

**Roseville Youth Soccer Club dba
Roseville Soccer Club**

Policy & Procedures
Updated January 2025



RYSC Policies & Procedures

June 2024 Revisio

1:01 Name

1:01:01 This Club shall be known as the Roseville Youth Soccer Club also referred to as “RYSC”, “RSC” or Roseville Soccer Club located in Roseville, California. This Club is a not-for-profit, tax-exempt organization under the laws of the State of California and the United States of America and shall maintain its tax-exempt status.

1:02 Colors

1:02:01 The respective colors of this Club shall be Green, Black, White, Grey, and Rosegold or a Board approved color.

1:03 Purpose

1:03:01 As stated in the bylaws filed with the CA Secretary of State, the purpose of this corporation is to organize, own and operate one or more amateur youth soccer programs that provide responsible and effective coaching, develop the health, education and athletic skills of youth soccer players and promote enjoyment of the game of soccer through participation in friendly competitions. The specific purpose of this corporation includes the promotion of friendship and good sportsmanship among players by providing financial support to complimentary organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code of 1986, as amended (hereinafter the “Code”).

1:03:01 Mission: The mission shall be to further the enjoyment of soccer by the youth of our community. Fulfillment of this goal is to be brought about by setting an atmosphere of friendly competition in which learning and playing soccer are held foremost. The Club further desires to promote the spirit of the game (not seeking advantage at the cost of others) and the principles of good sportsmanship. Anything that detracts from this atmosphere should be strongly discouraged.

1:04 Affiliation

1:04:01 RYSC shall be an affiliated branch of US Club Soccer and shall comply with all General Procedures, Special Rules, and Policies set forth by these respective organizations.

1:05 Membership

1:05:01 Membership shall consist of the players and their respective parents and/or guardians, as well as coaches, assistants, and sponsors.

1:06 Rules of Order

1:06:01 The rules contained in the Robert’s Rules of Order shall govern this Club in all cases in which they do not conflict with the Bylaws of this Club, General Procedures, and Specific Rules of any of their affiliates. Abstaining votes shall count as a YES. In order for a vote not to count a member must simply recuse themselves from a vote. In addition, the President shall not vote in instances where the board is tied.

1:07 Authorities

1:07:01 This Club shall be governed by its' Bylaws, and Policies & Procedures except as superseded by FIFA, USSF, USYSA, and US Club.

1:07:02 RYSC may modify its administrative rules to be more stringent but not less stringent than those of their affiliates.

1:07:03 The governing authority of RYSC, whose powers shall be designated in the bylaws, shall be vested with the Board of Directors of this Club.

2:00 Board of Directors

2:01 RYSC shall have a Board of Directors consisting of a minimum of (4) executive voting officers (President or Board Chair, Vice President, Secretary, and Treasurer) which shall also function as the Club's Executive Committee.

Further, the club shall designate an additional (8) elected voting Director seats. This will be known as the Board of Directors, who shall govern and conduct the business of RYSC. The following comprise the RYSC Board of Directors:

- a. President (Chairman of the Board)
- b. Vice President (Technical Director)
- c. Secretary
- d. Treasurer
- e. 4v4 Program Director (Boys)
- f. 4v4 Program Director (Girls)
- g. U9-U14 Program Director (Boys)
- h. U9-U14 Program Director (Girls)
- i. U15-U19 Program Director (Boys & Girls)
- j. Director of Referees
- k. Director of Human Resources and Staffing
- l. Creative Media Director

2:01:02 Each Board position will have only one vote on all voting matters. Each board position may designate a specific board coordinator on their behalf to assist with the timely execution and proper care of their duties. Board Coordinators may communicate and act on behalf of the board in their capacity of granted coordinator duties however they may not act on behalf of a Board Member and will not be allowed to vote on any matters in the event of absence of a Board Member.

One person may hold, and perform the duties of, more than one office, except that the same person may not concurrently hold the offices of President or Board Chair and Secretary, Treasurer or Chief Financial Officer.

2:01:03 Nominations and Elections – The Board shall establish a nominating committee as outline in Section 2:05:A. No later than thirty (30) days prior to the annual meeting of directors, the nomination committee (or, if there is no nominating committee, the Board) shall oversee the creation of a slate of candidates for consideration at the annual meeting. Nominations from the floor may also be accepted at the annual meeting. Anyone wishing to vote must be at least 21 years old. It is the club's policy that if a nominee from the floor has not been a prior RYSC Board member they must have the endorsement of at least 50% of the previous year's Board of Directors to be considered.

RYSC seeks to rotate its executive voting officer positions as a best practice in ongoing organizational continuity. Executive voting officers (President, Vice President, Secretary, and Treasurer) may not serve in the same officer role for more than two consecutive years. Partial years of service due to a mid-year appointment do not count towards this limit provided 10 months or less were served in the partial year term. For the sake of continuity, in the event that no individuals are nominated for an open officer position vacated due to this term limit policy, the prior year officer is permitted to run for an additional term for the coming year with no maximum number of consecutive terms. Officers leaving a position due to this service limit, are free to run for a different officer position or any other board position.

2:01:04 Any director may be removed at any time with or without cause by a majority of the directors then in office. Typical conditions for removal are, as listed, but not limited to:

- excessive absences or disengagement from the Board meetings
- criminal behavior
- confrontational or disruptive behavior at any RYSC sanctioned event
- violent conduct towards other Board members or the general membership
- racial or sexual discriminations
- violation of RYSC Policies

A. **President** – The President shall be the Chief Executive Officer and provides the leadership for the Board. The role includes coordinating the activities of other members of the Board. He/She is responsible for the Club's adherence to the Bylaws and Policies & Procedures established by the Board of Directors. The specific duties of this Director position are:

- Principal officer and oversees all club operations
- Serves as the chief executive officer with the power to hire, supervise, and fire all of the Corporation's employees, subject to the terms of any employment contract.
- Serve with the Secretary, Vice President, and Treasurer as a member of the Executive Committee as officers.

- Function as the Board Chair and preside at the Annual General Membership Meeting and prepare the agenda, clarify business, follow up if not clear where responsibility for action lies
- Preside at Regular and Special Board Meetings- prepare agenda, clarify business, follow up if not clear where responsibility for action lies
- Call Special Meetings of the Club or Board of Directors as needed
- Appoint chairpersons for special committees
- Ex-officio member of all committees where not already stipulated as a member
- Shall always be a member of the HR- and Strategy Committees
- Serve as the RYSC representative to the US Club and Norcal (duties which may be delegated)
- Attend any District Meetings or official club business meetings and assign tasks to Board members as required.
- Shall co-sign all checks when required by Club policies
- Shall keep a chronological record of minutes from all meetings
- Suggest possible nominees to the board or committees who can make significant contributions to the club
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statement
- Ensure infrastructure of the Club allows all levels of soccer to be available - from recreational to highly competitive.
- Troubleshoot issues between Board members, Club members and Board members, etc., if necessary.
- Review budget proposals, contractor contracts, and operations of the Club on a regular basis.
- Works with governing league to secure and maintain annual club insurance
- Handle all legal matters
- Shall be the point of contact for all LiveScan communication
- Together with Vice President, oversee, manage and delegate as necessary to ensure all field permits, club uniform and equipment contracts are in place and ensure all players are registered, insured and the club is following all local & national youth soccer guidelines

B. Vice President The specific duties of this Director position are::

- Serve with the President, Treasurer, and Vice President as a member of the Executive Committee as officer.
- Assumes the duties of the President in the absence of the President
- Assumes the office of the President, during the remainder of the current term, in the event of a vacancy.
- Shall always be a member of the HR- and Strategy Committees
- Serves as the Club's representative to the US Club Protest, Appeal and Disciplinary (PAD) Committee (can be delegated by the Manager)
- Works hand-in-hand with President and manages official club correspondence
- Shall co-sign all checks when required by Club policies if the President or Treasurer is not available

- Together with the Board, regularly review RYSC's Goals Vision and Core Values and communicate this to the membership
- Oversees membership. Periodically review goals and objectives with each director.
- Responsible to update, manage and enforce club curriculum with coach education
- Shall provide oversight and leadership in the development of player development and coach education programs
- Oversees the all technical staff and acts as a liaison between technical staff and the board with any matters
- Assumes the role of Director of Coaching and Technical Director in absence of a paid employee assigned to that role for the duration of the absence
- Oversee, and in the absence of a Director of Coaching, establish and communicate long and short-term seasonal and yearly objectives for specific age groups
- Creating, implementing, and communicating player development paths
- Coordinating and designing player development programs across multi-level organization
- Implementing the national coaching education plan and providing consistency at all levels
- Together with President & COO, oversee, manage and delegate as necessary to ensure all field permits, club uniform and equipment contracts are in place.

C. **Secretary** The specific duties of this Director position are:

- Serve with the President, Vice President, and Treasurer as a member of the Executive Committee, as an officer.
- Shall keep minutes of all meetings
- Keeps a chronological record of minutes
- Distribute copies of the minutes to all Board member, Officers and other attendees and ensure they are posted online/publicly
- Custodian of the corporate records and shall be responsible to update and keep the Bylaws & Policies up to date
- Shall Chair the Nominating Committee as referenced in 2:05:01
- Shall notify the Board Members of Regular, General and Special Meetings
- Shall notify Directors of their election or appointment
- Shall conduct all general Board correspondence
- Shall reserve all meeting sites unless otherwise delegated by the President
- Shall be responsible to enforce Roberts Rules of Order at Board meetings
- Shall be responsible to ensure Board compliance with current approved Club Bylaws and Policies & Procedures
- Shall supervise the volunteer fulfillment of the Scholarship recipients
- Shall solicit and supervise the extracurricular volunteer fulfillment of teams and membership as needed
- Shall solicit and manage student scholarship programs and communicate with recipients

- See that all notices are duly given in accordance with the provisions of these bylaws or as required by law
- In general, discharge all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the President or by the Board

D. **Treasurer** The specific duties of this Director position are:

- Serve with the President, Secretary and Vice President as a member of the Executive Committee as officer.
- Attend monthly scheduled Board meetings and provide monthly Treasurer Board report, including a variance report for each Board Director as needed
- Shall allow the Board of Directors to review the current bank statement at the monthly Board meeting. The statement shall be retained by the Treasurer at meeting's end.
- Shall always be a member of the HR Committees
- Shall issue all receipts/letters acknowledging all gifts and/or donations to RYSC
- Review attached invoices, sign checks, obtain second signature from other approved account signers, and mail checks.
- Review financial statements on a monthly basis for revenue and/or expense reclassifications.
- Shall keep accurate records and provide a complete financial report to the Board as required by the Club's Financial and Accounting Policies
- Submit an annual financial report at the first General Meeting of the year
- Shall be responsible for maintaining copies of the Club's bank statement
- Shall ensure that the proper tax documentation and returns are completed and filed with the appropriate agency in a timely manner so as to avoid any penalty
- Provide Board with a budget for the fiscal year (February 1 - January 31) at the January Board meeting. Lead each Board Director in the creation of a budget. Circulate draft budget by no later than December 20 for discussion and feedback from Board members.
- Shall prepare and distribute acknowledgement letters to sponsors at season end for both club sponsors as well as team individual sponsors (can be delegated to coach of recipient team)
- Shall implement the Club's Financial and Accounting Policies as related to the Treasurer's position and duties as outlined in the Club Bylaws
- Provide Board with Treasurer Report on a monthly basis,
- Provide Board with updated financial statements/budget on a quarterly basis.
- Work with bookkeeper to ensure that funds are available in the general checking account for the Club's operating expenses.
- Work with club registration software to ensure that processing and merchant fees are billed as agreed to.

E. **4v4 Program Director (Boys)** The specific duties of this Director position are:

- Oversees all soccer related aspects of the U6-U8 recreational program
- Oversee & support the Roseville Futures & U8 Academy program together with COO & paid technical staff
- Shall work with the other Program Directors to conduct coaches' meetings prior to each season to explain procedures and responsibilities (in coordination with the Board)
- Shall work with the other Program Directors to prepare and maintain the seasonal Coaching Manual and the RYSC Parent Guide upon approval by the Board
- Shall work with the other Program Directors to be responsible for recruiting coaches for teams that do not have a coach
- Shall work with the other Program Directors to establish the amount of interest, prior to registration, of coaches who will return the following season
- Shall be responsible for establishing training for coaches
- Shall be responsible for the conducting of certification and licensing courses for coaches coordinated through US Club
- Shall be responsible for enforcing coach license compliance and maintain a record for all coaches for their respective age groups.
- Shall keep a continual (season to season) record of complaints and discussions of record regarding coaches/and or parents and any disciplinary actions taken for their respective age groups
- Shall conduct additional meetings for their respective age groups as required
- Shall regularly communicate Club news and issues with the coaching staff
- Shall be responsible for maintaining, updating, and enforcing the Club's Code of Conduct
- Oversee recruiting coaches & coach communications and assist coaches throughout the season
- Work with Registrar and scheduler to solicit and nominate coaches in each age group
- Assist in and resolve issues with the formation of teams
- Work with the Registrar to assist in registration and issues resolution
- Assist in training program implementation for Recreational teams in coordination with Technical Director
- Review and update program goals and direction
- Work towards increasing participation and creating ONE CLUB at both the recreational and competitive levels

F. **4v4 Program Director (Girls)** The specific duties of this Director position are:

- Oversees all soccer related aspects of the U6-U8 recreational progra
- Oversee & support the Roseville Futures & U8 Academy program together with COO & paid technical staff
- Shall work with the other Program Directors to conduct coaches' meetings prior to each season to explain procedures and responsibilities (in coordination with the Board)

- Shall work with the other Program Directors to prepare and maintain the seasonal Coaching Manual and the RYSC Parent Guide upon approval by the Board
- Shall work with the other Program Directors to be responsible for recruiting coaches for teams that do not have a coach
- Shall work with the other Program Directors to establish the amount of interest, prior to registration, of coaches who will return the following season
- Shall be responsible for establishing training for coaches
- Shall be responsible for the conducting of certification and licensing courses for coaches coordinated through US Club
- Shall be responsible for enforcing coach license compliance and maintain a record for all coaches for their respective age groups.
- Shall keep a continual (season to season) record of complaints and discussions of record regarding coaches/and or parents and any disciplinary actions taken for their respective age groups
- Shall conduct additional meetings for their respective age groups as required
- Shall regularly communicate Club news and issues with the coaching staff
- Shall be responsible for maintaining, updating, and enforcing the Club's Code of Conduct
- Oversee recruiting coaches & coach communications and assist coaches throughout the season
- Work with Registrar and scheduler to solicit and nominate coaches in each age group
- Assist in and resolve issues with the formation of teams
- Work with the Registrar to assist in registration and issues resolution
- Assist in training program implementation for Recreational teams in coordination with Technical Director
- Review and update program goals and direction
- Work towards increasing participation and creating ONE CLUB at both the recreational and competitive levels

G. **U9-U14 Program Director (Boys)** The specific duties of this Director position are:

- Oversees all soccer related aspects of the U9 through U14 recreational program for Boys teams. These are the age groups that play as part of Placer Alliance
- Oversees the U9-U14 competitive teams in absence of the paid technical staff or as needed to intervene or create corrective action within the program.
- Shall work with the other Program Directors to conduct coaches meetings prior to each season to explain procedures and responsibilities (in coordination with the Board)
- Shall work with the other Program Directors to prepare and maintain the seasonal Coaching Manual and the RYSC Parent Guide upon approval by the Board
- Plan and present the annual coaches meeting information important for the assigned age groups
- Shall work with the other Program Directors to be responsible for recruiting coaches for teams that do not have a coach in the assigned age & gender group.

- Shall work with the other Program Directors to establish the amount of interest, prior to registration, of coaches who will return the following season
- Shall be responsible for coordinating training for coaches in partnership with the club technical staff
- Shall be responsible for enforcing coach license compliance and maintain a record for all coaches for their respective age groups.
- Shall keep a continual (season to season) record of complaints and discussions of record regarding coaches/and or parents and any disciplinary actions taken for their respective age groups
- Shall regularly communicate Club news and issues with the coaching staff
- Shall be responsible for maintaining, updating and enforcing the Club's Code of Conduct
- Work with paid technical staff to solicit and nominate coaches in the assigned age group prior to the competitive program tryouts
- Assist in- and resolve issues with the formation of teams as required by the Registrar
- Review and update program goals and direction with respect to the club age specific curriculum

H. **U9-U14 Program Director (Girls)** The specific duties of this Director position are:

- Oversees all soccer related aspects of the U9 through U14 recreational program, Girls teams. These are the age groups that play as part of Placer Alliance.
- Oversees the U9-U14 competitive teams in absence of the paid technical staff or as needed to intervene or create corrective action within the program.
- Shall work with the other Program Directors to conduct coaches meetings prior to each season to explain procedures and responsibilities (in coordination with the Board)
- Shall work with the other Program Directors to prepare and maintain the seasonal Coaching Manual and the RYSC Parent Guide upon approval by the Board
- Plan and present the annual coaches meeting information important for the assigned age groups
- Shall work with the other Program Directors to be responsible for recruiting coaches for teams that do not have a coach in the assigned age & gender group.
- Shall work with the other Program Directors to establish the amount of interest, prior to registration, of coaches who will return the following season
- Shall be responsible for coordinating training for coaches in partnership with the club technical staff
- Shall be responsible for enforcing coach license compliance and maintain a record for all coaches for their respective age groups.
- Shall keep a continual (season to season) record of complaints and discussions of record regarding coaches/and or parents and any disciplinary actions taken for their respective age groups
- Shall regularly communicate Club news and issues with the coaching staff

- Shall be responsible for maintaining, updating and enforcing the Club's Code of Conduct
- Work with paid technical staff to solicit and nominate coaches in the assigned age group prior to the competitive program tryouts
- Assist in- and resolve issues with the formation of teams as required by the Registrar
- Review and update program goals and direction with respect to the club age specific curriculum

I. U15-U19 Program Director The specific duties of this Director position are:

- Oversees all soccer related aspects of the U15 through U19 recreational program. These are the age groups that play as part of the NorCal SuperRec League
- Oversees the U15-U19 competitive teams in absence of the paid technical staff or as needed to intervene or create corrective action within the program.
- Shall work with the other Program Directors to conduct coaches meetings prior to each season to explain procedures and responsibilities (in coordination with the Board)
- Shall work with the other Program Directors to prepare and maintain the seasonal Coaching Manual and the RYSC Parent Guide upon approval by the Board
- Plan and present the annual coaches meeting information important for the assigned age groups
- Shall work with the other Program Directors to be responsible for recruiting coaches for teams that do not have a coach in the assigned age & gender group.
- Shall work with the other Program Directors to establish the amount of interest, prior to registration, of coaches who will return the following season
- Shall be responsible for coordinating training for coaches in partnership with the club technical staff
- Shall be responsible for enforcing coach license compliance and maintain a record for all coaches for their respective age groups.
- Shall keep a continual (season to season) record of complaints and discussions of record regarding coaches/and or parents and any disciplinary actions taken for their respective age groups
- Shall regularly communicate Club news and issues with the coaching staff
- Shall be responsible for maintaining, updating and enforcing the Club's Code of Conduct
- Work with paid technical staff to solicit and nominate coaches in the assigned age group prior to the competitive program tryouts
- Assist in- and resolve issues with the formation of teams as required by the Registrar
- Review and update program goals and direction with respect to the club age specific curriculum

J. Director of Referees The specific duties of this Director position are:

- Shall be responsible for scheduling referees for home league games
- Shall coordinate with Chief Operating Office and schedule coordinators for referee assignments on make-up games
- Shall provide timely referee payment details to Treasurer
- Shall be a licensed USSF Referee and a USSF Assignor
- Shall appoint assignors as required
- Shall work with the Assistant Director of Referees for providing matches for referee evaluations/mentoring/training
- Shall be responsible for monitoring referee conduct and appearance
- Shall be responsible for maintaining a list of currently licensed referees available for Roseville Youth Soccer Club
- Shall be responsible for maintaining/updating the referee information in scheduling software
- Shall have an Assistant Director of Referees that has the following specific duties and reports to the Director of Referees:
 - Shall be responsible for establishing training for referees
 - Shall be responsible for certification of referees coordinated through US Club
 - Shall be responsible for mentoring youth referees and identifying candidates for advancement
- Shall manage *referee* content for the seasonal RYSC Coaches Manual and Referee Manual upon approval of the RYSC Board
- Shall be responsible for all in-service training clinics through RYSC
- Shall be responsible for monitoring referee conduct and appearance
- Should be a licensed USSF Instructor and USSF Assessor
- Shall be a licensed USSF Referee and USSF Assignor
- Oversees all referee related activities incl. recruiting, education, and game assignments for both recreational and competitive program
- Responsible to work closely with COO and Club Scheduler to ensure Club Referees are the best in the business, neutral, trained and that level or referee is assigned to the right competition level
- Appoints (3) assisting game assignors (rec, comp, asst) who are committee members and works closely with Dir of Soccer to ensure every game has an officiating crew assigned
- Recruit and train referees. Facilitate Referee Licensing classes & encourage and mentor referees to upgrade. Work with Dir of Fields to secure field space for on-field portion of training.
- Coordinate the scheduling of referees to assure appropriate game coverage.
- Represent Roseville Soccer at District CNRA referee meetings.
- Supervise the timely compensation of referees and maintenance of the referee assignment website.
- Provide methods to recognize good performance.
- Communicate changes to the laws of the game to the RYSC membership

K. Dir. of Human Resources and Staffing The specific duties of this Director position are:

- Shall always chair- and work with the HR committee to ensure that all personnel tasks are completed and dealt with in a timely manner.
- Oversee all staffing & Human Resources related aspects of the club. This includes paid staff utilized to manage the program on and off the field, including referees.
- Manage relationship with outsourced third party HR consulting & payroll service, to ensure proactively that RYSC is compliant with all federal, state and local payroll & HR regulations, incl. labor laws, forms & disclosures
- Manage and oversee the existing employee contracts, hourly and salaried. Maintain employee records in secured payroll records file depository
- Maintain the automated payroll system with new employee information, employee status changes, and all other records to ensure correct payments are processed.
- Assist the board making decision re: offer letters or how to compensate coaches or employees
- Work with the treasurer who runs bi-weekly payroll via automated payroll system to ensure we are compliant with all applicable rules
- Work with COO and Board to ensure that the payroll expenses meet the club's annual payroll budget
- Help create annual payroll budget in December
- Ensure availability of an RYSC employee handbook and that it is distributed and contents therein enforced & standards met
- Oversee the mandatory club retirement plan & identify potential benefits
- Create templates or forms that HR Committee or COO shall use when 'writing up' disciplinary notices to employees
- Navigate the 'termination' of an employee if needed together with Club attorney and the Board/HR committee
- Engage with club attorney as needed for the club re: HR matters
- Review and update program goals and direction with respect to the club HR policies and procedures

L. Creative Media Director

- Document and promote the club's events and activities through video, photography, and written formats, ensuring consistent and engaging content that highlights the club's mission and achievements.
- Plan, shoot, and edit videos that align with RYSC goals
- Operate cameras, lighting, and audio equipment to capture high quality footage
- Set up and break down equipment at shooting locations.
- Collaborate with COO/Social Media team to understand project requirements.
- Develop concepts, storyboards, and shot lists to guide the production.
- Scout locations and prepare for shoots, including securing permits if necessary.

- Edit raw footage into polished photo/videos using software like Adobe Premiere Pro, Final Cut Pro, or DaVinci Resolve.
- Add graphics, special effects, soundtracks, and other elements to enhance videos.
- Ensure final videos meet project deadlines and quality standards.
- Provide input on visual storytelling and technical execution.
- Shall focus on creating and curating event recaps, including matches, tournaments, ceremonies, and special club events.
- Shall provide their own equipment and software for audio and video production.
- Shall act as a liaison between the club's paid staff producing media content and the Board of Directors, ensuring alignment with the club's strategic goals.
- Shall recommend a budget for content creation, including software, equipment, and other resources, for approval by the Board.
- Shall coordinate with other directors and staff to prioritize event coverage and ensure media resources are distributed effectively.
- Shall maintain an organized library of all media files for future use, ensuring proper cataloging and storage of club content.
- Shall develop and manage an editorial calendar for media production and distribution, ensuring timely delivery of content.
- Shall attend club events as frequently as possible to produce postproduction content that reflects the club's activities and fosters community engagement.
- Shall collaborate with the club's social media and marketing personnel to distribute produced content effectively across various platforms.
- Shall ensure that all content aligns with the club's brand guidelines and promotes inclusivity and community spirit.
- Shall provide a report on media activities and accomplishments to the Board at regular intervals.

3:00 Meetings

3:01 The Board of Directors shall meet on a monthly basis at a public place on the second (2nd) Monday of each month throughout the year. The agenda for the regular monthly meetings shall be as follows:

- a. Call to Order
- b. Roll Call
- c. Introduction of Guests
- d. Acceptance of Minutes
- e. Correspondence
- f. Unfinished Business
- g. New Business
- h. Director of Committee Reports

- i. New Business
- j. Adjournment

3:01:01 The club serves the community, by the community. Therefore, it is the intent of the RYSC that all general meetings of the Board of Directors shall be open to the general membership and reasonable seating shall be provided.

3:01:02 The Board may elect to go into a Closed Session under the following circumstances:

- a. The confidentiality of a minor is at issue
- b. The confidentiality of a member during a disciplinary or protest/appeals hearing is at issue (unless said member waives in writing his/her right to confidentiality)
- c. Issues surrounding pending civil or criminal
- d. Confidential matters as deemed confidential by a club officer
- d. As deemed necessary by a majority of the Board

4:00 Committees & Taskforces

4:01 RYSC establishes committees and taskforces so that decisions can be made, and actions taken without needing to convene the entire Board. Committees and Taskforces are authorized to approve actions that fall within normal operating parameters of RYSC and/or have already been budgeted for, with the understanding that committees shall refer matters that fall outside of normal operating parameters to the Board. All committee functions are to adhere to the Club Bylaws and any rules listed therein superseded these within.

Committees and taskforces are intended to streamline decision-making while increasing transparency and ensuring proper due diligence—but should not micromanage aspects of day-to-day operational activity. Empowering committees ensures and enables the following:

- **Awareness** - Impactful decisions can be shared with multiple representatives of the Board so that there is awareness of Club activity. This avoids unilateral decision-making by staff or Board members.
- **Advice** - Strong leaders benefit from wise counsel. A committee or taskforce of individuals with certain expertise can serve as a sounding board to provide feedback.
- **Consent** - Unless a matter falls outside RYSC's normal operating parameters, it is expected that a committee or taskforce will authorize and enable activity under its purview to proceed.

Temporary or special committees or taskforces may be authorized by the Board, with a relevant Chair selected by the President and at least two additional members selected by the Chair. Every member of the Board shall participate in at least one committee. Each Chair shall provide a report to the Board at each monthly meeting of the actions of their committee or taskforce. RYSC has the following standing Committees and Taskforces.

A. Nominating Committee – As stipulated in the Bylaws, the Nominating Committee shall be chaired by the Secretary of the Club and shall consist of the Club President and additional one (1) Board member chosen by random draw no later than the November meeting who shall not serve for no more than two years consecutively on this committee. The responsibility of the Nominating Committee shall be the preparation of priorities for Board composition. The Committee will meet with prospective Board members, recommend candidates to the Board and recommend a slate of Officers to the Board no later than Dec 1st of any given year, publish the slate publicly on social media no later than January 1st of any given year, conduct orientation for the new Board members, and suggest non-Board members for special committees formed by the Board.

B. Complaint Resolution and Disciplinary Committee (PAD) – When a serious issue or incident involving coaches, player, or parent arises the Complaint Resolution and Disciplinary Committee shall be responsible for investigating and evaluating complaints or concerns from Club members brought to the attention of the RYSC Board of Directors. The following rules shall apply to this Committee:

1. Shall promote fair, objective, and open solutions to problems.
2. All PADs must be opened by the respective Age Group Director. If the age group director can not be reached, the PAD can be opened by another age group director.
3. The Committee shall be chaired by the Club HR Director or designee if necessary and by the Club President ex officio
4. If the complaint involves the Competitive Program, the Chair shall designate the appropriate program director to chair the committee and two additional Board members selected by the Chair. In the event that any of these three individuals are not available to participate, another Board member shall be selected by the Vice President to serve on the Committee. All resolutions shall be reviewed and approved by the Vice President or President.
5. As relates to points 2, 3 & 4, in the event the issue or incident directly involves any RYSC Board of Director members, the Committee should be formed by alternate members who were not directly involved and chaired by the Club President or another Board Member designee.
6. Shall interview witnesses and review all pertinent information.
7. Shall provide decision regarding the issue and/or necessary disciplinary action to be taken.
8. The Committee Chair shall deliver and log the disciplinary decision in the disciplinary log on the club centralized file depository.
9. The PAD shall notify of the decision all involved parties in writing.
10. Decisions delivered by the Complaint Resolution and Disciplinary Committee are final and shall be delivered in writing and enforced within one week of reporting of an incident to a Board Member/Club Official.
11. PADs must be opened up within 24 hours of the initial incident.
12. All PADs must be resolved within 72 hours and logged in the Roseville Youth Soccer Club Board Drive

C. Soccer Committee – The Committee is responsible for the recommendations to the Board of Directors about Competitive issue resolution and general planning of the RYSC Competitive program. The Soccer Committee shall be appointed the Annual General Board meeting

The Soccer Committee shall be chaired by the Chief Operating Officer. The Committee shall consist of the following members based on even or odd year.

Even year: Pres, 4v4G, U9-U14B, Director of Rec (always), VP(always) COO (always)

Odd year: 4v4B, U9-U14G, U15-U19, Director of Rec (always), VP(always), COO (always)

Each Committee member shall have a vote on all policy recommendations for Board approval and decisions made by the Committee. The Competitive Committee's responsibilities are listed in the RYSC Policy & Procedures manual.

D. HR & Legal Taskforce – The HR & Legal Committee shall support the designated company paid staff and support managing and evaluating staff, hiring/termination decisions, responding to or investigating matters of a legal nature, and other matters related to personnel or legal compliance. Consistent with the Awareness/Advice/Consent principles outlined above, the HR & Legal Committee should be aware of activity in these areas; should provide advice; and should, generally speaking, quickly approve activities that fall within RYSC's normal operating parameters. In the event that the Committee believes that an HR or legal matter falls outside of normal operating parameters, it should be raised to the RYSC Board.

E. Corporate Strategy Taskforce – The Corporate Strategy Committee shall be responsible for assessing matters related to corporate strategy—mergers, acquisitions, partnerships, strategic relationships, or other changes that would result in substantial changes to RYSC structure or operations. Consistent with the Awareness/Advice/Consent principles outlined above, the Corporate Strategy Committee should be aware of activity in these areas; should provide advice; and should, generally speaking, facilitate evaluation and discussion of options that the Club should be considering. However, given the potential impact of such topics, the Committee should keep the Board apprised of its activity, and no substantial organizational commitments or strategic changes may be made prior to discussion with the RYSC Board.

F. Equipment & Facilities Taskforce – The Equipment and Facilities Committee shall be responsible for assessing, managing, and acquiring equipment and facilities necessary for RYSC operations. Consistent with the Awareness/Advice/Consent principles outlined above, the Equipment & Facilities Committee should be aware of

activity in these areas; should provide advice; and should, generally speaking, quickly approve activities that fall within RYSC's normal operating parameters and/or for which funding has been previously approved. In the event that the Committee believes that an equipment or facilities matter falls outside of normal operating parameters, it should be raised to the RYSC Board. Committee shall not only consist of only active coaches due to availability conflicts on game day.

G. Software Taskforce - The Software Taskforce shall be responsible for overseeing the implementation and maintenance of any and all software used for the management of the club operations. In the event that the Committee believes that a software matter falls outside of normal operating parameters, or there are emergency matters of concern such as data breach, loss, or similar, it should be raised to the RYSC Board

H. Finance Committee - The Finance Committee is an advisory committee chaired by the Treasurer, and shall be responsible for-and support the Treasurer as well as any 3rd parties involved with the club financial obligations and responsibilities f.e. CPA in the following items and recommend and keep abreast, the members of the board, on the following matters:

- Maintaining Accurate And Complete Financial Records
- Preparing And Presenting Accurate, Timely And Meaningful Financial Statements To The Board
- Helping The Board Understand The Organization's Finances
- Budgeting And Anticipating Financial Problems
- Safeguarding The Organization's Assets
- Complying With Federal, State And Other Reporting Requirements

In the event that the committee feels any financial- or legal matter falls outside of the normal operating parameters, it shall be raised to the RYSC Board.

Any members of the Finance Committee shall inform/copy the Treasurer and the President on any correspondence with outside entities when involving matters of club finances.

5:00 Rules and Policy

The policies set herein do not supersede the RYSC bylaws but rather work in conjunction.

5:01 The Board of Directors shall update the Policies & Procedures on a consistent basis, as needed, or when rule changes are required by federal, state or local legislation as well as governing bodies. These rules, which shall be captured and maintained in the Roseville Youth Soccer Club Policy & Procedures, shall cover all aspects of Club activities, team conduct and the conduct of those associated with teams. The Board of Directors shall also develop policies governing proper care of equipment, participation in fundraising, coaching responsibilities, field

use and maintenance of any other soccer related area. These rules and policies are to be reviewed annually in the following manner:

1. Rules are subject to US Club and those regulations or laws, which govern the Club's use of facilities and access to City funds.
2. Changes can be accomplished by a simple majority vote of the Board of Directors.

5:01:01 All Policies referring to specific times and dates shall be subject to change or cancellation due to unforeseen circumstances beyond the control of the Board of Directors, such as weather, field and building availability, and/or termination of Board terms.

5:01:02 Amendments to the Policy and Procedures take effect with a majority vote of the Board of Directors. Bylaws may only be amended after review and approval of the club legal counsel.

5:02 Roseville City Regulations

5:02:01 RYSC must abide by all rules and policies set forth by the City of Roseville Parks and Recreation and surrounding school districts while using the designated facilities. This includes, but is not limited to:

1. No pets are to be allowed on Roseville City Park property during an RYSC sanctioned event
2. No alcoholic substances are allowed on Roseville City Park property during an RYSC sanctioned event
3. No smoking is allowed on Roseville City Park property during an RYSC sanctioned event

5:03 General Club Policy

5:03:01 LiveScan Requirement Policy – It is a mandatory policy that all members of the Board of Directors, team management on roster (e.g. Head Coach, Assistant Coach, etc) as well as all paid staff, excluding minors, and anyone assumed to be supervising players (e.g. trainers) must go through the Livescan process with the California Department of Justice. This will be arranged for and paid for by the Club. Once the scan has been submitted and cleared, the individual may assume their respective duties.

5:03:02 In order to promote competitive pricing a policy of three (3) minimum bids shall be obtained, from separate vendors, on all material and equipment quotes for purchases that exceed \$5,000.00. A majority vote of the Board of Directors can override this policy on a case-by-case basis.

5:03:03 Tobacco and Alcohol - The use of tobacco or alcohol products is prohibited at or near any Roseville Youth Soccer Club game and practice fields. By State Law, Public schools prohibit tobacco, vaping, drug or alcohol use on campus.

5:03:04 RYSC is a Drug-Free organization. Any use of illicit or illegal substances by any player or coach shall be cause for immediate suspension and disbarment from the Roseville Youth Soccer Club.

5:03:05 Members of the coaching or management staff of any RYSC team may not currently be engaged in or enter into a relationship with a member of any playing team with the Roseville Youth Soccer Club.

5:03:06 Privacy Policy – Access and use of RYSC membership information will be limited to Club business only. The membership information will not be sold or given to outside entities without prior Board approval.

5:03:07 RYSC has approved a policy for the Recreational Program to allow a player to play up in a higher age division a maximum of a one (1) year age span unless additional years are approved by the age specific program manager of Vice President. For the maximum allowed years to play up in our Competitive Program, refer to the Competitive Program Policies and Procedures.

5:03:09 RYSC has adopted a Code of Conduct that is displayed on the Club website and may be found in other Club publishings.

5:03:10 The current RYSC approved uniform, with the current equipment manufacturer, for the Recreational & Competitive Program must be worn at all sanctioned events with the exception of training, Halloween tournaments an alternate uniform is allowed. Please refer to the Competitive Program Policies and Procedure for additional uniform rules.

5:03:11 All Roseville Soccer Competitive Coaches will adhere to the policies listed in Articles 3, 4, 5, and 6 in the Club Policy & Procedures and sign the RYSC Coach Volunteer Agreement prior to taking on a team. The Roseville-Soccer Coach Volunteer Agreement will set the standard of behavior, commitment and expectations.

6:00 Financial and Accounting Policies

6:00:01 Reporting

- a. The Treasurer of the Board shall prepare a written financial report (“Treasurer’s Report”) on a monthly basis.
- b. The Treasurer’s Report shall consist of, at a minimum, a Balance Sheet, Income Statement and a comparison of the current annual budget versus actual expenditures and revenue for the previous month. The report shall identify all monthly disbursements and cash receipts.
- c. The Treasurer’s Report shall be distributed to all members of the Board at least three days before the meeting by email.
- d. In January, the Treasurer shall provide a list of financial milestones for the calendar year to the Club President and Secretary (e.g. date tax returns are due; dates key insurance policies expire, due dates for premiums, etc.).

- e. Secretary shall include upcoming milestones on the agenda for the monthly board meetings.

6:00:02 Security

- a. Club funds shall be paid out primarily on a check of the Club. Debit Cards are permitted against the club's operating account and can only be issued to the club President, Vice President, Treasurer, and/or COO/GM. Automatic ACH bill pay through the Club's bank may only be made to vendors approved by the Board. The Treasurer shall keep a list of approved vendors that may be paid via ACH and new vendors must be approved by the BOD prior to addition to the list. No cash, automated teller machine or credit cards shall be used or opened against any account of the Club or in the name of the Club. Debit Card issued to the club shall only be used for point of sale purchases as outlined in the club budget or approved deviations by the board.
- b. On-Line Bank access shall be granted to the club President, Vice-President, & Treasurer (Officers with Debit Card access). Read-only access shall also be granted to at least 1 board member who does not have access to a Debit Card. At least one board member who does not have access to a club Debit Card shall review transactions on a bi-weekly basis.
- c. Online access (read only) to the club accounting system shall be granted to the Club President, Vice-President, COO.
- d. The Board approved Accountant shall draft all checks drawn against the Club account. The Treasurer must approve all expenses prior to the drafting of any check against the Club account. Checks may only be signed by the Treasurer,. In the event the Treasurer is not available, checks may be signed by the President or Vice-President as a backup. Checks in excess of \$10,000 must be signed by at least two of the following board members, Treasurer, President, or Vice President.
- e. Upon the resignation or removal of a Treasurer, the Club shall consider having an independent certified public accountant conduct an examination of the Club's books and records for the period during which the prior Treasurer served.
- f. The Treasurer shall only be authorized to issue checks that are consistent with annual budget or deviations from budget approved by the Club Board.

6:00:03 Timeliness of Transactions.

- a. Deposits shall be made with three business days of receipt.
- b. All valid bills/invoices should be paid within 30 days of receipt.
- c. If a vendor offers a discount for prompt payment, Treasurer should make every effort to pay within the discount period.
- d. All officers and board members should promptly forward Club funds or bills/invoices to the Treasurer.

6:00:04 Protecting RYSC Tax Exempt Status.

1. An audit or review of the Club's books and records may be conducted biennially by an outside Certified Public Accountant. The outside accountant shall be selected by a vote of the Board. Any recommendations made by such accountant shall be discussed at the meeting of the Board immediately following receipt of such recommendations. Implementation of the recommendations shall be considered by and voted upon by the Board.
2. The Club's annual tax returns shall be prepared by a Certified Public Accountant and filed by the annual deadline.
3. All vendors must complete W-9 forms annually to receive payment from the Club.
4. The Club shall issue 1099s as required by IRS regulations.

6:00:05 Reimbursement Policy

- a. Within 30 days, the Club shall reimburse all valid expenses incurred by members of the Board upon written request on a form approved by the Treasurer. An expense is not deemed valid if it has not been submitted for reimbursement within 45 days of the date the expense was incurred. All reimbursements shall be subject to review and approval by the Treasurer to insure the expenses are valid Club expenses and consistent with the adopted budget.
- b. The written request shall include a copy of the bill, receipt or invoice for the incurred expense plus evidence that such bill, receipt or invoice has been paid.

6:00:06 Human Resource Compliance.

- a. HR Director serves in a supporting role to the paid staff, both hourly and/or salaried.
- b. The HR Director, and the BOD shall ensure that RYSC always remain compliant with all local, State, and Federal Humans Resource Laws for paid hourly and salaried staff. HR compliance means ensuring that RYSC company policies and actions adhere to labor laws in our country, state or municipality. It involves everything from creating and documenting policies to enforcing them to ensure ongoing alignment.
- c. The HR Director shall utilize the services of the approved 3rd party HR Consulting vendor, similar to the treasurer working with the CPA, to facilitate the demands of compliance.
- d. The HR Committee and COO shall support all efforts of the HR Director
- e. Shall the club find itself without an HR Director at any given time, then the HR Committee together with the COO, shall have the responsibility of all HR matters.

6:00:07 Email Communication Policy

Regulators and courts treat email messages as written documents. Managing these email messages as business records assures that we meet the burden of proof of regulations such as the Federal Rules of Civil Procedure. This regulation requires every corporate litigant to recognize, declare and produce emails in civil litigation. With this in mind, and for proper

transparency during a dispute, the following rules regarding official board business communication shall apply:

1. All Board members and board coordinators shall be given access to an email account including log on and password information upon commencement of their term. Access to the email account is only valid for the duration of the term and access must be removed no later than 7 days of termination or the end of a term.
2. Any and all club related business matters shall be communicated with and through the designated email address adherent to the the proper care and conduct that is to be expected by a board member and board coordinator as listed in 2:01:05.
3. The Director of Community Outreach, Sponsorship and PR will be responsible to designate, manage, oversee and assist with any email related matters.

7.0 PROGRAM RULES

7:01 Team Selection

7:01:01 Recreation teams will be formed each year under the direction and discretion of the club registrar, program managers, and COO, in accordance with the adopted Board policies. Guidelines adopted by US Club will be considered but are not to be considered binding unless they are firm rules. The Board reserves the right to adopt alternate team selection processes.

7:01:02 The assignment of players is the responsibility of the club registrar, COO and designated Program Directors.

7:01:03 Final selection of recreational coaches shall be the sole responsibility of the Club Registrar, the Program Managers, and Director of Recreational Program unless otherwise delegated by the Board.

2:04:04 Coaches must apply and be assigned by the Club to a team each seasonal year. There is no guarantee of being returned to a team.

7:02 REGISTRATION, TEAM to FIELD RATIOS, GUEST PLAYERS and LIVESCAN

7:02:01 General Registration League registration requirements will be set forth by the the board of directors.

1. A player's age, for registration purposes, shall be based on his/her birth year and follow the US Club Soccer guidelines. The minimum and maximum age for registration shall be per US Club registration guidelines.
2. For Competitive Play: Although registration may take place at any time during the season. For recreational play, the registration deadline shall be set by the BOD. Thereafter, requests to play will be put on a waitlist and considered for placement by the registrar based on availability.
3. Parents shall submit all documentation per US Club registration guidelines. A player is formally registered when, at the club level, the registration form is completed, fees paid

and accepted, and once the registration is approved and membership cleared by US Club, at this time the player has "standing".

4. All dues and fees for teams and players, shall be payable at the time of registration, except for players covered by "an approved financial aid" or installment payments. Dues and fees shall include unpaid debts from past teams anywhere in U.S. Club. This includes, but is not limited to, registration fees, assessments, tournament fees and fines. Players shall not be eligible for play until all dues and fees are paid. Teams shall not be eligible for play until all dues and fees are paid. Coaches and trainers who are liable for debts to any club or league cannot be assigned to a team or hold a board position until those debts are satisfied.
5. All bank checks, drafts and/or money orders submitted to Roseville YSC shall be made payable to the RYSC.
6. There are no boundaries for registration. Any player, in good standing, in any division of play and any acceptable age group, may register in any league in U.S. Club
7. A player does not have to be accommodated if their acceptance requires formation of additional teams, coaches or fields which are not available and therefore, may be placed on a waiting list.
8. Coed Teams: Coed teams may be formed at U6-U8 and can compete in a male league so long a min. of (1) player is male. Any coed teams older than U8 will need approval from the sanctioning league.
9. A child cannot practice or play if the "medical consent" portion of the registration form is not signed by a parent or legal guardian over 18 years of age.

7:02:01 Playing Seasons:

The seasonal year shall be stipulated by US Club and governing league bodies. Registration begins upon U.S Club's release of the seasonal year in the registration software.

7:02:02 Player Removal from a Team

A player may only be suspended or released from a team, by direction of the soccer committee, the BOD, and by strict adherence to the guidelines of player release stipulated in the RYSC Bylaws and Policies and Procedures as well affiliated rules set forth by Norcal Premier and US Club Soccer. Never shall a player be released by a singular paid staff, board member, coach, after registration, for cause.

7:02:03 Registration Refunds

Club registration refunds may be given to registered players who drop out, resign or are removed for administrative purposes as per club policy. Any player or family removed from the club for disciplinary purposes will not be granted a refund of funds paid for registration. Generally speaking, refunds shall not be given for competitive players after they have committed to play for RYSC. For recreational players, full refunds shall be given until the date published every year that grants full refunds, and then a 50% refund until the first game of the season. Exceptions can be approved by a board member for the appropriate age group on an individual case basis.

Exceptions for competitive players may only be made with a Soccer Committee approval.

7:02:04 Number of Players on a Team:

The minimum number of players required to register as a team is seven. No team shall have more than eighteen players, including guest players, registered at one time. A U.S. Club exception is made for all divisions, in that age groups U-17/19 may have 22 players on their roster, however only 18 may be activated for any game. The non-activated players must wear a jersey of a different color from the activated players. Each club has the authority to limit the number of players rostered to each team. After the start of the season, clubs wishing to add players must consult with the league registrar. The DOC may authorize adjustments to this policy but league rules for game day will always supersede.

7:02:05 Team Roster and Players on the Field

The number of players assigned by age group per team by division shall be as follows. Exceptions to the max roster shall be by league approval.

	players	max	min
<u>age group</u>	<u>on the field</u>	<u>roster</u>	<u>roster</u>
U-6	4 v 4	10	6
U-8	4 v 4	10	6
U-9/10	7 v 7	14	9
U-11/12	9 v 9	16	11
U-13/16	11 v 11	18	12
U-17/19	11 v 11	22	12

7:02:06 Guest players

Guest players will be allowed on any team in recreation for seasonal play so long they meet the requirements of Norcal Premier, or Super Rec, as well as US Club guest play. They may be allowed in tournaments if allowed by the tournament rules. Recreational players can guest play up to competitive (Norcal teams. Competitive players cannot guest play on recreational teams.

7:02:07 Live scan

The league board has a concern about protection of soccer players from abuse, abduction, discrimination and harassment. The league board has attempted to protect children from historical violators by using the data in the Megan's Law data bank or fingerprinting and avoid future violations by having 2 responsible adults at each practice, game, jamboree and

tournament. A responsible adult is to be considered any person over the age of 18 and may be relatives of the players, neighbors or friends.

The Megan's Law data bank may be found on the internet at <http://meganslaw.ca.gov> but is limited to persons over 18 years of age. **Live scanning is the required method of investigation.** Some organizations provide "background checks" of personnel, however these are usually searches of public records, not criminal records and should not be used.

Definitions:

Violator on probation: This person has been accused of a crime and is temporarily free prior to going to trial. These persons are not on the Megan's Law list but are listed with the county probation officer in the county where the crime was committed.

Violator on parole: This person has been incarcerated and then freed on parole. The parole has a set time limit. These persons are on the Megan's Law list.

Violator who is a registrant: This person has been convicted of a crime, served their time and now is free. These persons are on the Megan's Law list.

Notification of parole officer:

■
The club manager shall contact the child molester's parole officer and ask if any additional limitations on activities have been placed on the violator above what is identified in this policy. In the event that the molester has violated their parole requirements, then those activities shall be reported to the parole officer. Referees are not required to be live scanned. Only nonplayers over 18 years of age are required to be live scanned.

Returning personnel are not required to be rescanned unless there has been a break in service.

Information obtained from either live scan is highly confidential and cannot be shown to anyone who does not have a necessary requirement to process the information. However, administrative decisions based on the information from the live scan can be shared. The policy shall be as follow: (supplemental to US Club Background Check)

All RYSC Board Members, paid staff and RYSC employees, volunteer coaches and registered volunteers are required to comply with the RYSC policy on criminal background checks. RYSC acts as the criminal background requesting entity, registered with the CA DOJ, via the CA DOJ LiveScan database.

- 1) Any person wishing to volunteer in RYSC is subject to a criminal background check, with a strong focus on the following:
 - a) Coaches of sports teams
 - b) Assistant coaches of sports teams
 - c) Officers, board members, and staff who lead or organize children's activities
- 2) Any person wishing to volunteer with the RYSC must complete and pass the CA DOJ Live Scan volunteer application process. The application form includes a Criminal

Background Check Release. All requested information must be provided by the applicant, including Social Security number, driver license number (or other state issued photo I.D. if the applicant does not drive) and date of birth as well as any other information the CA DOJ stipulates on its application forms.

- 3) Any person wishing to volunteer with the RYSC must be in good standing and have no convictions, as noted in Paragraph 7.
- 4) RYSC is to use the DOJ Live Scan process, which is a digital fingerprinting process that replaces traditional ink fingerprinting in states where it's available. An applicant's fingerprints are securely transmitted to a government agency, which performs a criminal history background check using an Automated Fingerprint Identification System (AFIS). Furthermore, any changes or updates are reported on an on-going basis.
- 5) The LiveScan shall be monitored by a designated RYSC board member, who will act as the official CA DOJ custodian of record.
- 6) At all times shall a RYSC board member be registered with the CA DOJ as the custodian of record.
 - a) Any criminal activity that is reported to the Criminal background checks are performed on an ongoing basis throughout the year.
 - b) If a conviction is disclosed or discovered, RYSC must make a decision on whether or not the applicant may participate in club events based on the following guidelines and partial Table of Convictions and advise the candidate of its decision.
 - c) Any application form that does not contain honest answers or that misrepresents the number, type or gravity of any such conviction(s) will not be approved irrespective of the nature of the offense or the time that has transpired since the conviction.
 - d) Any individual on probation or required to complete a court ordered rehabilitation or other such program following a conviction for a crime appearing on the Table of Convictions will not be considered to serve as a volunteer until all terms and conditions established by the court have been satisfied and proof of completion submitted to RYSC.
 - e) Any person convicted of a crime against or otherwise involving a minor at any time in the past will not be approved to be a volunteer.
 - f) Most felony convictions will result in a negative determination. Evidence of multiple convictions, either felony or misdemeanor, are likely to also result in a negative determination. Where a conviction is remote in time or where the applicant's conduct since the conviction(s) indicates rehabilitation or lack of risk to the membership and the program, some leeway may be provided, but only with the concurrence of the unanimous approval of the RYSC Officers.
 - g) Persons convicted of a crime of violence or other serious crime against a person (including major sex offenses) within the prior 20 years should be disqualified from any position listed in policy paragraph #1 above.
 - h) Persons convicted of a theft related crime or fraud within the prior 15 years should be disqualified from any position involving the handling of funds or property.
 - i) Persons convicted of a serious substance abuse crime within the past 10 years should be disqualified from any coaching position or any position that leads children's activities.

- j) Persons convicted of less serious crimes of violence, substance abuse or one of the listed miscellaneous crimes within the past 5 years should be disqualified from any coaching position or any position that leads children's activities.
 - k) DUI: Persons convicted of driving while under the influence within the preceding 3 years will be disqualified from holding the position of team coach or assistant coach. Persons convicted of driving under the influence within the preceding 3 years may be accepted for other volunteer positions with the understanding that they are prohibited from driving any child or RYSC volunteer other than immediate family members to or from an RYSC event.
 - l) If any discretion is exercised in the application of this policy, it must be exercised in a uniform manner, so that substantially similar convictions and circumstances result in substantially similar treatment of potential volunteers. The specific results leading to a negative determination must remain confidential unless the applicant is willing to reveal the results to the RYSC Club Officers.
- 7) TABLE OF CONVICTIONS (a partial list)

<p>Violent Crimes & Serious Crimes Against a Person</p> <ul style="list-style-type: none"> · Aggravated Assault · Aggravated Battery w/ Firearm · Armed Robbery · Arson · Assault · Attempted Murder · Battery · Blackmail · Child Abduction · Child Pornography · Cruelty to Animals · Domestic Battery · Endangering the Life or Health of a Child · Exploitation of a Child · Extortion · Harboring a Runaway · Hate Crime · Home Invasion · Hit and Run · Causing Injury/Death · Kidnapping · Murder · Possession of explosives · Terrorism · Reckless Homicide · Robbery · Second Degree Murder · Stalking · Solicitation for Murder · Tampering w/Food or Drugs 	<ul style="list-style-type: none"> · Threatening Public Officials · Treason · Unlawful Restraint · Vehicular Carjacking · Vehicular Endangerment · Violation of Order of Protection <p>Less Serious Crimes Against a Person</p> <ul style="list-style-type: none"> · Harassment · Involuntary Manslaughter · Intimidation · Simple Assault · Restraining Order <p>Sex Offenses</p> <ul style="list-style-type: none"> · Bigamy · Child Pornography · Criminal Sexual Abuse · Criminal Sexual Assault · Distribution/Sale of Pornography to a Minor · Indecent Exposure · Indecent Solicitation of a Child · Keeping a Place of Prostitution · Lewd and Lascivious Behavior · Obscenity · Pandering · Pimping & Prostitution · Public Indecency · Sex with a Minor · Sexual Exploitation of a Child · Solicitation of a Sexual Act 	<p>Theft-related Crimes:</p> <ul style="list-style-type: none"> · Bribery · Burglary · Fencing of Stolen goods · Forgery · Industrial Espionage · Looting · Money Laundering · Misuse of Credit Card · Possession of Burglary Tools · Tax Evasion · Theft of Intellectual Property · Welfare Fraud <p>Fraud</p> <ul style="list-style-type: none"> · Deceptive Sales · Fraudulent Advertisement · Insurance, Mail and Wire Fraud · Public Aid Fraud <p>Miscellaneous Substance Abuse Crimes</p> <ul style="list-style-type: none"> · Driving Under the Influence · Drunk in Public · Possession of Drug Paraphernalia · Possession of Marijuana, less than one ounce · Sale of Alcohol to a Minor 	<p>Miscellaneous Crimes</p> <ul style="list-style-type: none"> · Aggravated Discharge of a Firearm · Concealing or Aiding a Fugitive · Criminal Damage to Property · Criminal Trespass · Disorderly Conduct · Driving without a License · Driving without Insurance · Environmental Crimes · Gunrunning · Identity Switching · Illegal Gambling · Impersonating a Law Enforcement Officer · Unlawful Sale of Firearms · Interference with Judicial Proceeding · Obstructing Justice · Legislative Misconduct · Perjury · Vandalism · Reckless Conduct · Reckless Driving · Repeated Traffic Offenses · Tampering with Public Records · Unlawful Possession of Weapons · Unlawful Use of Body Armor · Unregistered concealed weapon possession · Unlawful Use, Sale, or Discharge of a Metal Piercing Bullet
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(The following letter is sent to any applicant, and only the applicant, if there are convictions that fall under the above criteria)

Notice of Duty to Review Criminal Record

2009

October 13, 2022

Region 0000

Fist and Last Name

Street Address

City, State Zip

Enclosed you will find a copy of your criminal history report obtained by RYSC.

Pursuant to the laws of many states and in your own self-interest, you should review the record as soon as possible. Should you determine it is inaccurate or incomplete you are required to notify RYSC of such discrepancy within seven working days of your receipt of this letter.

For privacy protection, you should only speak to the RYSC Club President. You may contact the President during regular working hours, 8:00a.m. - 5:00p.m. Pacific Time, Monday - Friday at (916) 275-4447, email at president@rosevillesoccer.com.

If the record is inaccurate, RYSC has a procedure for you to follow with the reporting agency to correct the information.

If the report is accurate, it is in the best interests of this organization that you not volunteer. If we fail to hear from you within (7) seven days, we will consider your application to volunteer as withdrawn.

XXXXXX

RSYC President

Board of Directors

Rights of the Felon:

The person, whether on parole or released from parole may attend games and be on the sidelines

7:03 PASSES for PLAYERS and COACHES

7:03:01 PLAYER PASSES

Unless otherwise stipulated differently in the Placer Alliance- or the Norcal Premier Competition Rules, Players, in all divisions, except as noted below, shall have player passes and present them to the referee prior to participation in the game. All passes are to be returned to the coach or manager of the team, unless a player has been ejected.

A player pass issued for primary play is good through the entire year. However, additional playing season passes may be required.

Players on U-6 teams and U-8 teams are not required to have player passes, however the club may choose to issue them or not. Coaches for this age group shall have passes and passes can be presented on a mobile app.

Within the recreational soccer program, unless stipulated differently by the Placer Alliance League Rules, if a team does not possess their player passes for the game, the game can be played and considered a “friendly” game. This will be noted on the game card and the club referee director will contact the league president to determine if the game will be counted as a “friendly” game or seasonal game. This decision will be based on the circumstances surrounding the loss of player or coaches passes. The referee may use the team roster to identify the players. If the roster and medical release forms are not available, then the game cannot be played.

7:03:02 COACHES PASSES

A coaches pass issued is good through the entire year unless otherwise revoked by the BOD, Soccer Committee or any other governing bodies such as Norcal Premier or US Club.

Coaches and assistant coach's passes are required for all official seasonal games, in order to participate and have the game count as a seasonal game. There is one exception as noted in the following paragraph. Tournaments have their own rules.

Coaches and assistant coaches for the U-6/8 age groups are required to have coaches passes AND they must be live scanned.

Coaches are not required to sign their passes.

Trainers must have a valid and current US Soccer Coach pass identifying them as a trainer to participate in the game alongside the coach. The trainer may assume the coaching duties if the coach cannot continue in the game even though their pass identifies them as a trainer. The Vice President shall oversee that all trainer and paid staff have completed these requirements,

7:04 PLAYERS and TEAMS PLAYING UP

7:04:01 PLAYERS PLAYING UP

RYSC shall enforce the policy on players “playing up” as outlined in the Roseville Soccer Policies & Procedures. The registrar may assign players to play up in age within the recreational program after request and approval by the family or if needed to complete/build a full roster.

7:04:02 TEAMS PLAYING UP

Teams requesting to play in a higher division of play, either in the same age group or a higher age group, must be approved for competitive teams by the Technical Director and Directors of Coaching or for recreational teams by the Director of Recreational Program as appropriate and remain in that higher division for the remainder of the season.. If the request is granted, the team playing up will be classified as the higher division for the balance of the season of play including post season tournaments, but that same team may return to the lower division of play the following season.

Teams cannot play down in any division of play.

7:04:01 PLAYERS WITH DISABILITIES

Children without disabilities may not “play down” in any age groups.

Children with disabilities, may “play down” in age group as recommended by the club Board of Directors and supported by a doctor’s recommendation. A copy of that recommendation is to be attached to that players registration form each year at the time of registration.

Children with other health problems may not “play down” in age group but may modify their active playing time in any given game to meet their personal needs.

The club coordinates a “Top Soccer” program for children with disabilities. Children with disabilities should be encouraged to apply for this program.

7:04:02 PLAYERS UNIFORMS AND EQUIPMENT

7:04:01:01 PLAYERS UNIFORM

Roseville Soccer competitive players may not have duplicate numbers on their jerseys. Recreational players may have duplicate numbers. Zero is considered a digit.

Players may not wear patches, emblems or sponsor names which advertise alcohol, tobacco, drugs or firearms.

Players may wear patches, emblems and club logos, team names or player’s names on the club approved uniforms. Club logos shall be placed on the jersey front. Player numbers shall be placed on the back of the jersey. Patches and emblems are to be

placed on the right sleeve of the jersey or on either leg of the shorts.

All teams, within the same club, in recreation must wear identical uniforms in color, as selected by the club board. Styles may vary between genders. There is no policy directing a stocking color or patterns. Stockings may be any color and pattern, but each player on a team must have identical stockings.

All teams, within Roseville Soccer, must wear identical uniforms in brand, color, and style as selected by the BOD. The colors may differ between the recreational and competitive program. Styles may vary by gender. Stockings may be any color and pattern but each player on a team must have identical stockings. Recreational Teams are allowed to deviate from this policy only with written consent of the Director of Rec however, in formal competition, club gear must be worn.

Individual team sponsorships and the logo placements on training gear must be approved by the majority of Equipment committee incl. the placement of the logo on the gear.

Teams may NOT wear uniform colors other than the club approved colors.

While FIFA requires under-garments utilized during inclement weather to be the same color as the predominant color of the jersey or shorts, it is the policy within RYSC that undergarment colors shall be the decision of the individual teams or clubs. If an event does require that same rule, then that rule supersedes this rule.

7:04:02 PLAYERS EQUIPMENT

Players cannot participate in any game, practice, tryout or training session when wearing orthopedic braces, air splints or fiberglass casts.

1. Braces, Casts and Splints
 - a. Cannot be worn on the field even when wrapped by cloth or bubble wrap. If the player removes the item prior to the start of a game, the player is permitted to play.
 - b. If the referee observes such an item being removed following the start of the game, the player will not be allowed to re-enter the game.
 - c. Neoprene and Ace Bandage Supports and Headgear: May be worn on the field at any time the referee determines that it is not dangerous to other players.

7:05 PLAYER PARTICIPATION IN PLAY and PLAYER/COACH DISCIPLINE

7:05:01 PLAYER PARTICIPATION IN PLAY

Each player in club-based recreational programs must play a minimum of one half of each game or equal playing time unless being disciplined, injured or ill. Competitive

players U13-U19 must play 33% minimum and all younger players will play 50% over the period of the season or equal playing time. Generally, the goals shall always be to have each player play 50% throughout the season at competitions.

Each game includes all seasonal games, all tournaments, jamborees and events regardless of where they are played. Additionally, the coach should notify the parent as to the reason the player is not participating in the game, in all divisions of play.

A player may be limited in game participation due to being disciplined, injury, or poor health. Disciplinary measures generally are; missing practice, unacceptable conduct at or tardiness to games. Recreational Coaches should be conservative when sitting out players as there are only ten games in a season. The coach must notify the referee, prior to the start of the game, that a player is being disciplined. For competitive teams, when a player has missed significant playtime due to level of play, disciplinary actions or other, then the coach shall work with their DOC to either place the player in a different level of team or find ways to achieve more playtime for player by playing them up or down an age group.

7:05:02 PLAYER/COACH DISCIPLINE

RYSC may only discipline players, coaches, parents and board members who are in their own club.

A player/coach serving a term of suspension for disciplinary reasons will serve that suspension based on the suspension rules set forth in the respective competition rules of where the suspension must be served i.e. Placer Alliance or Norcal Premier league play, State Cup or tournament, event. This does not include friendly games or scrimmages. These events are overseen by the RYSC Soccer committee.

A coach or assistant coach who has been “sent off” during a game must leave the game area. A player who has been “sent off” may remain on the sideline or leave with permission from the coach. A spectator who is sent off must leave the game area.

A coach who is serving discipline may attend the games but must sit with the parents and not participate as a coach. A player serving discipline may choose to attend the games or not. A parent who is serving discipline may not be in the game area. If a coach is suspended, they are suspended from all teams they may be assigned as a coach.

All games and practices must be under the direction of the coach or assistant coach of record. If neither the coach or assistant coach is available, then the practice or game shall be terminated or an authorized club official shall oversee the training or event. This may be a result of the coach or assistant coach not attending the practice or game, that they had to leave suddenly or that they have both been ejected from the game.

7:05:03 PLAYER/PARENT DISCIPLINE

A coach may be disciplined for intentionally not providing pertinent information about a spectator who has violated RYSC rules or policy if it is reasonable that the coach should know that spectator's name. The same holds true for a team parent who does not divulge a child's name to the referee when the child has violated rules or policy. It is not reasonable for the coach to know spectators who are not members of their team.

Parents/guardians are not allowed to confront a coach, team, player, board member, or league official to discuss any "negative" game or practice situation(s) with the coaching and Board of Directors until at least 24 hours has passed from the completion of the game or practice. A confrontation shall consist of any conversation, which is elevated from a normal speaking tone and demeanor to one which involves yelling, profanity, or derogatory comments toward said coach, team, player, board member or official. Violation of the 24 hour rule policy will result in parent being suspended for 7 calendar days.

Difficult parent/player situations shall be brought up to the age appropriate program managers or the designated PAD members, who will support coaches with any parent/player discipline as needed.

7:06 TEAM STANDINGS

Generally, game scores are not published for U6-U8. However, game scores shall be kept internally for U6-U8 at the discretion of the club if needed to support the next season's seeding. These scores may be registered in the league software.

Coaches will enter the win/loss records for recreation play into the league software so as to reflect team standings. A review of the standings will be done at the club level for potential team shifts in flights at mid-season.

Coaches in recreational league play, wishing to change flights, should contact their club Program Director or the club scheduler and request a move. Coaches in Norcal should notify their age group coordinator or Director of Coaching and request a move.

7:07 RECREATION GAMES WHICH HAVE BEEN FORFEITED, CANCELED, ABANDONED, OR TERMINATED

These games are not mandated to be made up; however the coaches may agree to do so with club approval.

7:07:01 Forfeits

Are defined as those games which are scheduled but one or both teams fail to show up without prior notice being given. If rescheduled, the home team remains the home team

and is played on the home team field but at a time agreed to by both coaches. If not rescheduled, the forfeiting team is scored a 0-3 loss. If both teams forfeit, then the score shall be 0-0. The home club remains responsible for referee fees regardless of what field is played on. Additionally, approval must be gained from the home club prior to using fields which charge a "fee for play" such as city fields with lights and manmade turf.

Competitive and Super Rec games are regulated under NorCal Premiers current Handbook; "2.5 - Cancellation/Forfeit Policy."

A coach cannot forfeit a game solely because they do not want to compete against a certain team or coach. Under these circumstances, the teams will play under additional supervision of the clubs involved.

In recreation, a forfeit may be assigned if either team is 15 minutes or more late in taking the playing field, past the scheduled playing time, as determined by the referee's watch.

7:07:02 Cancellations:

Cancellations are regulated by the governing laws of the sanctioning league, if outside of that, the cancellations are defined at those games which are scheduled but are not played due to prior agreements between the coaches, the playing field becomes unsafe or due to rainouts. If rescheduled, the home team remains the home team and is played on a field chosen by the home team but at a time agreed to by both coaches. The home club remains responsible for referee fees regardless of what field the game is played on.

Opposing coaches in competitive soccer must be notified at least 96 hours prior to a game cancellation, 48 hrs in recreational soccer. An exception is made for rainouts, in that clubs need to notify each other by 7 AM Saturday morning and the home team coaches then need to notify their opponents.

Additionally, approval must be gained from the home club prior to using fields which charge a "fee for play" such as city fields with lights and manmade turf.

1. Cancellation for rain problems related to games shall be the responsibility of the individual clubs with the main concern being for playing field conditions. Home field coaches are required to contact the visiting coach and advise them of the rain out.
2. Cancellation for rain problems related to practices shall be the responsibility of the coaches unless the club makes an overall determination.
3. Cancellation for extremely hot temperatures shall be the responsibility of individual clubs with the main concern being the health of the players. Home field coaches are then required to contact the visiting coach and advise them of the extreme temperatures.
4. Cancellations for extremely hot temperatures related to practices shall be the

responsibility of the Chief Operating Officer or the Directors of Coaching.

5. Cancellation for unhealthy air quality related to practices shall be the responsibility of the individual coaches. In the event a parent wishes to keep their child home when the team practices, this is acceptable, and the coach shall not discipline the player

7:07:03 Abandonment:

Is defined as those matches, in progress, where one team can no longer field the minimum number of players, licensed coaches have been sent off or that the coach of one team elects to quit the competition and leave the field. The League will determine any rescheduling and, if not rescheduled, the score shall be 0-0. Also, if done with acceptable reasoning, there is no discipline for the coaches.

7:07:04 Termination:

Are games defined at those matches, in progress, where the referee stops play and terminates the game due to a coach, parent or player behavior. The League will determine any rescheduling and, if not rescheduled, the score shall be 0-0.

Protest of a completed game:

A team may not win a game, which is tied or lost, because of a protest. If a team has lost or tied a scheduled game and is awarded a favorable protest, that game will be rescheduled and replayed. If the team is awarded an unfavorable protest the game stands as originally played. For the rescheduled game, the home team remains the home team and is played on the home team field but at a time agreed to by both coaches. If the two coaches cannot agree on a time, then the League Vice President shall issue a decision on when the game will take place. A team that refuses to make up the game will receive a (0) score, the other team will receive a (1) score.

7:08 COACHES RESPONSIBILITIES, CERTIFICATION, TEAM PRACTICES and MINIMUM AGE

7:08:01 COACHES RESPONSIBILITIES

Each coach must obtain the required level of licensing, background checks, safety training or any other requirements stipulated by US Club Soccer prior to being assigned the coaching role of the team or have been given a waiver by the club board.

At the completion of every game, both coaches will assemble their players in opposing lines to shake or touch hands. It is suggested that the team captains thank the referee after the game.

Every coach is responsible for notifying their Director of Coaching (DOC), within 24 hours, of any ejections issued to their players, team officials or parents.

Coaches are responsible for the actions of the parents and spectators attending the

game. Coaches will not continually attempt to converse with the referee during the game except in the case of unnoticed player injury.

Coaches shall notify the game referee of any players sitting out due to a disciplinary action resulting from a previous ejection.

It is the responsibility of the club to limit the number of teams that a coach may manage to ensure quality and success of team development. Managing too many teams reduces the effectiveness of the coaching and therefore, any given coach may only coach (2) competitive teams, unless approved by Soccer Committee from competitive, or the director or Rec for recreational program, and only if all teams have fully authorized assistant coaches.

If a player is sitting out a game for disciplinary reasons and the coach does not have the “non-participation report” then that coach should have the referee note the player sitting out on the game card so that there is a record of the nonparticipation.

Coaches who wish to practice on fields located in another league are required to contact the RYSC President and request permission from the President of the league where the practice field is located. Coaches who wish to practice on a field outside their own club, but still in RYSC, must gain the permission of that field’s club President.

Scrimmages and practices may be held between different divisions of play, different age groups and different gender teams. Coaches should use good judgment when competing against other teams to assure that they are of relative equal playing ability. Scrimmages between different organizations must be done on club sanctioned field and not interfere with any other club events.

Coaches and Asst. Coaches are the only persons allowed to coach the kids during practice and during competition. If both head coach and asst coach are not available, the age- appropriate coaching director shall be notified in writing that assistance is needed and/or seek approval that a fellow licensed coach (competitive only) or parent or guardian (recreational only) may step in on a temporary basis. Spectators must remain with the other parents along the sidelines and not coach the players. At no point may anyone under the age of 18- or any adult who has not been LiveScanned by RYSC be left alone with a team or multiple player as part of a RYSC sanctioned practice, game or event.

7:08:02 COACHES CERTIFICATION

The following are the minimum requirements for coaching certification.

Competitive

- A. U8-U10. USSF GrassRoots 4v4 and 7v7 Online Course
- B. U11-U12. USSF GrassRoots 7v7 and 9v9 Online Course
- C. U13- above. USSF National D. within the first two years of coaching 11v11,

USSF D license must be obtained. To be eligible for the USSF National D, coaches must follow USSF Coach Licensing requirements.)

Recreational (encouraged)

- A. U6-U8 USSF GrassRoots 4v4
- B. U19-U12 USSF GrassRoots 7v7 or 9v9 Online Course
- C. U13- above USSF GrassRoots 11v11 Online Course

All recreational and competitive level coaches are encouraged to attend in-house coach education opportunities provided by the club through RSYC technical staff.

Certification Reimbursement

Coach licensing or Certification reimbursement will be provided for coaches in the following manner with approval from the COO, President or Vice President. Any coach wishing to attend a higher-level coaching course must seek approval for reimbursement prior to enrollment. Travel to and from the course will not be covered by RYSC unless otherwise stipulated or agreed upon in writing.

Mandatory Coaching Courses

The following courses are 100% cost reimbursement with proof:

Higher Level Coaching Courses

The following courses are 100% cost reimbursement, 50% upon registration, and the other 50% upon passing and completing.

The coach must still be working with the Club to be eligible for reimbursement and the reimbursement shall commit the Coach to a minimum of (2) years post course completion.

USSF D License

USSF C License

USSF B License

USSF B License

USSF A License

Note: Higher Level Foreign Courses/ International coaching course reimbursement will be decided on a case-by-case basis by the Soccer Committee.

7:08:03 MINIMUM AGE

Coaches and assistant coaches must be a minimum of eighteen years old. Persons less than eighteen years old may attend coaching clinics in preparation to applying for a coaching position. The Technical Director may give approval as warranted.

7:09 COACH AND TRAINER SELECTION, FELONIES, CLINICS, ADVERTISEMENT

7:09:01 COACH AND TRAINER SELECTION

The Board of Directors is responsible for the approval and management of paid trainers for the club, and the soccer committee for the coaches, assistant coaches, however, the club's paid technical staff is responsible for submitting to the soccer committee the names of personnel wishing to fill these positions by no later than (30) days prior to tryout event, unless otherwise approved by the soccer committee.

Coaches in all divisions of play must reapply for a position at the beginning of each season. There will be no "grandfathering" from one season to the next. Additionally, coaches and other volunteers who have requested positions but have not been approved yet by the board cannot appeal their not being assigned. Once coaches and other volunteers have been approved, then they have standing and may appeal adverse actions. Approval is considered to be a specific motion of the board to approve the applicant. Coaches and volunteers who have been denied may, however, file a grievance with the club board.

Coaches from the previous season may continue to coach their previous roster until the day prior to tryouts, unless otherwise stipulated by the BOD or Club Staff of the current year.

Coaching responsibilities shall include:

Follow the Roseville Soccer Club Philosophy and Curriculum, the principles and methods therein. Thereby developing soccer skill level appropriate to the particular age level which includes practice sessions, scrimmages and games designed to improve the skill of the players.

Provide guidance in regards to the sportsmanlike conduct of the youth and parents and adhering to the Soccer Parenting Association Guidelines and Conduct Rules. Assist with supervision for the youth members of the team and related soccer activities involving the team such as team events, fundraisers, picture day, etc.

The following minimum qualifications shall be evaluated in approving a coach:

- A. Certification level
- B. Coaching experience by age group
- C. Playing experience
- D. Ability to demonstrate skills and techniques.
- F. Parent evaluations.
- G. Years with the club.

The following minimum criteria shall be considered upon dismissing a coach: Dismissal only applies to coaches, assistant coaches and trainers after selections have been made and approved or during the season of play.

- A. Lack of ability to teach and train children in the skills and techniques of soccer.
- B. Unacceptable conduct on or off the field.
- C. Guilty of a felony, as reviewed by U.S. Club
- D. Guilty of child abuse.
- E. Poor parent evaluations.
- F. Continued violation of club or league bylaws and policies.
- G. Federal and local law violations
- H. Violation of RYSC Fair Play policy or club policy
- I. Coaches, Assistant Coaches. Trainers and Referees Convicted of Crimes of Violence, Against Another Person, Fraud or Felony.

7:09:02 FELONIES

All potential coach, assistant coach trainer applicants must complete a Live Scan Application Form. There is no minimum and age requirement for use of this form.

The applicant cannot be placed in charge of a team until the application has approved.

Those persons who become a defendant in litigation shall be handled as follows: If the criminal charge is in any relationship to be detrimental to the welfare of youth players, regardless if the person hasn't been formally convicted, that person is suspended from all soccer related activities with U.S. Club and USYS. That person will have a right to a hearing on the charges if insofar that they assert that the charges are not detrimental to the welfare of youth players.

7:09:03 QUALIFICATIONS FOR INSTRUCTOR

Any coach possessing a National C license or higher, may with the required training, instruct Grass roots level coaching clinics. Required training shall be;

1. Send a resume to the U.S. Club instructor of coaches for approval
2. Attend, annually, an instructor's refresher course

7:09:04 Referee Clinics

RYSC is responsible for requesting- and for the costs of referee clinics. The club shall plan, request and host these clinics which includes room rental and food costs. The club clinic contact shall be the person to contact the instructor if additional attendees are desired. These shall be approved by the Director of Referees and the cost must be approved by the BOD in the annual RYSC Budget.

Requests to attend referee clinics shall be taken on a first come, first served basis for all interested applicants. Applications from outside the league may be held back or denied to accommodate RYSC members. Also, out of league attendees shall be charged a fee based on the cost of the clinic.

7:09:05 Recruitment

A definition of "recruitment" is described in the U.S. Club and Norcal Premier and shall

apply to RYSC. Recruitment includes personal contact and phone call contact. The definition of an active roster is considered to be the team list which has been entered into the registration software. Accepting players from “off the street” is not considered recruiting for the purposes of this section.

Coaches or officials, in the recreational program, cannot recruit players from other recreation clubs or teams, once the club has placed players on a draft roster. The draft roster is considered the working team list originated by the club.

The club considers it unethical for coaches, parents, and players to approach fellow members (players and parents) within the club for the purpose of recruiting, to ‘play up’, or age pure when playing up, to another team within the same age group (Green, White, Black, etc). The club will strictly enforce the policy listed in Article VI. Players movements shall only be approved by the age appropriate DOC’s. The Soccer Committee may review these decisions at its discretion.

Coaches seeking to ‘borrow players from other teams within the club shall communicate to the head coach(es) and get approval prior to speaking to any parents/players. Failure to adhere to this policy may lead to a PAD process.

7:09:06 Advertising for Recruitment

Advertising is defined as making players aware of the various levels of soccer play within RYSC and promoting a specific club or team. This can be accomplished through social media, printed flyers, signs, public notices and information meetings.

7:09:07 Advertisements and Sponsors

No team shall be sponsored by a manufacturer of alcohol, tobacco or firearms. No team shall be sponsored by a gaming business or a business that deals solely in the sales of alcohol, tobacco or firearms; this does not include markets or restaurants.

No team or club shall allow field advertising by a manufacturer of alcohol, tobacco, firearms or gaming businesses.

7:10 CONTRACTUAL AUTHORITY, TEAM MANAGEMENT, TAX REPORTING AND OUTREACH.

7:10:01 CONTRACTUAL AUTHORITY

The club, as a 501(c)3 nonprofit corporation, has authority to enter into contractual agreements in support of its program. The club shall manage all payrolls and sponsorships, requiring a tax-exempt ID number, for the club and teams.

Teams have no contractual authority from U.S. Club. They may enter into personal contracts, however, where the individual team member is the responsible party. The teams may manage tournament fees, fundraisers, uniforms and day-to-day purchases.

7:10:02 TEAM MANAGEMENT

The club should develop policy on how team funds will be collected, banked and expended. This policy should also include directions on how team parents approve expenditures and any "team rules".

Team management is the concept where the club, the coach and the parents share responsibility for management of the team. In general terms, the club is responsible for team composition and supplying a qualified coach and playing fields.

The coach is responsible for submitting practice times and days, recommending tournaments, submitting a team budget, identifying team fees and recommending team rules for parents' approval.

Parents are responsible for approving those items submitted by the coach for the operation of the team, attending games in support of their children and maintaining an acceptable level of decorum at the games.

7:10:03 TAX REPORTING:

IRS Form 1099:

All persons receiving \$600 or more in compensation in a given calendar year must be given an IRS Form 1099 by January 31 of the following year. This includes, but is not limited to, referees, registrars, coaches and trainers. League personnel shall have the league issue the IRS Form 1099. Club and team personnel shall have the club issue the IRS Form 1099. The form is usually produced by the person completing league/club tax preparations. Personnel, such as referees, who may work for multiple clubs, will only receive form 1099 from a club whose fees exceed \$600. A club who has paid less than \$600 will not issue a form 1099; it is up to the referee to make IRS aware of their total compensation.

IRS forms 990, 990A and 1096 are required by May 17th as are the annual Federal tax forms. On the 1096 form, check block # 95, "1099-Misc".

State Franchise Board tax form 199 is required as the annual state tax submission.

When a team uses the club tax ID # for a donor to take a tax deduction, the check needs to be written to the club. Required player registration fees are not deductible if they are for the donor's child. Additionally, required team fees, which may be required for each player, are not deductible. California tax code allows donations of less than \$250 to be documented by the donor, for donations greater than \$250, the donor needs a letter from the club defining the donation, sometimes called a "charity letter".

CA Form RRF-1:

This form is mailed to the Registry of Charitable Trusts, PO Box 903447, Sacramento, CA 94203-4470 which is in the Attorney General's Office. This is a renewal of the charitable status and has a fee requirement. The form must be mailed by April 15th of each year. This form must be accompanied by IRS form 990 and 990A. The website address to print out

the form is <http://caag.state.ca.us/charities/forms.htm>

To review a contact's name, go to the website and click on CT number search.

CA Form SI-100:

This form renews to nonprofit corporation status for the league/club. It is mailed to Secretary of State, Business Programs Statement of Officers Unit, PO Box 944230, Sacramento, CA 94244-2300 with a fee of \$20. This is submitted **every other year**, in the month of the original incorporation. Those corporations which were filed in January, March, May, July, September and November will be due in the odd years, those who filed in February, April, June, August, October and December will be due in the even years. The website address to print out the form is <http://www.ss.ca.gov/business/corp>

To check on status, go to the website and click on business search.

Teams are responsible for paying legitimate tournament fines levied against them. If the team fails to pay the fine, then the league will be held in "bad standing", by U.S. Club, and some form of disciplinary action will be applied to it. Therefore, when teams fail to pay fines or issues bad checks, the home club shall be responsible for the fines and checks and make compensation to the league. This applies to U.S. Club sponsored tournaments which are operated by U.S. Club as well as U.S. Club approved tournaments which are operated by clubs. If the team, coach or manager refuses to reimburse the club, the coach shall be held in "bad standing" by the league until the debt is settled.

7:10:04 FINANCIAL AID

Financial Aid is a special part of the soccer program where a player who cannot afford to pay the registration fee or purchase a uniform will be allowed to register without paying the registration fees. No travel expenses are covered. Players may, depending upon their financial position, pay part, make payments or no payments and still qualify for assistance. Verification of family income is not required. These Financial Aid request must be reviewed and approved by the Soccer Committee for the competitive program and for the recreational program by the Director of the Rec program and fall within the budgeted annual financial aid allotments.

7:11 REFEREES, ASSIGNORS, MINIMUM AGE, RULES OF PLAY

7:11:01 REFEREES

For home games and home tournaments only, the center referees, for all play, including Recreational, Norcal and Competitive, must be a minimum of 14 years old and also be a minimum of 2 years older than the playing age of the field team being refereed. The assistant referee must be a minimum of 13 years old and be at least the same age as the players being refereed.

The pay scale for referees shall be set by RYSC Board of Directors.

RYSC must be USSF certified. The assignment of referees shall be in accordance with the USSF policy "Systems of Officiating Outdoor Games," as identified in the USSF Referee Administrative Handbook. Uncertified center referees may not perform as center referee in games of U-12 or older in either division.

It is the responsibility of the game referee-in-charge to return the game card to the club referee coordinator and should do so within 12 hours of the completion of the game.

RYSC may only discipline referees, coaches, spectators or players who are registered or affiliated within their own club. Discipline relating to a "send off" of coaches or players must be transmitted to that person and the coach notified prior to the next game. Discipline, other than ejection, of referees or spectators is pursued through an administrative hearing.

It is the responsibility of the coach to manage the behavior of the spectators for their team. The coach or the referee may request that a spectator leave the field.

Spectators, who are not associated with the teams playing, may also be sent off by the referee. Board members from the home club may request that a spectator from either team leave the field.

RYSC may use coaches as referees for U-6/8 games.

RYSC does intend to assign blame for any violation, only that it occurred and evaluate all parties involved that should be disciplined. It is not our intention to take sides in any liability issue.

7:11:02 Assaults and Abuses of a Referee:

Verbal abuse is handled by the local PAD under "foul and abusive language" and not sent to the U.S. Club (PIM 08-3). This is defined as, foul or abusive language, spewing any beverage on referee's property, spitting at (but not on), or threats that imply physical harm.

Physical assaults are handled by the local PAD and reviewed by U.S. Club. (PIM 083) This is defined as, hitting, kicking, punching, choking, spitting on, grabbing or bodily running into, or head butting; throwing or kicking an object at the referee; or damaging the referee's uniform, personal property, car or equipment.

Refer to the USSF Referee Administrative Handbook section on "assault on referees" for additional guidance.

Department of Justice California Penal Code 243.8

When a battery is committed against a sports official immediately prior to, during, or immediately following an interscholastic, intercollegiate or any other organized amateur or professional athletic contest in which the sports official is participating, and the person who commits the offense knows or reasonably should know that the victim is engaged in the

performance of his or her duties, the offense shall be punishable by a fine not exceeding two thousand dollars (\$2,000), or by imprisonment in the county jail not exceeding one year, or by both that fine and imprisonment.

(a) For purposes of this section, “sports official” means any individual who serves as a referee, umpire, or linesman or who serves in a similar capacity but may be known by a different title or name and is duly registered by, or a member of, a local, state, regional or national organization engaged in part by providing education and training to sports officials.

7:11:03 Referee Authority at the Game Area

The referee’s authority to issue a send-off or caution begins when that person enters the field of play for inspection and checking player passes, during the match, during the post-game handshake, and ends when leaving the field of play after the game is over. If altercations between players or spectators occur after the referee has left the field of play or the referee is confronted in the parking lot, then a report should be filed with the home club, or other proper authority, so that the club having jurisdiction over the parties in question may take administrative discipline.

In addition to enforcing the Laws of Soccer, all referees shall insure that the “Laws of the Game”.

When completing the game card for a “send-off”, include the following information as a minimum even though it may require an attached paper:

- A. Actions of the players leading up to, during and after the sendoff.
- B. Actions of the spectators leading up to, during and after the sendoff.
- C. Actions of the coaches leading up to, during and after the sendoff.
- D. Accept notes from each coach describing the situation.
- E. Note any contact between players and/or referees after the game.

In addition to checking the player passes, the referee shall check team officials passes.

Referees shall insure that the players comply with the following:

- A. 88-3-shin guards
- B. 03-1-medical device limitations
- C. 04-1-equipment restrictions

The assistant referee (AR) cannot issue cautions, red cards or eject persons from the game.

Game cards are not considered public documents and copies are not to be given out to parties other than those required to process them.

Just like coaches, referees are subject to disciplinary action should they fail to perform in

the best interest of the game, the club and most importantly player safety. This includes tardiness, lack of communication, or even worse, scheduled attendance issues. Referee feedback forms are collected via the Roseville Soccer Website, both good and bad, and are monitored by the Director of Referees, Dir. of Soccer and Technical Director.

7:11:04 REFEREE ASSIGNORS:

The requirement for certified assignors is a policy developed by U.S. Club Referee Association (CNRA) and is not a U.S. Club policy. The policy requires that each person assigning referees is required to be certified by CNRA. There is an annual fee associated with the certification.

Assignors are responsible for assigning and monitoring licensed, approved RYSC referees that represent the best interest of the game, the club and most importantly player safety. In the event that a referee fails to act in this manner, Assignors shall document any referee disciplinary action in the appropriate Board google drive document, including feedback that was not submitted via the online feedback form. On-going or severe incidents shall be addressed and/or brought to the attention of the Board immediately.

When a vacancy occurs in the assignor position, the vacancy may be filled with a non-certified person. That non-certified person may make referee assignments and then become certified at the next training session. A second alternative is to obtain the services of a currently certified assignor until the non-certified person is certified.

A club or league board member, who is also an assignor, is covered by U.S. Club insurance by virtue of being a board member. A club coach, who is an assignor, is covered by U.S. Club insurance by virtue of being a U.S. Club coach. A 3rd party assignor who is not registered with U.S. Club is not covered by U.S. Club insurance.

Assignors who possess an assignor's license are also covered by USSF insurance. If they do not have the license, then USSF will not cover them. Also licensed assignors cannot assign for unaffiliated games and be covered.

Third party assignors must be covered by a \$1,000,000 liability policy. Currently USSF does that if they are licensed thru USSF.

7:11:05 REFERENCES for RULES of PLAY:

RYSC shall be governed by the Laws of the Game of FIFA and as modified by U.S. Club. Refer to the current U.S. Club team manual for the modified rules.

The recreation clubs have been delegated authority to modify player substitutions and number of players on the field for those age groups playing in-house, currently U-6 & U-8. Additionally, additional game breaks may be utilized during very hot game days.

7:12 HOME TEAM RESPONSIBILITY

The home club is responsible for collecting the game cards at the end of the game and assuring that the home club referee administrator gets the game cards.

The home club shall be responsible for seeing that referees have been scheduled for all games played on their assigned fields. If the coaches cannot find a referee, then the game must be rescheduled.

The home team is responsible for supplying the game ball. The visiting team calls the coin toss at the beginning of play.

For recreation the visitors will wear a light jersey color and the home team will wear dark and has choice of which touch line to occupy during the game.

The home club is responsible for cleaning up the field at the end of play each day for seasonal play and tournaments. Each age group is responsible for their own playing field.

The home club is responsible for paying for field fees and portable toilet rental fees for tournaments, events.

7:13 Disciplinary Decisions due to Bad or Unsportsmanlike Behavior

The objective of this guideline is to recognize players, coaches, or parents, and spectators, who because of serious unacceptable behavior or repeated instances of disruption need to be disciplined or removed from the soccer program. This will cover those instances where the normal “red card” discipline is either not applicable or merits additional sanctions.

Should a coach, player, parent or spectator on either the recreational or competitive side show inappropriate or bad behavior then this shall lead to a PAD review as outlined in the bylaws. The PAD shall have the full authority to discipline, remove, or sanction a coach, player, parent, spectator, or an entire team, to include but not limited to, for unacceptable behavior: Unacceptable behavior is that which is derogatory in nature, excessive use of foul and abusive language, sexist remarks, racial slurs, confrontational challenges and fighting that additional administrative discipline is necessary to preserve “the good of the game”. This behavior can be directed at other parents, players, board members, or referees. Unacceptable behavior will normally result in removal from the soccer program. This can also include malicious public postings of derogatory remarks about persons or organizations within RYSC as well as use of alcohol or drugs at the field(s) or any behavior that the PAD considers inappropriate towards minors.

Repeated disruption can include all the behaviors identified in the serious unacceptable behavior with the addition of harassment of league officials. The difference is somewhat more subtle in that the offense is less vocal and of a more minor nature than serious

unacceptable behavior. It can also include repetitious red card violations within the same playing season. Repeated disruption will normally result in the person being placed on probation for a specified length of time and may include additional requirements such as limited attendance at games. Violation of probation will result in removal from the soccer program.

The Board of Directors shall have any matter addressed by a PAD, as outlined in the rules in section 4b as well as 7:05. The PAD must consist of at least three (3) board members. For individuals in the competitive program, the Directors of Coaching should be included in the review process. For individuals in the recreational program, a program director should be included in the review process. The decisions of the PAD are based on administrative judgment and are not required to meet any minimal threshold of behavior. These administrative decisions can be made for any effective date and for any length of term as the club deems appropriate. Decisions are final.

7:14 Fair Play:

The RYSC has an interest in controlling unacceptable behavior of spectators, coaches, players and referees at league practices, games and tournaments. It is the opinion of the board members that inappropriate behavior is not a rampant condition throughout the clubs but does occur on a weekly basis as evidenced by the weekly game reports. This type of unacceptable conduct takes away from the enjoyment of the game by the players and departs from the desired philosophy of fair play and good competition. It negatively impacts, to a greater extent, our youth referees. Conduct of this type renders the league's soccer program unable to function as a positive contributor to all participants of the league (players, coaches, parents and referees) and hinders our standing relationship with the cities and communities working to support youth soccer.

The objective of this policy is to set a framework where behavior of spectators, coaches, players and referees can be judged against as an acceptable level and administrative action can be applied when necessary. Additionally, a process of notification, hearing and discipline will be determined.

References:

- 1) USSF Referee Administrative Handbook
- 2) Roseville Parks and Recreation Code of Ethics
- 3) Norcal/US Club policies

- A. The coach of any team is responsible for the behavior of their players and parents as well as themselves. Each coach is expected to advise their players and parents of the guiding goals listed in the Coaching section of the Team Manual. No coach, player or spectator shall openly and loudly criticize another spectator, coach, player or referee. No coach, player or spectator shall physically abuse or assault anyone at the field. It is expected that attendees at games provide positive reinforcement comments only. Coaches and players may inquire about calls made

by the referee, prior to the game, at the mid-game break and at the end of the match but only in the presence of the coach. Coaches, spectators and players shall not follow the referee to the parking lot or next field in a harassing manner.

- B. Players shall not “trash talk”. Players must participate and behave in a sportsmanship like manner during the post-game handshake. Boasting, taunting, denouncing or other similar acts directed at the opponents is not acceptable.
- C. Referees shall conduct themselves in an acceptable manner so as to be fair to both teams. The referee shall not criticize any player, imply an unfavorable attitude because of gender or race or enter into sideline conversations with coaches, players or spectators during the game. The referee shall be dressed in proper uniform, jersey tucked into the shorts and display the appropriate badge on the uniform. The referee shall offer the game card to either coach, upon request, at the completion of the game for comments. The referee shall know the rules and apply them fairly.
- D. Another aspect of Fair Play is good sportsmanship. Referees may compliment players on good plays and spectators may compliment opponents on good play. If a player is injured during play, the team in control of the ball can play the ball out of bounds so that attention may be given to the injured player. Scores should be kept to a maximum of six-point differential. Alternatives to continued scoring are to reduce the number of players on the field, move players to other positions, score on “headers” only or pass by “one touch”. Players should be made aware of “good sportsmanship” at weekly practices, such as not hitting, kicking, pushing, using foul language and not running up the score excessively.

Violations of this policy shall be noted on the game card by the coaches or referees and subsequently reported to the club board by the club referee coordinator.

Coaches who violate paragraph A of this policy may be dismissed from the game if directed by the referee. Coaches who allow their players to violate paragraph B of this policy or who violate paragraph D of this policy may be administratively disciplined by their club board.

Players who violate paragraph A or B of this policy may be sent off from the game by the referee. In each case of an ejection, the resulting discipline will be addressed by the RYSC PAD committee.

Spectators who violate this policy may be requested to leave the area of the field of play as directed by the coach and if requested to leave, shall remain away from the playing field for the duration of the match. Spectators who violate this policy may be subject to a hearing by the club and the situation investigated by a RYSC PAD Committee. A parent who is requested to leave the game area may choose to withdraw their child from the game.

Referees who violate this policy shall be subject to USSF, league or club discipline. Keeping in mind that only USSF can revoke a referee's certification. The club referee assignor may use discretion when assigning a referee who is in violation of this policy as outlined in 3:16:04. The club may, at its discretion, hold a hearing concerning the referee.

Coaches, players, spectators or referees may appeal the discipline measures given them by requesting a hearing from any administrative level of the U.S. Club. The one exception is that ejections by referees are not appealable unless the later discipline exceeds the recommendations as listed in the U.S. Club team manual.

7:15 RYSC MODIFIED RULES for COMPETITIVE & RECREATION:

RYSC MODIFIED RULES

	U-6/7/8	U-9/10	U-11/12	U-13	U-14/15/16	U-17/18/19
Net Size	4' x 6'	6.5' x 18' and or 7' x 21'	7' x 21' and or 6.5' x 18'	8' x 24'	8' x 24'	8' x 24'
Ball Size	#3	#4	#4	#5	#5	#5
Number of Players on the field	4 max 3 min	7 max 5 min	9 max 7 min	11 max 7 min	11 max 7 min	11 max 7 min
Substitution	unlimited as per FIFA/CYS A	unlimited as per FIFA/CYS A	unlimited as per FIFA/CYS A	unlimited as per FIFA/CYS A	unlimited as per FIFA/CYS A	unlimited as per FIFA/CYS A
Playing Time	4-10' quarters 5' ½ break 2' ¼ break	2-25' halves 5' ½ break	2-30' halves 5' ½ break	2-35' halves 5' ½ break	2-40' halves 5' ½ break	2-45' halves 5' ½ break
Offside**	none	Yes (Build-out-line)	FIFA	FIFA	FIFA	FIFA
Fouls & Misconduct	indirect kick	FIFA	FIFA	FIFA	FIFA	FIFA
Free Kicks	10 ft	8 yd	8 yd	10 yd	10 yd	10 yd
Penalty Kicks	none	10 yd	10 yd	12 yd	12 yd	12 yd
Throw-in	None. Kick-ins only. ***	1 rethrow	FIFA	FIFA	FIFA	FIFA
Heading	No	No	U11 No U12 Yes	Yes	Yes	Yes

** Offside: For U-6/8, an offside call can be made if the player remains at the opponent's goal during play

***U6-U8, Throw-in Rule: no throw-ins. U8 level- so long both coaches agree prior to the kick-off, throw-ins can be made especially in the second part of season, to prepare players for the 7v7 game.

U-6 & U-8 Quarter Kickoff Restart Rule: The team that kicks off at the start of the game will kickoff to start the second quarter. The other team will kickoff to start the third and fourth quarters. [Insure teams switch ends at half-time]

****** U8 Academy and Juniors/Futures:** The Roseville U8 Academy and Futures Program will be exempt from the standard U6-U8 playing rules, as deemed appropriate by the U8 Technical Director or paid staff and any competition rules that may apply, f.e. Norcal 5v5 format for U8 League, playing up 7v7 for exposure, or similar.

7:16 Reporting Abuse or Suspected Abuse (excerpt from Insurance Carrier)

All elected board members at the league and club level as well as volunteers are legally mandated reporters and are required to provide a written report.

Report incident to the club manager or the league president who will then contact the district commissioner and the U.S. Club Chairperson. The person witnessing the abuse will also notify the California Dept. of Child Protective Services and local police.

Reporting to Authorities:

Minimum Information Required:

Name, address and phone number of the victim Nature and extent of injury or abuse

Your name, address and phone number and relationship to victim

If information was given by a third party, identity and phone number of person

Additional Information if Possible

Name, address and phone number of abuser Gender, date of birth and age of victim

Names, addresses and phone numbers of parents Any indication of prior injuries, abuse or neglect

Circumstances under which you became aware of abuse, injury or neglect

Description of incident in the words of the victim

The Federal Volunteers for Children Act of 1998 requires that if a sexual molester had been previously convicted of a relevant crime elsewhere in the U.S. and commits a similar crime within the youth organization, then the organization may be held liable for negligent hiring practices.

The California Abuse and Neglect Reporting Act requires that any child care custodian who reasonably suspects that a child has been abused must report the suspected abuse to a child protective agency immediately and follow up with a written report within 36 hours. A childcare custodian includes youth recreation programs

Definitions:

Physical Abuse is defined as intentional physical injury resulting from hitting, punching, kicking, biting or other forms of bodily harm. This also includes corporal punishment disguised as discipline.

Sexual Abuse is defined as an act of a person who forces, coerces or threatens another person to have any form of sexual contact or to engage in any type of sexual activity. This includes touching, non-touching and exposure to pornographic material.

Emotional Abuse is defined as harm to a person resulting from a pattern of behavior, such as extreme criticism, sarcasm or the use of insults. This includes children who are shamed, terrorized, humiliated or rejected.

Neglect Abuse is defined as child abandonment, inadequate supervision to provide for the child's safety, physical or emotional needs.

7:17 Classification of Paid Personnel and Work Permits for Minors

Classification of Paid Personnel as Employee or Contractor. In California, we follow AB5 guidelines. The league as well as each club must obtain a classification from an approved organization or business for those personnel that are paid a fee. The team is an extension of the club, therefore if the team pays the personnel, the club is responsible for any classifications. Those approved organizations or businesses are.

Federal Internal Revenue Service
California State Employee Development
Department California Labor Board
Certified Public Accountant dealing in labor
classification Labor Lawyer

Work Permits for Minors

Paid licensed referees, under 18 years old, are not required to have work permits.

Paid workers, under 18 years old, for services other than refereeing, are required to have work permits.

Neither the league, clubs nor teams shall pay anyone under the age of 13 for services.

References

California Employee Development Dept.
1-888-745-3886 California Labor Board
916-263-1811

Placer School District Office Work Permits, Tad Kitada 530-745-139

Dry Creek Elementary School District 916-771-0646
Eureka Union School District 916-791-4939

Loomis Union School District 916-652-1800
Placer Union High School District
530-886-4400 Rocklin Unified School
District 916-624-2428 Roseville City School
District 916-771-1600
Roseville Joint Union High School District
916-786-2051 Western Placer Unified School
District 916-645-6350

Division of Labor Standards Enforcement
website:
www.dir.ca.gov/dlse/DLSE-FAQs.htm
select "frequently asked
questions" select "independent
contractor"

7:18 GAME SCHEDULING

RYSC will schedule recreational games for Roseville, as well as Placer Alliance Games unless otherwise stipulated for Girls and Boys U9-U14. Recreational Games U15+ as well as all competitive games are to be scheduled by the club scheduler in conjunction with Norcal Scheduling Procedures.

7:19 PROPERTY AND PROPRIETARY RIGHTS

7:19:01 Uniforms

The use of club uniforms, if purchased by parents, may be used wherever the parent chooses to allow the player to participate. This includes indoor soccer, US Club tournaments and Nor Cal competition.

Conversely, if the uniform is purchased with club funds and provided to the player, then the uniform can only be worn at U.S. Club approved competitions.

7:10:02 Field Equipment

The use of game balls, field nets and fields for home games with non-U.S. Club organizations will be allowed as it is not reasonable to purchase two sets of equipment.

8.0 Supplemental Policy & Procedures for the Competitive Program

The following Policies and Procedures serve as a supplement to the Roseville Youth Soccer Club (hereinafter referred to as RYSC) Bylaws and Policies & Procedures to aid in administering a soccer program, known as the competitive program of Roseville Soccer, designed for players that have the desire and ability to further their soccer skills in a more soccer environment.

8:01 Soccer Committee

The Soccer Committee consists of the Vice President, Rec Director, the 11v11 Boys Director of Coaching, the 11v11 Girls Director of Coaching, as well as the U8-U12 Director of Coaching. In addition, on even years, the Club President, the 4v4 Girls Program Manager, U9-U14 Boys Program Manager, and on odd years will be the 4v4 Boys Program Manager, U9-U14 Girls Program Manager, U15+ Program Manager. The soccer committee is formed to assist and guide the club as a collective group to create, decide upon and implement initiatives for the purpose of improving the Roseville Premier Soccer program, enhancing the program by providing feedback and suggestions for the greater benefit of the club. The Technical Director (paid position) shall assist and provide insight to the committee as needed.

In the case of an extended absence of any Director of Coaching ~~and/or~~ or an extended period of time without a designated Director of Coaching, then the committee shall continue to operate under the guidance of the Vice President together with the Club President. Extended absence is determined to be two weeks or more.

The Soccer Committee shall update, manage, and help enforce across the soccer program the Philosophy, Principles and Style of Play as outlined in the Roseville YSC Club Curriculum. Any significant changes to the Roseville YSC Club Curriculum shall be done by the committee as a whole while relying on the expertise of the Directors of Coaching as well as the Technical Director.

The Soccer Committee shall meet on a regular basis to ensure the objectives of the soccer program are met. The Directors of Coaching may assign or delegate tasks to the committee as a whole or to individual members, as needed. The Technical Director (paid position) shall assist and provide insight as the committee sees fit.

The Soccer Committee as a whole shall always be informed, via email copy, about any involuntary or voluntary release being requested by one or more players- or coaches, as well as any disciplinary actions taking against one or multiple players or coaches. In addition, never shall a paid staff member, a member of the Soccer Committee or a member of the BOD be involved in the release of more than two (2) players without the majority approval of the Soccer Committee after an in-person or virtual meeting of the committee has taken place to discuss these releases. A quorum at this committee meeting is mandated.

8:02 Coach Application Process

The Club will advertise each year the process required to be considered for one of the soccer coaching positions. Information provided will include:

- a) How to apply for a coaching position
- b) Timetable for application and selection
- c) Criteria for selection

All coaches interested in coaching at the soccer level must submit an application via the club application process by the advertised deadline to be considered for any available positions.

The DOC's and Soccer Committee will review applications and evaluation material from the prior season (if applicable and as available) such as coaching surveys, training and match evaluations, and documented issues from the prior season to aid in recommending coaches for

the new season. Coaches new to the program are asked to provide philosophy and background information as well as personal references as part of the application process. These are to be reviewed by the DOC's, Soccer Committee and the Chief Operating Officer or members of the committee, as designated by the Chief Operating Officer.

8:03 Coach Selection Procedures

For purposes of interpreting the following policies and procedures, where "coach" or "coaches" is noted, it will be considered the "head coach" or "head coaches" unless specified otherwise.

All teams must have a coach selected through the guidelines under section 7:09.

All "new" coaches (new is defined as the first season in a head coach position for the Roseville Soccer program) will have a one (1) year probationary period where they may be removed due to significant issues or due cause as recommended by the Directors of Coaching or Technical Director who shall confer with the soccer Committee prior to such decision.

Coaches in each age division will be placed in charge of a specific team (i.e. Green, White, Grey...). The actual confirmation of team assignment will ultimately be based upon the number of teams able to be formed via the tryout process based upon the caliber of talent at tryouts.

Placement will be based on the assessment of the Directors of Coaching and the Soccer Committee consensus. Each team will have one head coach responsible to RYSC and its Board of Directors. If a head coach elects to have a co-coach, this does not relieve the head coach of responsibility and accountability to the RYSC for the actions of his/her coaches, players, and parents.

Coaches are responsible for turning in all registration paperwork in a timely fashion. The Chief Operating Officer will provide all coaches with a timeline and checklist for the information required to register their teams. Failure to comply with these requirements on schedule will be taken into account when determining placement of coaches for the next season.

Per RYSC policy, the head coach on record must have, at a minimum, the U.S. Soccer Grassroots certification for their age group, and obtain a USSF National D license within two years after starting at the 11 v 11 level.

Per RYSC policy, all assistant coaches on record must have, at a minimum, the U.S. Soccer Grassroots certification for their age group.

A soccer coach can be listed as a head coach for more than one team with the approval of the Director of Coaching and the Technical Director. The coach must be able to exhibit that they are capable of being the head coach of two separate teams. Any concerns shall be addressed together with the soccer Committee prior to appointment.

All appointed coaches must sign the annual RYSC Volunteer Coach Agreement, as well as complete all required coach certification requirements as stipulated by US Club Soccer or any US Soccer governing bodies. In addition, all RYSC Coaches must submit themselves to the RYSC LiveScan background check. Furthermore, all competitive program coaches are required to attend and actively support and participate in club training events run by the paid technical staff.

8:04 Team Formation Process

Team formation, as outlined below, will be dependent upon the availability of talent and kept "age pure" as much as possible (with the exception of the U18-U19 age group).

- d) The top team in each age pure division will be designated the Green team, the 2nd is called White, the third is called Grey and the fourth is called Black, the fifth is called Rose. Teams are to compete at league levels designated by a collaborative decision made jointly between the age appropriate Director of Coaching, the Technical Director, and the specific age group directors (all paid staff). These designations shall be shared in writing with the Soccer Committee prior to league registration deadlines.
- e) When dealing with multiple teams in the U19 age group, the team that plays at the higher level in Norcal Fall League in prior season will be designated the Green team.
- f) The next top team in each age pure division will be designated the White team.
- g) All teams should stay age pure unless there is not enough talent within that age pure group to form a team. Any exceptions will be handled by the Director(s) of Coaching, Chief Operating Officer and if needed, by the Vice President / Technical Director.
- h) Any and all disputes that result due to offers being made to players for multiple age groups or multiple teams within an age group, shall be resolved by the Directors of Coaching and if needed, the Vice President or Technical Director.

8:05 Tryout Procedures

The Technical Director and paid age group directors, together with the Directors of Coaching under supervision of the Chief Operating Officer will be responsible for setting up the tryout format and exercises to be used in their age group. This should be communicated to all coaches in advance of the tryouts to avoid confusion and/or a display of lack of organization in front of the players and their parents.

At all times, shall at a minimum two members of the Soccer Committee attend each tryout age group to support paid staff as needed, and oversee the at the field registration and tryout process. All inquiries and issues are to be directed to the Chief Operating Officer or other attending Soccer Committee members or Age Group Directors (paid staff) who will make themselves available and known to all coaches at the beginning of the tryout period.

Every effort will be made to hold age pure tryouts; however, it may become necessary to mix age groups in the event there are not enough players for a specific age group and/or gender trying out. Only the Technical Director or Directors of Coaching will approve a player playing up an age group or a mixed age team.

"Playing Up" Policy – Only the Technical Director or Directors of Coaching shall make any and all decisions regarding a player playing up an age group and player must demonstrate and meet or exceed the 'Key Qualities – by age group' as outlined in the Roseville YSC Club Curriculum for the age group they intend to play.

Injured Player Policy – If an otherwise eligible player is injured prior to tryouts and is unable to participate due to the injury for their safety and the safety of others that player must still register and receive a tryout number that he or she shall wear and should observe the tryout process but may be excused by a member of the Soccer Committee (not by an individual coach). A player that is injured is still required to attend a minimum of one (1) tryout to be eligible for an

offer. If an offer is made to an injured player, the rules in Section 6.01 shall apply. Please notify the registration volunteers so they may make a note on the official roster list and also have the child notify one of the coaches running tryouts.

One “master” tryout roster will be kept for each age group (all head coaches will get a copy of the updated roster on a daily basis to use during the tryout evaluation process). All players at tryouts will receive a unique tryout number for their age group. This number will remain the same for each tryout and must be worn each day.

8:06 Team Selection Procedures

Communication between coaches during the tryout process is of the utmost importance. Each coach is responsible for ranking players at tryouts and the top players at each age group should be targeted for the Green team. At the conclusion of the first tryout, the Green coach in each age group will be allowed to make offers; player contact information will be available to facilitate the offer. All players will be trying out for the Green team. Players who receive offers before the end of tryouts will have 24 hours to accept or decline the offer. If a player declines an offer from the Green coach, they will not be afforded the opportunity to accept an offer from the White coach. There are no refusals. Exceptions to this can be made by the DOC or Vice President / Technical Director if for example a player plays for their parent or there is a documented issue with a particular coach. Once the Green coach has filled his/her roster with players who have accepted offers, he/she must complete the “Offer Made” and “Offer Accepted” sections on the official roster, keep the registration forms only for the players for whom the coach has received an acceptance and forward the roster along with all remaining tryout registration forms to the White coach. This process will continue until all teams in the age group are filled with competitive soccer caliber players. Coaches in collaboration with their DOC will meet and determine the top players before sending out invitations via the registrar or soccer committee member. All tryout player selections are to be made via the club offer letter/tryout registration platform, such as google docs, gostport, or similar.

The time restrictions for offers noted in Section 6.08 will still apply.

Players may not reject an offer from a coach. If a player refuses the offer from the Green coach they become ineligible. The child of a coach in the same division, and siblings are exempt from this policy. This will ensure the top teams in each age group have the strongest talent. Coaches are not required to leave a spot open on their team for any player who has rejected a legitimate offer to play for that team. If it is determined that a coach actively encourage a player not to attend tryouts to be ‘selected’ to another team, this player selection shall be reviewed by the soccer committee and potentially, coach and/or player suspended indefinitely.

Every attempt will be made to coordinate amongst coaches in each gender / age group to ensure an otherwise eligible and competitive soccer-caliber player is not restricted from playing in the Roseville Premier Soccer program due to conflict between coaches. Any conflicts are to be resolved by the Director(s) of Coaching, Chief Operating Officer, the Technical Director or the Vice President.

All appointed coaches must fill their team rosters with players who have attended the tryouts (no exceptions) unless otherwise approved by the Chief Operating Officer.

The Green team coach will have the first choice of players in their age pure division (U9-U17) or in the U19 mixed division (U18-U19) followed in succession by the next level of team (Green, White, Grey, Black, Rose ..)

The Green team coach must inform the White team coach of his confirmed roster within 24 hours after the completion of the last tryout. The White team coach must inform the Black, team coach of his confirmed roster within 48 hours after the completion of tryouts. These procedures will continue (at 48-hour increments) for additional teams beyond the Grey team until all teams have been filled. The 48-hour period commences at 12:00 a.m. on the day following the last day of tryouts for that age division.

Any coaches making offers to players during the tryout sessions or in contradiction of the above stated policies and procedures will be subject to disciplinary action.

Upon completion of team selection, all players who were not selected will be notified via email by the Chief Operating Officer with assistance of the Club Registrar. All players who were not selected must be notified within 5 days after the completion of the tryouts. If a player who played on a RYSC soccer team the previous season does not make a team, the previous coach or the Director(s) of Coaching will call or discuss in-person.

Player movements between teams within an age group, upward or downward, may happen throughout the season, upon recommendation of the head coach, DOC's, VP, or COO. As a general rule, roster moves within an age group should be limited from tryouts through July 31st of any season, and after the conclusion of the Fall season (Winter Break) . Moves between July 31st and the Winter Break shall only be authorized by the DOC's. Roster moves shall be net/net, one up, one down or visa versa unless otherwise authorized by the DOC to balance any given roster. There shall be no direct communication with families about roster moves without first speaking to the respective head coach of the team that the player is being requested from AND the DOC approval. Failure to adhere to the communication policy can lead to disciplinary actions, suspension or even removal from the program. Treat other coaches with the same respect you wish to be treated with. Reasons for a roster move would be: ability or inability to compete at the level of play, season ending injuries, lack of players, personal constraints (f.e. falling behind in school). This excludes any temporary guest player rostering for league games or tournaments.

8:07 Coach Evaluation Process

A Coaching Survey will be distributed to all players, player's parents, or guardians at random times during or at the close of the season to aid the soccer program under the direction of the Chief Operating Officer, the Director of Coaches and the Technical Director to evaluate and select and placing coaches for the following season. In addition, a Mid-Season Coaching Survey may be distributed during the middle of the season to aid in coaching evaluation and improvement. The Mid-Season Coaching Survey will be left to the discretion of the Chief Operating Officer. All coaching selection decision should be based on the merit - or the lack thereof by a coaches performance, as outlined in the Roseville YSC Club Curriculum in the Coaches Manual as well as the Coaching Resources Section and the performance standards agreed upon in the coaching agreement signed by each coach before each season.

The Chief Operating Officer and Technical Director and members of the Soccer Committee may perform periodic, random, and unannounced observations and evaluations on the quality level

of training sessions and coaching of matches to ascertain the current level of coaching ability and identify any areas that require improvement for coaches within the Roseville Soccer program and bring concerns, comments and suggestions to the Technical Director and/or the soccer committee as whole. This will primarily apply to, but not be limited to, new coaches or coaches on probation due to prior issues. Any feedback from the evaluation will be given to the head coach by the Technical Director if the observation warrants attention.

All RYSC soccer coaches and teams must adhere to all policies and rules set forth here, as well as, all policies and rules set forth by the Roseville Youth Soccer Club (RYSC), US Club Soccer (USCS) and Norcal Premier Soccer (Norcal). Failure to follow any of these policies is grounds for disciplinary action up to and including removal from the Roseville Soccer program.

All U9-U12 players must play at least half of a game unless there are disciplinary reasons for not doing so (missed practices, unexcused absences, negative attitude, lack of effort, etc.). Players in the U13-U19 must be afforded at least 35% playing time. Lack of playing time must be notified to the Director of Coaching or Age Group Directors (paid staff) so that all disciplinary measures are noted and tracked for audit trail purposes.

All players must adhere to the club uniform policy and only wear the RYSC approved uniform (jerseys, shorts, and socks) at all events. The only events that are an exception are friendly scrimmages, training, and Halloween season tournaments as long as apparel is considered safe and appropriate by FIFA. Any team found violating this policy will be reviewed by the Soccer Committee for a recommendation of discipline.

All teams (head coaches) will supply an estimated season budget simultaneously to the Chief Operating Officer, the Directors of Coaching (paid staff) and to the team families for due diligence and expectation management purposes by June 1st for U9 to U14 teams and June 15 for U15 to U19 teams every seasonal year. All teams should provide periodic team account updates to the team families; particularly, when deviating from the initial team budget.

Each Team shall designate a parent or adult to be the team treasurer. The selected team treasurer shall manage and oversee the funds collected for tournament fees and/or special events. Additionally, regular 'statement of accounts' shall be sent to families to confirm payments made or payments due. A Roseville Youth Soccer Club (RYSC) soccer teams may not hold more than a \$500 team bank account balance between seasonal years. The RYSC recognizes that banks impose minimum account balances to remain in effect and as such a nominal amount is authorized as stated above. Any amounts over this balance must be utilized by the end of the season or a disbursement back to the families must be made. The Chief Operating Officer or Vice President and/or Technical Director may ask for a review of any teams financial accounts throughout the season.

The Roseville Youth Soccer Club (RYSC) does NOT allow paid soccer trainers outside of the RYSC paid technical staff.

If any team is found in violation of this policy, they shall be subject to any and all penalties at the sole discretion of the RYSC Board.

The RYSC recognizes that parents, on their own, may wish to retain private training outside of the RYSC for the benefit of their children however, this shall not be in a coordinated effort to subvert any Roseville programing.

Members of the coaching or management staff for an RYSC team may not currently be engaged in, nor enter into, a relationship with a member of any playing team.

8:08 Paid Staff & Appointed Volunteers

RYSC, if feasible within the budget of the club, will employ staff for the purpose of managing the day-to-day soccer operation and to make decisions customary to be made within a large soccer organization. The Program Managers and Recreational Program Director however, as part of the Board of Directors, oversee the entirety of the program and may at times inject themselves, assist- or make recommendations as seen fit for the betterment or execution of the age specific program. As a general rule, Program managers oversee and provide strategic guidance, where as the paid technical staff is to manage the day-to-day operation.

The club employs paid staff to manage, oversee, and provide soccer expertise to both players, coaches and the board of directors. Where as all paid employees ultimately are governed by the board of directors and report to their respective managers as outlined in their employment contract, the paid technical staff hierarchy is as follows:

- A. Technical Director (oversees all things soccer)
 - i. Reports to the Club President and Vice President and COO
 - ii. Responsible for the technical execution of the club curriculum (style, methods and principles) and providing the annual training periodization
 - iii. Responsible for overseeing the technical staff (AGD and trainers) and ensuring together with the Chief Operating Officer, that staffing of all club events is met
 - iv. Review technical staff performances and make recommendations to the Board and COO for either terminations, replacements or hiring of additional staff as warranted.
- B. Directors of Coaches, U8-U12 and U13-U19 Boys and Girls.
 - i. Report to the Technical Director and Chief Operating Officer for day to day business
 - ii. Responsible for overseeing the implementation of the club training session plans via the age group directors
 - iii. Manage all aspects of the competitive soccer program, including email correspondence with paid staff, families and coaches as needed.
- C. Four (4) Age Group Directors (4v4), (7v7), (9v9) and (11v11)
 - i. Report to the DOC's, and COO.

This includes but not limited to:

- 1. Managing team dynamics
 - 2. Managing coaching conflicts
 - 3. Overseeing team performances
 - 4. Managing tournament selections and league play levels
 - 5. Assist with any player matters, including moving players between age groups or teams
- D. Paid trainers for the purpose of solely training teams - report to the Technical Director