provide opportunities for obtaining the license.
2. Coaches must provide a kid safe certificate prior to coaching. The registration is done online through MYSA. A copy of the certificate must be provided to the Registrar.
3. Coaches must register by filling out registration forms. MYSA and SAY insurance and other registration fees will be paid by the SSC for recreational coaches.
4. Coaches must abide by SSC coaches code of conduct as outlined by MYSA.
5. Coaches must ensure all players on their team have registered through the SSC. Each coach will receive a copy of each players registration form. Originals will be kept on file with the Registrar. No player is to practice or play without a signed liability waiver on file.
6. Coaches must attend the preseason coaches meeting.
7. Coaches failing to adhere to the policies set forth by the SSC will not be allowed to coach.

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GRIEVANCE POLICY

The Smithville Soccer Club is dedicated to building a strong program where young players can develop and learn the game of soccer.

Our decision making has always centered on what is best for the players, the club and the future of our program. As our program continues to grow and prosper, changes in focus, policy and organizational structure will be necessary. Loose gossip and finger pointing is strongly discouraged and will not be tolerated as both are not components of a healthy and progressive program.

We do not wish for any public outburst that will badly reflect upon you and the club.

We understand that there are times that issues will need to be clarified or addressed. The following is a grievance procedure that all parents, players and coaches must follow. Any grievance should be presented on an individual basis. It is the intent of the SSC Board to allow an individual an opportunity to present an issue for the review and resolution.

The objective is to resolve issues at the most immediate level. Listed are the steps that will need to be followed in order to file a grievance.

- 1) Do not approach any coach, manager, referee, player, board member or opposing parents before, during or after a game or practice if you are upset.
- 2) We request anyone that has a grievance to reflect the merit of the grievance before approaching the board in writing.
- 3) All formal written grievances must be submitted within 7 days of the incident. Please include the facts of the grievance, names of people involved and the date of the incident that prompted the grievance. The SSC Board will only respond to grievances that are in writing.
- 4) You may address your grievance to the SSC Board at PO Box 152, Smithville, MO 64089, or e-mail one of the board members listed on our website. A board member will get back with you directly and set up an appointment to review your complaint and how we can best address it. Any written correspondence directed to the President will be addressed at the SSC Board meeting.

Please keep in mind that the SSC Board is made up of volunteers and that we are a youth sports organization. Our decisions towards all grievances will be what will be in the best interest of the children in our program and that those decisions are final.

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REIMBURSEMENT AND EXPENDITURE POLICY

1. Any requests for expenditure must be made in writing and approved by the treasurer and President prior to expending funds.
2. Any requests for SSC reimbursement must have been previously approved prior to expending funds and accompany a receipt for the expenditure.
3. Any SSC vendor expense to be paid must have been previously approved prior to expending funds and accompany an invoice. If the expense is for equipment, a packing slip with equipment manager approval must accompany the invoice. If the expense is for other products, the recipient party must sign as verification the product received matches the invoice.

Any request for purchase of merchandise or services through the SSC by individuals or coaches, must be approved by the treasurer and President prior to expending funds. A 50% deposit of the estimated expense is required prior to expending funds. Full payment is required prior to release of merchandise or services.

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REGISTRATION POLICY

1. All recreation players are required to complete registration forms including listing any medical conditions, and providing a copy of their birth certificates. All information provided on the registration form is to be accurate. Payment is required with the registration form.
2. Recreation registration forms and/or payments received after published cut off date are considered late and are subject to a \$10 late fee. Players will not be placed on a team or allowed to practice until both registration form and payment have been received.
3. Competitive teams fees are due prior to the seasons first game. Player cards will not be issued until payment is received. Payment is to be received in one payment for entire team.
4. Refunds will be given only prior to placement of a player on a team. A \$10 processing charge will be withheld from the refund.

Every child will have the opportunity to play soccer regardless of financial standing. The treasurer should be contacted if the player is unable to pay the required cost. The SSC will determine payment similar to the Smithville lunch program process and costs will be prorated accordingly.

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EQUIPMENT POLICY

1. All equipment is to be inventoried prior to the start of each season. The equipment manager will report all equipment and make request, if necessary, for additional or new equipment. This request will be used for determining the equipment budget for each season.
2. Any equipment expense should follow expenditure policy.
3. Each recreation team equipment will consist of the following equipment:
U4 and U6 – 1 ball per 2 players
U8 and up - 4 balls per team
4. Line marking – The Field Coordinator will contact the Smithville boosters for line marking. Line marking will occur prior to first practice. The Field Coordinator will purchase paint for boosters.
5. Goals – The Field Coordinator is responsible for goal placement at the beginning of each season and removal at the end of the each season as well as net and goal maintenance.
6. Coaches are required to return equipment within two weeks after the end of each season or tournament. Coaches will not be allowed to coach next season if equipment is not returned.

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TEAM SELECTION POLICY

1. Head Coaches (hereafter, "Coach") who coached last season in the Smithville Soccer Club (hereafter, "SSC") are eligible to return all of the team members from the last season, (Spring or Fall) based on the following:
 - a. A parent requests that their child return to the Coach's team.
 - b. A parent requests that their child not return to the Coach's team. This child will be placed in the pool.
 - c. The coach may return players that have requested him/her back to the pool.
 - d. If there is more than a 2 player differential from other teams, the Coach must place players into the pool.
 - e. Late registrations will be placed into the pool regardless of Coach preference.
 - f. Assistant Coaches are not eligible to return previous players, those players will be placed in the pool.

2. Coach seniority is based on the number of seasons as a Head Coach in the SSC. An Assistant Coach's seniority will not count towards the Coach seniority. The Coach is defined as the individual who is listed by the SSC as the manager or Coach of the team. Seniority cannot be transferred to other individuals. Seniority will only be a factor if there are not enough players to fill all teams.
 - a. If a Coach coaches for two years in the SSC and then steps down for a season and returns the next season as a Coach, then that Coach will have two years of seniority.
 - b. If a Coach coaches for two years in the SSC and then is an Assistant Coach during the third season, and returns the fourth season as a Coach, then that Coach will have two years seniority.
 - c. If a Coach coached for two years in another league and comes to the SSC as a Coach, then that Coach will no seniority in the SSC.
 - d. A Coach with an F License has seniority over coaches with more years or returning players.
 - e. A Coach returning with, at least, 50% of last year's team will have seniority over coaches with more years.

3. The Selection Process is as follows:
 - a. Lists of all players and ages will be made available to all Coaches. Team selection does not need to be age or grade specific. For example: A first year U8 Coach may want all 1st Graders.

- b. The Coach and one Assistant Coach's children are automatically selected for the Coach's team.
- c. A request for siblings to be on the same team must be honored. A coach will forfeit their next selection when this occurs.
- d. Once Coaches have listed their returning players, including their child and their Assistant's Coaches child, then the Coach with the least number of players will select from the pool for his/her team until the team is equal to the team who has the next fewest players.
- e. Player selection order will be random draw or coin flip if there is an equal number of players on each team.

FOR EXAMPLE, Coach A has 8 players returning from the last season. Coach B has 5 players, and Coach C has 3 players. Coach D is coaching for the first year in the SSC. Coach D will select 1 player from the pool, since his/her child and Assistant's Coach's child are already on their roster.

Now, Coach C and Coach D will flip a coin and then take turns selecting players until they each have 5 players. At the end of this part of the selection Coach A will still have 8 players, Coach B, C, and D each have 5 players.

Now, Coach B, C, and D will random draw for selection order. Each Coach will select until all Coaches have 8 players.

Now, Coach A enters the selection process and another random draw for selection order occurs. All remaining players are selected.

- f. If additional players sign up after the selection process, they will be assigned to teams by the SSC Board and will be assigned first to the teams with the least players.
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- 4. A coach may designate the Assistant Coach or other representative to make selections if the coach is unavailable. The SSC will select a team if the coach is unavailable and has not selected a representative.
 - 5. Any disputes or selection rule interpretations shall be handled by the SSC Board and all decisions will be made in a manner that reflects the best interest of the Recreational Soccer Program.
 - 6. Try to honor requests or comments on registration forms.
 - 7. Keep in mind that we are a Recreational League and that we should represent what is best for the children/players. Try to make your teams fair. Blow-out games are not fun for either team.

8. Coaches, please don't feel rejected if a player chooses not to return to your team. Several factors maybe involved in the choice; i.e. Being on the same team with a friend, car pooling, or Coach/Player chemistry. Don't take it personally or inquire to the player's reason. Accept it and move on.

The SSC Board appreciates your time and effort in helping to develop our youth.