

**Rocks Springs Avengers Soccer Club**  
**Standing Rules and Policies**  
(Enacted January 2016)

The purpose of the Rock Springs Avengers Soccer Club is to provide a positive, enjoyable experience in an organized competitive team sport. The RSASC teams allow for the advancement, development of skills and further the spirit of competition by allowing players to become associated with teams that play in a more competitive setting.

It is the goal of the RSASC to focus on developing the finest soccer players, while fielding the most competitive teams in Wyoming. The Avengers program strives to produce and develop outstanding soccer athletes who demonstrate excellence both individually and in a team environment through their personal commitment to the game of soccer.

The Avengers strive to offer the best coaching possible, to develop players' skills to the best of their ability, and to field teams capable of competing at the highest levels of soccer play. The Avengers shall promote competitive team soccer in a positive manner; good sportsmanship and team play are taught and required constantly.

The Avengers teams are traveling competitive teams that are formed to allow individuals to participate in competitive team play throughout the USYouth Soccer organization. Avengers teams participate in USYS and/or WYS and other USSF sanctioned tournaments, games and events.

The competitive teams of the Rock Springs Avengers Soccer Club (RSASC) come under the direction of the By-Laws and Standing Rules and Policies of the RSASC. All rules found within shall be superseded by the RSASC By-Laws and RSASC Board decisions and will comply with the rules and policies of Wyoming Youth Soccer (WYS) and US Youth Soccer (USYS) and US Soccer Federation (USSF).

The RSASC Disciplinary Committee and the RSASC Board have the authority to act on behalf of the Club regarding any breach of regulations or rules. The RSASC Disciplinary Committee and the RSASC Board of Directors shall have the authority to discipline, suspend, disqualify and ban players, coaches, team officials, parents and club members for violating RSASC rules or for any action or conduct not in the best interest of soccer or the RSASC.

Any matter that is not covered and/or provided for specifically by these rules but is deemed to be not in the best interest of the RSASC shall fall under the authority of the RSASC Disciplinary Committee and the RSASC Board.

The Club's Board of Directors, Disciplinary Committee, Director of Coaching, Coaching Staffs will prioritize their direction and decisions based on the following order:

1. What is in the best interest of the Club
2. What is in the best interest of club player development
3. What is in the best interest of the team
4. What is in the best interest of an individual player
5. What is in the best interest of a coach or parent

The Rules and Policies may be changed, amended or removed by majority vote at any regularly scheduled RSASC Board Meeting. Any proposed change must be a scheduled agenda item.

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## Registration

### *Seasonal Year:*

The seasonal year for the Avengers shall begin on August 1 and end mid-July of the following year. Teams are formed for the entire seasonal year. With minor exceptions, the Avengers teams are expected to be active with practices, team development, tournaments and games where possible throughout the year. The seasonal year will be broken into two playing seasons, Spring and Fall with the Fall season running from August 1 to October 31 and the Spring season running from April 1 to June 15. During the playing seasons participation is mandatory.

Teams and players who are accepted during Fall registration are done so for the entire seasonal year. However, the seasonal year is broken up into 2 playing seasons: Fall and Spring. To address the normal changes in player availability, commitment and other outside factors registration fees will be broken up into two payments, one for each playing season.

### *Registration:*

1. The Board shall conduct a formal registration for fall and spring soccer for ages U9 to U18 players.
2. Registrations will be held for each playing season.
3. Registration for fall soccer shall be held no later than June 15<sup>th</sup> of each year.
4. Registration for spring soccer shall be held no later than February 15<sup>th</sup> of each year.
5. Any fall player who is not registered by February 15<sup>th</sup> will not be allowed to participate in soccer activities until they are.
6. A player is not considered a registered player until registration fees are paid in full. If payment is made by personal check, a player is not registered until the check has been received and processed by the Treasurer, and the check has been honored by the player's bank. If payment is made by credit card, then the date/time of the credit card transaction will serve as the registration date.
7. Non-registered players – This policy restricts siblings and all others who are not valid registered players from participating in any Avengers scheduled practice sessions or games.
8. Upon valid registration with the organization, players may participate in try-outs and team activities while an amending roster is processed by the club, respective league or tournament.
9. Teams may not add players to their roster, temporary or permanent, who are not validly registered with the RSASC and the league in which the team is participating. Noncompliance may result in game forfeiture or team disqualification from its registered league. Disciplinary action of the coach for non-compliance will be reviewed by the Board.
10. In regards to player evaluations, a player must be registered to be evaluated.
11. The Board shall have the authority to consider economic hardship cases for any player. The parent, guardian, or coach of the player may request a season scholarship in writing to the Board.
12. Refunds without restrictions will be made to players who withdraw prior to tryouts.
13. 75.00 from the original registration fee will be withheld by the club from any refund that is granted after team formation and is not due to injury or relocation.
14. Refunds will be made to players who withdraw due to injury or relocation within 30 days of their team's formation.
15. Refund requests for any other reason must be submitted to the Registrar in writing and will require board approval.

### *Fees and Costs:*

1. The RSASC Board will determine the annual fees for the Avengers teams and programs during the regularly scheduled May Board meeting.
2. The annual fee includes but is not limited to the cost of WYS membership cards, insurance fees, city fees, RSASC membership fees, forecasted tournament fees, equipment, nets, and field maintenance.
3. Players are required to pay the Avengers fee as outlined under the registration policies by the due dates set forth by the RSASC board. Delay in payment may delay the issue of USYS membership cards and team rosters and may result in late

charges. Special arrangements may be considered in extenuating circumstances.

4. Any player who is not current in their RSASC fees is prohibited from participating in any practices, team trips, games/tournaments or other activities of the RSASC including evaluations.

Any additional tournament fees are the responsibility of each team/player. These fees need to be divided up equally among all of the rostered players.

#### *Financial Aid:*

Aid is available to any player based on financial need. Financial aid is provided by waiving a portion of a player's annual Avengers fees.

1. No monetary payments will be made to a player.
2. Financial aid will not be used as a recruiting inducement or as a reward for stellar play.
3. All requests for financial aid will be presented to the Board and will be handled discreetly.
4. An application from the player and/or parents of the player must be submitted to the RSASC Registrar at least one week prior to tryouts to be considered by the Board.
5. Additional information may be requested by the Board before a decision is made.
6. Those requesting financial aid may be required to volunteer their time during RSASC sponsored events in addition to team duties, in order to fulfill the scholarship requirements.

## **Player Identification and Team Formation**

### *Evaluations and Selection Criteria:*

Full, open player evaluations for all Avengers teams/players will be held once a year, at a date(s) set by the RSASC Board, no later than June 15<sup>th</sup>. The date(s) will be publicized by all means available, within reason, to reach as many potential players as possible. The dates and evaluations will comply with the WYS/USYS registration rules.

The Avengers evaluations will be conducted under the direction of the Evaluation Committee & with the assistance of Avengers coaches.

1. The Evaluation Committee will be responsible for assigning evaluators for each tryout.
2. Coaches and assistant coaches are required to assist in 2-3 evaluations each season.
3. The same evaluators who conduct the initial tryout must conduct all additional tryouts.
4. All players will be evaluated, including those who were already rostered on a team in the previous season.
5. All players **MUST** be registered to participate in the evaluation process.
6. Each player will be evaluated based on criteria determined by the Evaluation Committee prior to the evaluation date.
7. All players must attend their age/gender appropriate evaluation.
8. If a player is unable to attend the evaluations, a written/email notification by the parents needs to be given to the Registrar or Evaluation Committee at least 2 weeks prior to the evaluations and arrangements will be made to accommodate the player if possible.
9. Additional evaluation sessions may be necessary to accommodate player numbers and final selection of players for team placement, and are at the discretion of the Evaluation Committee.
10. Once evaluations are considered "complete" no additional sessions will be held unless required to fill rosters. No additional evaluation sessions will be used to upgrade talent level.
11. All players will be evaluated by the same standards (skill, ability, attendance, attitude, etc).
12. Roster formation will be based upon the following criteria (in order)
13. Player's individual evaluation score.
14. Number of players needed to fill roster(s)
15. Coach input.
16. All teams must be approved by board vote within 7 days of the completion of evaluations.
17. All players must be notified of their status within 7 days of the selection of teams.

### *Team Formation:*

A player who makes an Avengers roster during the Fall evaluation period is guaranteed a spot on an Avengers' roster either as an active player or as a provisional player for the entire seasonal year. A player's status on a roster (active vs. provisional) may change at any time based upon attendance, commitment and/or development. Any change to a player's status will be proposed by the player's coach, discussed with the player and parent, and must be approved by the board.

Players are not guaranteed to remain on the same team for the entire season and may be re-rostered to accommodate the formation of additional teams. Should additional teams be formed mid-season, players will be rostered (re-rostered) using the same criteria used during original team formation. Players will not be re-rostered during an active playing season.

While every attempt should be made to adhere to the following guidelines, RSASC reserves the right to form teams based upon Board Discretion.

1. Teams will be formed from the U9 age group up to the U18 age group if players and coaches are available.

2. Teams will be defined as Primary and Secondary. Primary teams from U9-U12 will be formed based (in order) on the following priorities:
  - i. (i.e – Male (AND) Gold/Silver (AND) Combined age group)
  - ii. (i.e – Female (AND) Gold/Silver or Coed AND U11 based (in order) on the following priorities, in order:
    - a. Gender
    - b. Tiered (Gold/Silver) based upon players abilities. \*\* Additional time may be added to the evaluation period so that coaches can observe players’ skill levels during live interaction with teammates.
    - c. Specific Age Group – Whenever possible RSASC will field a complete team in each age division (U9, U10, U11, U12)
    - d. Combined Age Group (U10, U12). \*\*If there are insufficient players to form two age specific teams in an age division, formation of an older (combined) age group shall take precedence over the formation of a younger specific age group.
3. If enough players exist to form two or more teams in the U14 and HS age groups the teams will be a combined age group and formed based upon skill level into Gold, Silver and Bronze teams.

If there are more registered players than roster spots on primary teams, RSASC will make every attempt to form additional Secondary or Developmental teams. In such cases those teams may consist of multiple age groups and genders and will be comprised of the players who did not qualify for a Primary team spot.

Additional teams may be added between the Fall and Spring playing seasons based on need and available players.

All teams must be approved by the board.

#### *U9/U10 Teams*

1. Teams will have one head coach and at least one assistant coach.
2. Coaches will be selected as needed to accommodate the number of players.
3. For the majority of events attending, the U9/U10 teams will usually play a 7v7 format, so the ideal roster size for each team is 10 players with the maximum roster size of 12 players.
4. Rosters will be determined by the player evaluations and team formation criteria.
5. Teams are encouraged to practice together but will register in different divisions at tournaments.
6. The U10 team will be the “gold/silver” team, the U9 team will be the “silver/bronze” team and if needed the Secondary team will be the “bronze team” and will register in the corresponding levels at tournaments unless age specific brackets are available.
7. Teams will hold a minimum of (2) and a maximum of (3) 60-90 minute practices per week.

#### *U11/U12 Teams*

1. Teams will have one head coach and at least one assistant coach.
2. Coaches will be selected as needed to accommodate the number of players.
3. Teams will play 9v9 in WYS events but will likely play 11v11 if they travel out of state so the ideal roster size for each team will be 12 players with a maximum active roster of 14.
4. Should a team play 11v11 the roster can be expanded to 18.
5. Rosters will be determined by the player evaluations and team formation criteria.
6. Teams are strongly encouraged to practice together, but will register in different divisions at tournaments.
7. The U12 team will be the “gold/silver” team, the U11 team will be the “silver/bronze” team and if needed the Secondary team will be the “bronze team” and will register the in the corresponding levels at tournaments unless age specific brackets are available.
8. Teams will hold a minimum of (2) and a maximum of (3) 90-120 minute practices per week.

## *U13 – HS Teams*

1. Teams will have one head coach and at least one assistant.
2. Coaches will be selected as needed to accommodate the number of players.
3. Teams will play 11v11 so the ideal roster size for each team will be 15 players with a maximum roster size of 18.
4. Rosters will be determined by the player evaluations and team formation criteria.
5. U13-U14 Teams are strongly encouraged to practice together, but will register in different divisions at tournaments.
6. In the U13-U14 and HS age division, teams will be formed based upon skill level into Gold, Silver and Bronze level teams as needed.
7. HS teams will register in whichever bracket the coach recommends.
8. Teams will hold a minimum of (2) and a maximum of (4) 90-120 minute practices per week.

## **Alternate Players**

Each team will have the option of including up to 3 “alternate players”. Alternate players are defined as players who show the potential to play at an advanced level but currently lack the skills or experience to do so.

Alternate players will participate in the same practices and drills as active players but will not travel with the team to tournaments and games unless there is an open active roster spot.

To accommodate development and promote playing time, alternate players can be re-rostered during an active playing season as long as the move is accepted by both coaches and the parents, and is approved by the Board.

1. Must be a registered member of RSASC.
2. Can attend and participate in all practices.
3. Are to be used to actively fill roster spots of absent players.
4. Are to have preferential status over Guest Players.
5. Can participate in RSSA.

## **Recruiting**

1. Coaches, parents and players will refrain from recruiting active players from other clubs except during June which is the open period specified by WYS.
2. Coaches, parents and players will refrain from recruiting active players from other Avengers club teams at all times.
3. Coaches shall be held accountable for any recruiting activities involving their players or parents.
4. Coaches found recruiting players from other club teams by demeaning other coaches or speaking derogatorily about another team could face probation, suspension or removal from their position.
5. Any discussions initiated by another player, coach or parent about player movement inside the club or prospective players outside the club should be brought to the attention of the Director of Coaching or the Board immediately.

## **Playing Up or Outside of Gender**

The Board recommends that every attempt be made to ensure all players compete within their age bracket/gender. In the unusual circumstance when it may be beneficial or necessary to allow players to play up an age bracket or with a different gender the Board will allow that player to petition for the change.

A player may not move up more than one age bracket, and only if age-eligible in the league in which their team will play.

*Procedure:*

1. Parents requesting their children to play up an age bracket, or out of gender, must complete and submit the Playing-Up Request Form.
2. The Board will consider requests on a case by case basis and make a decision by majority vote.
3. Coaches are prohibited from having any preliminary discussions regarding playing up with a player or parent (see rule regarding recruitment). If it is discovered that this has occurred the Board may look upon this as recruiting within our organization and relieve that coach of his/her coaching duties.
4. A player cannot move up more than one age bracket unless granted approval by WYS.
5. Approval to play outside of one's gender/age bracket is given for one complete season only. Players must request approval each season.

*Considerations:*

The Board may allow playing up for the following reasons:

1. To fill a vacancy on a roster. (First, every effort must be made to find a player(s) of the same age bracket before requesting younger players to play up.)
2. Double age-bracketed teams: an entire group of players may be moved up an age bracket when necessary to combine with a group of players from an older bracket in order to field a single team. (This does not "grandfather" players for subsequent seasons.)
3. In extraordinary cases of hardship, the board shall determine player placement, as required.
4. Based on the number of children registered within the age bracket.
5. To provide a challenging environment for an exceptionally gifted player, if a highly competitive opportunity does not exist in their own age group.

*Criteria:*

1. Club and Teams Best Interest – The interests of the club and the teams involved need to be considered and must take priority. The possibility of displaced players needs to be considered as well.
2. Desire to Play up – The player, not the parents should have the desire to play up and can answer the question truthfully.
3. Game Performance – The level of game play, is it too high or too low?
4. Training Habits – The player demonstrates his or her commitment level, intensity and excitement during training.
5. Players Best Interest – The player must be considered to have the ability to meet the expectations of playing up.

In the promoting of a player, certain characteristics need to be present. The player should possess a mixture of the following traits:

1. Technical skill
2. Tactical skill
3. Strong physical attributes (strength and speed)
4. Strong psychological demeanor.
5. Ability to compete with players in the desired age/gender group

Considering these five points will demonstrate the necessity for playing up with regard to each individual situation.

All parties involved should give considerable thought before a recommendation or request is made for a player to play up on a team. Again, a player cannot be rostered out of his or her appropriate age or gender without a formal request.

*Guest Players/Guest Playing*

**Club Teams Using Guest Players**

Occasionally an Avengers team requires additional players to fill their roster for tournament play due to player injuries, vacations or other absences. It is the intention of the organization to fill these positions with local Avengers players whenever possible.

Guest Player permission may be issued when a team needs players to supplement their roster. Primary players should be given priority in terms of playing time but at the coaches' discretion. Different age groups, score of the game, injuries, and player dynamics all come into play under coaches' discretion. Should playing time become an issue with parents or the players, the Director of Coaching will investigate the concern and communicate the findings with the President of RSASC and the coach involved.

Coaches must inform secondary players of their role on the team prior to receiving a commitment.

Prior to contacting the parent/legal guardian of the Guest Player, the requesting coach must first get approval from the RSASC President or Director of Coaching. Upon approval, the requesting coach must then contact the primary coach for permission to approach the parent/legal guardian of the player he/she would like to secondary.

The following guidelines should be followed in all Guest Player situations:

1. Currently rostered players from other Avengers teams should be given the first opportunity to fill open spots as long as they meet the talent/skill/competitive levels required by the head coach.
2. Guest players will be used only after open roster spots are filled by available provisional players.
3. Guest player(s) will be used to supplement the rostered players and not replace the attending roster players.
4. Every effort should be made to ensure that the playing time of Avengers players is not adversely affected by guest players.
5. During WYS League play, WYS sanctioned tournaments and Club tournaments and Club events, guest player(s) will not play more minutes than a regularly rostered player who can play the same or a similar position.
6. Guest players must have a valid USYS membership and have access to a USYS member card.
7. Guest players must meet age requirements for the team.
8. Guest players will provide the required medical/travel release forms from the parents.
9. Guest players will provide the guest player form &/or travel papers from his/her club association/coach.
10. Guest players will first commit to their original team.
11. Guest players must read the Avengers Code of Conduct and sign the player's commitment for.

WYS State League Games and tournaments have rules that vary pertaining to guest players. It is the coach's responsibility to verify those requirements prior to implementing the use of guest players.

Any requests to roster a Guest Player must be made to the Registrar at least 7 days before the tournament unless extraordinary circumstances occur and all requests must be approved by the RSASC President.

### **Guest Playing with another Club/Team**

As part of RSASC's effort to facilitate and enhance player development, RSASC players are permitted to be used as guest players on teams within and outside of the club. WYS laws state that all primary team events must take precedence over secondary team events. These events include but are not limited to practices, league games, and tournament games. To be granted permission to guest play for another team a player must:

1. Continue to meet his/her commitment to her primary team.

2. Will not guest play for a team that is or might compete against their primary RSASC team.
3. Will not accept an offer from another club if a similar opportunity exists within the club.
4. Will get permission from his/her coach prior to committing to play for another team.
5. Is responsible for providing the required paperwork to guest play with another team.

## **Travel and Tournaments**

All Avengers teams are required to make every attempt to participate in all RSASC events and “club” tournaments as decided by the Board. The Board will provide a seasonal list of recommended tournaments/events for the Avengers teams to attend.

Avengers’ teams are not limited to the number of events or tournaments they attend. The number and location of the tournaments is primarily limited by the parents and coaches of each team.

### *Club Tournament Selection:*

The Board of Directors is responsible for selecting a minimum of 4 tournaments for each seasonal year (in addition to the State Cup) that will be paid for by Club fees.

Tournaments for the fall and winter should be decided on no later than the end of the regularly scheduled May Board Meeting and tournaments for the spring season should be decided upon no later than the first board meeting of the calendar year.

Club teams are required to make every attempt to attend Club selected tournaments before looking at additional tournaments. If a team cannot attend a Club chosen tournament and selects another in its place the club will pay up to the amount of the entry fee of the Club chosen tournament. Any additional fees shall be the responsibility of the team.

### *Budget:*

RSASC will prepare a club budget to pay for Club selected tournaments and the State Cup. The following expenses will be paid for by the Club and should be included in the budget:

Tournament Entry Fees – Club selected tournaments as determined by the Board.

State Cup Entry Fee

Registration costs such as player cards, rosters, binders etc.

The Club may vote to cover the cost of reimbursing coaches for travel expenses if the coach expresses a financial burden or is coaching multiple teams.

### *Additional Tournaments*

All teams wishing to play in ANY additional tournament that requires the players to have club affiliation (player cards and insurance) must receive approval for each tournament through the Board of Directors. This includes tournaments that are included in player registration fees and any additional tournaments in which the team elects to participate. Teams may not compel players who do not wish to play in additional tournaments to pay additional fees.

All teams wishing to play in additional tournaments must register for those tournaments through the Club Treasurer or President and are responsible for making sure they have current rosters and player cards. Teams must notify the Club of their intention to play in a tournament at least 14 days in advance of the tournament’s registration cutoff date and are responsible to provide the Club with any information about Guest Players or roster changes that will need to be made to register their team. Coaches and parents must both recognize and agree with the goals and objectives of choosing to travel to a tournament. Mutual understanding of these goals and objectives and their communication to the players is critical for successful travel.

These goals should include but are not limited to:

- Experiencing a higher level of competition and/or different style of play.
- Building team chemistry and morale.
- Preparing for State Cup or Regional competition.
- Exposure to academy and college coaches.
- Additional goals as determined by the coach may be identified for specific trips, such as an educational or cultural experience combined with soccer.
- Older teams are encouraged to participate in college showcase events to increase exposure to college coaches.

Requirements for additional tournaments, camps and/or events:

1. All additional tournaments, camps and/or events require Board approval and must be submitted to the Board at least 30 days prior to travel.
2. It is the responsibility of the team to pay for any additional tournaments, camps or events above and beyond those selected by the club.
3. If teams are approved for an additional tournament, camp or event and players have elected not to play, the fees must be divided only among the group of players that have elected to participate.
4. All money should be collected and submitted to the league prior to registration.
5. Any payment, roster or registration deviations will require board approval.
6. It is the coaches responsibility to conform to any additional rules or obligations required by the tournament.

Prior to deciding upon additional tournaments a team meeting should be held to disseminate information to the team parents and players about travel plans. The coach and/or team manager should prepare for the meeting by having information on the recommended tournaments, registration costs, and transportation and lodging options.

## Uniforms and Equipment

The RSASC is dedicated to the appearance of unified Avengers teams; therefore it is extremely important that the Avengers teams be recognized by their colors and uniforms.

1. Uniform fees will be separate from Avengers Fees and will be collected separately.
2. Financial aid can be applied for to help with the cost of uniforms.
3. The cost for uniforms will be set by the Board.
4. The colors of the Avengers teams are red, black and white.
5. The RSASC Board will determine the official club uniform(s).
6. Required uniform is 2 jerseys (red & white), 1 pair of black shorts and 2 pairs of socks (red & white).
7. Additional items, such as team bags and warms ups are recommended but not required.
8. Every consideration will be given to cost, supply and durability of the uniform.
9. Approved additional Avengers gear and equipment will be available from a Board specified vendor.
10. The Avengers name, logo, likenesses and numbers belong to the RSASC and cannot be used without the consent of the RSASC Board.
11. Club uniformity and the image of both the teams and the RSASC will be maintained.
12. Any additional equipment that bears the Avengers name or logo will be available to all players registered with the Club on identical terms.

### *Additional Team Equipment*

Additional equipment that is team specific and is purchased through fund-raising, sponsorships or individual payment is acceptable as long as it:

1. Does not contain the Avenger logo or name.
2. Is available to all team members on identical terms.
3. Conforms to club, state and tournament rules.
4. Does not conflict with the Board approved uniform.

Any additional team equipment that contains the Avenger logo or name must be approved by the Board.

## **RSASC Fundraising/Sponsorship/Donation Policy**

As a non-profit organization, the RSASC relies on sponsorship and fundraising to fund a portion of its annual operating budget. In order to benefit as many players as possible, fundraisers should, if possible, be RSASC wide. However, we recognize that this requires significant organization, and if the RSASC is not already raising funds for a specific purpose, individual teams may wish to raise funds on their own.

Fundraisers are defined as those authorized activities that raise money for RSASC programs and activities, as well as those of RSASC teams.

All Fundraising activities shall be carried out in an ethical and professional manner that benefits and reflects positively on RSASC and its teams.

### Definitions:

1. Fundraising: "Fundraising" is defined as an authorized activity involving labor and effort to raise money. Examples of fundraising events include such things as car washes, bake sales, and selling promotional items such as candy bars. Fundraising events should have the involvement of a substantial number of the members (and parents) of a team.
2. Donations: "Donations" are defined as solicited or unsolicited contributions from individuals, businesses, or other entities without exchange of services. Because RSASC and your TEAM are separate legal entities, you are responsible for soliciting your own donations. Be reminded that you are not asking for donations to support RSASC. This is a clear distinction that needs to be made to through your solicitation.
3. Sponsorships: "Sponsorships" are defined as money that is given to an organization in return for a benefit such as advertising, logo placement or other incentive. Since teams are not allowed to enter into agreements that enter the club into an obligation, sponsorships can only be solicited at the Club level.

### *Policy and Procedures*

1. All fundraising activities are to be conducted for the benefit of RSASC and its teams and approved by the Fund Raising Coordinator.
2. Fundraising should be done solely to benefit RSASC its teams or programs and is subject to prior approval by RSASC Board of Directors. Any RSASC team club or member choosing to engage in fundraising activities is required to use proceeds solely for club or team programs/activities only.
3. Individual teams will be limited to one fundraiser per season (Fall/Spring) so that the community does not become "donation fatigued".
4. Any RSASC team or member that desires to engage in a fundraising activity is required to submit an RSASC Fundraising Application Form to the President and the Fund Raising Coordinator at least 2 weeks prior to the fundraising activity. All requests will be reviewed and passed to the RSASC for discussion and ratification approval. The President, Fund Raising Coordinator or designated Board member will sign off the fundraising application form and notify the applicant of the outcome.
5. The Club reserves the right to cancel or prohibit any fundraising activity considered by the Club to be detrimental to the image and reputation of the Club.
6. Funds raised by Team members must be used solely for Team related activities organized by the Team.
7. The sale of products must not conflict with similar products offered by the Club.

8. Teams are expected to comply with all governmental requirements, if any, with respect to any fundraising event.
9. Club fundraising activities shall take precedence over Team fundraising. Team fundraising should not negatively affect the ability of the Club to raise funds.
10. Each Avengers family will be responsible for participation in the annual RSASC annual fundraiser, as determined by the RSASC Board. Should a family choose not to participate in the annual club fundraiser they must make their intentions known before they register. A family may “opt out” of the fundraiser by contributing a pre-determined amount as a required contribution. The Board may limit the number of families permitted to opt out at its discretion.

### *Club Fundraising*

At the RSASC Club level, the RSASC Fund Raising Coordinator directs the pursuit of all fundraising, donations and sponsorships.

All monies received by RSASC from the annual fundraiser will be placed in the RSASC general account unless otherwise directed by the Board prior to the fundraiser.

The RSASC Fund Raising Coordinator by direction of the Board must approve any fundraiser prior to the activity by any RSASC Program entity. Failure to receive approval will result in forfeiture of the proceeds to the Clubs general fund. All revenues from RSASC affiliated fundraisers will go to the RSASC Program general account with the exception of monies collected specifically for Board approved items.

Any monies raised by a program fundraiser during a hosted program related event such as a league game, friendlies or other events would go into the RSASC Program’s general account. For example, concession revenue during league games would be credited after expenses into the general account.

**Fundraising:** The RSASC will conduct a minimum of one annual fundraiser per year. The Board will take into account budget dollars needed and a reasonable amount of obligation to determine the nature of the event and the timeframe provided.

**Donations:** Donations to the club can be in various forms. It is the responsibility of the Fundraising Coordinator to apply donations in a manner that meets the request of the donor. The Fundraising Coordinator will keep a current list of all entities who have donated to the Club in the past 3 years. Teams and individuals will refrain from approaching Club donors for additional donations.

- **Scholarship Donations:** Used to support those that can't support themselves. This is a viable 501C3 Donation and a letter of donation will be sent.
- **Club Donation:** Given to be used at the discretion of the club. This is a viable 501C3 Donation, and a letter of donation will be sent.
- **Team Donation:** Donations made through the Club to support a specific team. This is a viable 501C3 Donation, and a letter of donation will be sent. To avoid misrepresentation of our tax-exempt status the Club shall retain 25% of the donation for use at the Board’s discretion.
- **Individual Donations:** A donation for a certain individual will be accepted however that donation isn't a viable donation for the 501C3, and a letter of Donation Will NOT be sent.
- **Facility/Equipment/Improvements Donation:** A donation to the improvements fund will also be tax deductible. The club can spend this money on soccer related equipment, goals, cones, paint, etc. This is a viable 501C3 Donation and a letter of donation will be sent.

**Sponsorships:** The RSASC Board hereby delegates its authority to the RSASC Fundraising Coordinator to accept and approve corporate sponsorships that are within the philosophy and purposes of the policy.

1. The RSASC Fundraising Coordinator will maintain a list of corporate sponsors and contacts that they are pursuing for contributions or who have made contributions to the program in the past 3 years. Any listed potential sponsor or current sponsor is not available for any other pursuit of sponsorship of any kind including team or individual.
2. Depending on the dollar amount of the contribution, the sponsor will receive appropriate recognition as part of the contribution, as well as, full support within the context of the 501(C)(3) not for profit status of the Rock Springs Avengers

Soccer Club.

3. Sponsorships levels will be determined by the RSASC Fundraising Coordinator who will have the ability to customize the levels as needed based on the needs of the sponsor within the costs of the request.
4. The RSASC Fundraising Coordinator may equate services performed or materials provided to dollar amounts to determine sponsorship level achieved.

### *Individual Team Fundraising*

We understand at times individual teams want to solicit funds for their entire team's benefit (e.g., additional equipment, training, tournament expenses, travel, etc.). The following are guidelines that the Rock Springs Avengers Soccer Club (RSASC) has put in place in regards to fundraising for teams. Any RSASC team or member not following these guidelines may become subject to sanctions as deemed necessary by RSASC.

To protect our legal standing as a non-profit organization and our reputation in the community RSASC requires each team to make every attempt to raise monies equal to and not above the expenses for any given season. Teams should refrain from fundraising for fundraising sake. Teams should make every attempt to establish a budget for the year and fundraise only to meet agreed upon team objectives:

- Teams are limited to a balance of 5000.00 or the amount of an approved event (whichever is greater) at any time unless approved by the Board.
- To ensure teams are fundraising only to meet a budget RSASC will require teams that do not use all monies acquired through fundraising by the end of the "club" year to submit the remaining funds to the RSASC unless the Board has granted approval to carry funds over into the next season.

RSASC and individual teams are separate legal entities. Therefore, in your fundraising efforts, do not inadvertently mislead people who may be donating to your TEAM. They are not donating to RSASC and as such, donations to your team are NOT tax deductible. Only funds raised through RSASC directly are tax deductible in accordance with the law.

This policy includes important information about your team's fundraising. Because RSASC and your TEAM are separate legal entities, we are not responsible for any mishandling or loss of funds. It is up to you to show discretion in which events you choose to use for fundraising. We encourage you to select events that are in line with your values as parents and our values as a club. Some team fundraising suggestions are listed below, but this list is not exhaustive.

1. Each team should have at least one fundraiser per year.
2. Individual teams will be limited to one fundraiser per season (two per year) so that the community does not become "donation fatigued".
3. If a team runs two fundraisers in a year, at least one activity shall be service (non-sales) oriented.
4. Team donations are not tax deductible and teams cannot use RSASC's tax ID for team donations. Only the club can accept tax deductible donations, not the teams.
5. All monies raised by teams must be accounted for and reported to the board using the Fundraiser accountability form.
6. Any cash, or checks made out to anyone other than RSASC, is outside the scope of RSASC and the Club has absolutely no control or responsibility for such monies.
7. Teams are responsible for all upfront costs related to a team fundraiser including the purchase of items to be sold and or items needed to hold the fundraiser. RSASC will not be responsible for any owed funds by any team(s) related to team fundraising activities.
8. Any team fundraiser which overlaps with or is expected to interfere with a Club wide fundraiser or event may be denied or moved to a different date. We strongly encourage teams to communicate with the RSASC Fundraising Coordinator and the Board early in the planning process to avoid this.
9. The overlap of team fundraisers will not be grounds for disapproval however we encourage teams not to schedule similar fundraisers at the same time.

10. Fundraisers which are deemed to conflict with an existing Club or Team sponsor(s) will not be allowed. The RSASC Fundraising Coordinator will be responsible for this determination.
11. All proceeds from fundraising activities must be delivered to the RSASC Treasurer in a timely manner (within 7 days of receipt of all proceeds) with an accounting of all income and expenses related to the fundraiser.
12. Please be aware of the club's current sponsors and donors: you may NOT ask our current sponsors or donors for donations and you must respect any prospect's right to say no.
13. RSASC is unable to manage the collection and disbursement of funds raised. A team parent must keep written records of funds received and disbursed and must present such documentation upon request of a parent or other concerned party. We want to protect you from accusations of mishandling funds, and the only sure protection is documentation.
14. Teams may not use RSASC logos, marks, or other identity for team gain.
15. Form letters, cold calling and email solicitations are forbidden.
16. All donations are for the benefit of a specific RSASC team – do not misrepresent RSASC or where your funds will be going – you are not raising money for RSASC; you are raising money for your team.
17. RSASC does not have a policy regarding fundraising events that are centered on alcohol (e.g., wine tasting, beer tasting). However, for events like this, groups must go through an extensive permission process that will include proof of permits, waivers and addressing other legal concerns.
18. Fundraising events should have the involvement of a substantial number of the members of a team.
19. No more than two teams may sponsor a single fundraising event; otherwise the event will be considered a Club fundraiser.
20. All fundraising events must have the prior approval of the RSASC Board.
21. All fundraising activities by all involved parties should be carried out in a process that conforms to RSASC's By-Laws and financial policies so that it does not to jeopardize its non-profit status.

#### **Donations:**

1. All solicitations for donations must have pre-approval by the Fundraising Director, Club's President or the Board of the Club.
    - a. This will help both the team, and club, know what contacts have been made, and in many cases may provide an additional fundraising opportunity for other teams and the club as a whole.
    - b. This will maximize team and club fundraising without creating situations where the club and individual teams are soliciting the same individuals, businesses, corporations and foundations.
  2. Teams are only allowed to accept donations up to 500.00 or an amount equal to the entry fee of a single tournament, whichever is higher. Donations of a higher amount must be made to the Club as a whole.
  3. No promises of logo placement, services provided or any other accommodation will be made in return of a donation.
  4. Donations made through the Club to support a specific team so that they qualify as tax exempt are acceptable. To adhere to current tax laws the Club shall retain 25% of the donation for use at the Board's discretion.
  5. Unless designated for a specific team or teams, all funds raised from donations or sponsorships shall be used for the general use of RSASC, at the discretion of the RSASC Board.
  6. Direct solicitation of area businesses is considered fundraising by the RSASC and is subject to this policy.
  7. Team(s) will coordinate any solicitation of area businesses for donations or sponsorships through the RSASC Fundraising Coordinator. The RSASC Fundraising Coordinator will send the potential Donor/Sponsor the necessary letters and documents to complete the transaction.
- **Donations In-Kind/Non-Monetary:** Donations of services, equipment, gear and other items that are non-monetary will fall under the fundraising guidelines that govern the approximate value of the donation.
    - Donated equipment and gear must be pre-approved by the Board.
    - Services (such as clinics, camps and trainings) shall be reported to the Fund Raising Coordinator or the Board as soon as possible so that the club can look into opportunities to include other teams and players.

#### *Suggested Fundraisers*

Remember, you are holding these fundraisers for your TEAM, not for RSASC. RSASC accepts no legal liability for your actions, or for fundraising proceeds or accounting for security of such proceeds, and you are responsible for your own operations.

- Car Wash
- Bake Sales.
- Third party fundraising vendors to sell products like food, wrapping paper, coupon books, or other products where your team receives a portion of proceeds
- Sales at local arenas by parent volunteers (e.g., WWCC events, High School events, fair booths).
- Restaurant approved fundraisers that are not centered around alcohol (e.g., McDonalds, Taco Time, Pizza Hut)
- Approved travel partners who provide fundraising assistance.

### *Use of Funds*

All revenue raised in fundraising activities shall be retained for the exclusive use of RSASC or the teams sponsoring the events. Until further policy is developed, the RSASC Treasurer will take custody of any fundraising money and deposit it into the Club bank account and establish a ledger account for each team.

Money earned via fundraising activities must be used for soccer related expenses such as tournament fees, team camps, travel expenses, etc.

Payments from team funds made to any individuals must be documented with receipts that support the payment for the soccer related expense.

### *Team Accounts*

1. Each team will have an individual account in the Club ledger and funds are directly tracked by the RSASC Treasurer or by his/her designee.
2. The RSASC Treasurer will pay each team or teams for qualified expenses. No payments will be made to any individual without qualified receipts.
3. Each team must submit a RSASC Expense-Reimbursement Form with supporting documents to the RSASC Treasurer for approval and payment. The Treasurer will not pay any RSASC Expense-Reimbursement Form without proper receipts.
4. All RSASC Expense-Reimbursement Forms must be submitted within 30 days of expense incurred.
5. All RSASC Expense-Reimbursement Forms must be pre-approved and signed by both the Team Manager and Coach prior to being submitted to RSASC Treasurer.
6. Team Funds are tied to a specific team and will follow the team if more than 50% of the players remain together from year to year.
7. If a team folds (more than 50% of the players stop playing or move separately to other teams) a percentage equal to the number of players will remain with the team and any remaining fundraising money will go into the RSASC Scholarship fund.
8. Any donations of merchandise/equipment may be retained by the team, but must be cataloged and reported to the RSASC Treasurer. If a team dissolves all such equipment shall be donated to RSASC for club use.

## **Coaches and Volunteer Positions**

The Avengers organization has set a goal to provide the best soccer experience possible to players. This goal can only be met by the dedication of experienced, educated, and certified coaches. As such the Avengers require that all coaches work to improve their levels of certification/training whenever possible and adhere to the curriculum and code of conduct set forth by the RSASC.

The Coaches Code of Conduct & Pledge and the enforcement of the code of conduct outlined in the RSASC By-Laws are the building blocks of the Avengers Coach.

The RSASC recognizes that without our coaches and volunteers we would cease to exist. As such, the Avengers will steadfastly support their coaches in every way possible and will provide them with the tools and the backing they need to succeed.

Coaches will be evaluated on an ongoing basis by the Director of Coaching and on an annual basis based upon feedback from parents, other coaches, the Director of Coaching and the Disciplinary Committee. Coaches who fail to meet the standards required by the RSASC will be subject to a Board approved improvement plan.

While coaches are expected to do their best to field a winning team, the coaches' primary goal must be to promote the development of Avengers' players primarily and in a safe and healthy manner.

To ensure the safety of our players as well as to ensure a higher standard of coaching, any individual that wishes to interact with the players or coach in any capacity must be approved by the Board. An up to date list of all Board approved coaches and volunteers will be made publicly available. Anyone who is not on the Board approved list of coaches and volunteers is forbidden to have unsupervised interaction with the players at Club activities.

Any concerns about a coach's ability or concerns about their behavior should be addressed directly to the Director of Coaching or the President of RSASC.

### *Volunteer Disclosure Statement (Background Checks)*

The Volunteer Disclosure Statement (VDS) is required by USSF, WYS and RSASC for all coaches and volunteers of the RSASC. The information is necessary for the protection of the organization, its members and players by allowing the procurement of legal reports. An original VDS shall be filled out and submitted with the original coaching application and updated every two years. Information will be provided on how to complete the VDS. All adult volunteers, coaches and administrators and anyone else who may have contact with the players shall register with the RSASC and are required to fill out the VDS. An additional background check for coaches may be required to be submitted electronically by WYS. If so, every coach will be required to do so.

### *Coaches Licenses*

The normal progression of licensure is under USSF rules, from "F" through "A". The Avengers program requires all coaches to obtain their "F" permit before they are allowed to practice. An "E" license or equivalent is required to be obtained within the first year of coaching an Avengers team. Club waivers may be granted to a coach without a license for the first year, as long as they have demonstrated the ability to coach at a high level and make every effort to obtain a license within the first year of selection. A normal progression of advanced licensing is expected for the improvement of the organization.

It is highly recommended that assistant coaches pursue additional coaches licenses above the “F” level but it is not a requirement. Equivalent Coaches licenses can be obtained with NSCAA.

It is highly recommended and encouraged that all coaches attend a first-aid training course.

## *Coaching Policies and Rules*

### **Policies**

Coaches shall manage play within the Laws of the Game. Sportsmanship shall be demonstrated by the coaches (i.e. managers, coaches, assistant coaches and trainers) during all Club soccer functions. Coaches should be a voice of encouragement, support, and guidance. Coaches are expected to be leaders of their teams and as such should set the tone and example for play. Players should feel that they can trust and confide in their coaches. Coaches are expected to look out for the physical and mental well-being of their players while under their supervision at Club soccer functions.

**Language** — It is understood that coaches must instruct and discipline players which often may occur at elevated voice levels depending upon the situation, but it must not be done in a demeaning or degrading manner. Coaches should never use profanity and should always refrain from insulting or derogatory remarks during games or practices. All coaches will experience times when there will be disagreements with officials, parents, or even players that will lead to frustration and anger, but it is important not to resort to addressing players with profane or insulting language. Such use of profanity or insulting language is considered a violation of the Code of Conduct. Addressing officials using profane and insulting language shall be subject to the Laws of the Game as well as being a violation of the Club Code of Conduct. Addressing other Club members using profanity or insulting/derogatory language is considered unsportsmanlike behavior.

**Fighting** — Coaches shall not engage in any form of physical or verbal intimidation or fighting with players, parents, other coaches, referees, or Club members during Club soccer functions. Such actions are also violations of the Code of Conduct.

**Discipline** — Coaches are expected to maintain discipline and promote adherence to the Code of Conduct as well as strive to play in a sporting manner. Coaches are the on-the-field representatives of the Club and their teams and are to manage players and parents to the best of their ability under the Laws of the Game and under the Code of Conduct. Coaches may institute specific team rules regarding player conduct, practice attendance, playing time, parent involvement, and sportsmanship that are more extensive than the Code of Conduct, but never shall such team rules be in conflict with this Code of Conduct. Coaches are expected to treat all players fairly. Application of all team rules and procedures must be uniform and unbiased, no player or group of players shall be targeted with special rules.

**Reputation** — RSASC cannot dictate how a coach or trainer lives their lives away from Club functions. It is important however for all members of RSASC to keep in mind how their actions can affect the Club, their team and their standing. RSASC maintains the right to investigate any reports of criminal or questionable behavior and to use their findings to evaluate a coach’s standing with the Club.

### **Rules**

1. RSASC is to have volunteer coaches. Their time and effort are essential to achieving the club’s goals and are greatly appreciated.
2. Coaches are expected to act responsibly in all circumstances.
3. Coaches must adhere to the philosophy that proper development of our youth as individuals and soccer players is more important than winning.
4. Good sportsmanship will be demonstrated and taught at all times.
5. The amount of time player’s play during games is within the discretion of the head coach. Especially in younger age groups, coaches should attempt to give all players quality playing time, considering attendance, conduct at practices and other

applicable circumstances.

6. Coaches are responsible for the conduct of parents and others attending games and for the players on their teams.
7. Coaches receiving misconduct reports from referees may be requested to address the executive board.
8. Fines assessed against the club for forfeits and other avoidable conduct of a coach may, but need not, be assessed against the coach by majority vote of the executive board.
9. Coaches must follow all rules regarding recruitment of players from outside the club and must never recruit players from existing Avengers' teams.
10. The current coach of an existing team will retain the position unless they have resigned or been removed by Board vote.
11. In cases where two teams are combining within a combined age group or to form a Co-Ed team, the coach with the majority of the returning players will retain the Head Coach position unless agreed upon by both coaches involved.
12. Any disputes over this policy will be decided by Board vote.
13. RSASC must select and approve new and replacement coaches for each team in the organization.
14. Coaching candidates are required to submit an application to coach and a resume' to the RSASC Board.
15. Applications are to be submitted before May (prior to the upcoming fall season) and before January (for the upcoming spring season).
16. Applications should include all pertinent information such as coaching experience, licenses, clinic/classes, work with youth and any other information necessary for a fair evaluation.
17. Applications will be evaluated by the RSASC Board Members of the prior season. Additional information may be considered by the board when approving coaches, such as the volunteer disclosure form information, compliments or complaints by parents, referees etc.
18. For confidentiality, the registrar will verify that each coach's background check is acceptable and will notify any denied applicants of the decision.
19. At the beginning of each season, the Board will review the coaching applications received and will, by vote, decide on candidates.
20. New coaches must not interfere with the present coach or be involved in practices and or tournaments without the current coach's approval until the current season is over. The new coach will take over on August 1st.

### *Head Coach*

1. Head Coaches are responsible for every aspect of their team and will abide by the Avengers' policies, rules and bylaws at all times.
2. Head Coaches may delegate such duties as communication, travel coordination, documentation etc. but will be ultimately accountable for the operation of their team.
3. Head Coaches are expected and encouraged to develop and enforce their own standards of discipline and attendance as long they are not contradictory to the bylaws, rules and policies of the RSASC, WYS or USYS.
4. Whenever possible, it is preferential that Head Coaches who are named for each new team remain with that team for the length of its existence.
5. Prospective Head Coaches will either apply for open positions or be recommended by the Coaching Director or a Board member.
6. Coaches for U9 teams and those with open positions will be submitted to the board for approval.
7. If a parent or guardian questions the selection of a coach the assignment shall require approval by the executive board.

### **Criteria for selection will be:**

1. Experience as a coach, including any coaching licenses
2. Experience is not required, especially for coaching younger age group and secondary teams.
3. Experience as a soccer player
4. Willingness to learn by taking coaching courses and other educational measures
5. Demeanor
6. How closely their philosophy matches the philosophy of the Club.

All coaches are required to abide by and adhere to the Coaches Code of Conduct.

### *Assistant Coach(s)*

1. Assistant coaches are a vital member of the team and should support the team and the Head Coach with their time, presence, knowledge, suggestions and ideas.
2. There can be up to three (3) assistant coaches per Avengers team.
3. Assistant coaches must support the policies, procedures and philosophies of the head coach and support the adherence of them by the team.
4. Assistant coach(s) may be appointed by the head coach but must be approved by the Board before they participate in team activities.
5. Assistant coaches will retain their position at the Head Coaches discretion and can be removed from that position at any time if so directed by the Head Coach.
6. Assistant coaches must submit and pass a volunteer disclosure form.
7. Assistant coaches must have a coach's card in order to be on the player side of the field.
8. Unless otherwise granted permission by the Head Coach or the Board, Assistant Coaches are to refrain from making decisions that supersede those of the Head Coach concerning the players, policies, procedures and philosophies that guide their team.
9. Assistant coaches are encouraged to obtain their "E" level license during their first year of coaching and are required to obtain their "F" level license before they can participate in practices or games.

Assistant coaches are required to adhere to the Coaches Code of Conduct.

### *Team Manager or Team Parent*

A team manager or parent may be available to assist the coach in fundraising, registration of players, hotel accommodations, travel docs, gear orders etc. If the team manager/parent intends on being present at practices or will be in a position of authority they must submit and pass a volunteer disclosure form. Team Managers and Team Parents should abide by the Coaching Policies and Rules whenever they are applicable.

## **Responsibilities and Standards of Conduct**

The RSASC is a not-for-profit organization operated by member volunteers who work to promote soccer as a competitive youth sport on a local, regional and statewide basis. With competitive play, there is a heightened need to promote and maintain basic levels of sportsmanship and camaraderie between players, parents, and coaches.

Being part of the RSASC, as a Board member, parent, player, coach or volunteer should be considered a privilege and it is understood that with such privilege comes responsibility. It is the responsibility of all RSASC members to conduct themselves in a manner that is courteous, friendly, and sporting while participating in or observing Club functions.

Adherence to these rules and guidelines as well as the Code of Conduct will promote sportsmanship, camaraderie, and friendship among RSASC members.

In an effort to better define and educate members on what are the responsibilities of its members while participating in Club soccer functions the following Rules are to be adhered to by all participants.

### *Rules for Players and Parents*

The Laws of the Game as defined by the Fédération Internationale de Football Association (FIFA) shall be followed while playing soccer. Other laws, rules and regulations enacted by the RSASC and Wyoming Youth Soccer (as our state sanctioning body) shall be adhered to as well.

The following is a set of rules and guidelines for players and parents. These are meant for guidance and not meant to supersede the signed player/coach/parent Code of Conduct agreements required by the Club.

Most minor violations of the rules, code of conduct or Player/Parent/Coach Agreement should be resolved within the team, through the team manager and team coach.

Serious or unresolved violations will be reported to the RSASC Board or the President, who will then involve the Disciplinary Committee if deemed necessary. The Disciplinary Committee can choose to review the situation to the final determination of what action, if any, may be appropriate.

If action is necessary, the available options range from a caution, warning or personal apology to probation, service work, suspension from playing or attending games, or as a final step, expulsion from the Club.

### *Drugs, Tobacco and Alcohol*

First, and foremost, RSASC is a drug, tobacco, and alcohol free organization. Any use of controlled substances, tobacco, or alcohol by a member in an illegal manner at any time is strictly forbidden and is a violation of the Code of Conduct.

Use of illegal drugs, tobacco or alcohol by a Club member while participating in a Club soccer function will warrant disciplinary actions including that could result in season suspension or expulsion. A Club function will be defined as any game, practice, scrimmage or meeting and any gathering in which more than 50% of your team (players) are present.

Team dinners and parties at which liquor is served are not sanctioned by the RSASC and any liability resulting from any such event is

the sole responsibility of the event's host(s).

### *Attendance*

During the Fall and Spring seasons, all Avengers teams are expected to adhere to the practice guidelines outlined in the Team Formation rules. Teams may exceed that schedule, especially while preparing for tournaments, provided there are fields available and the players and parents are agreeable to such a practice schedule.

Players will not be required to attend more than 2 practices a week but are encouraged to follow the team schedule whenever possible. Player conflicts involving practices and games should be worked out between the players and coaches.

Avengers Head Coaches are required to make every attempt to set a regular schedule for practices and scrimmages. Coaches are required to attend 75% of games and practices.

Avengers players are required to attend 75% of required practices and 75% of games during each ½ season (fall and spring). Failure to meet these attendance guidelines may result in removal from the team's active roster.

Parents are required to attend 75% of the team's tournaments. Parents who cannot meet this requirement should make the coach aware of their situation prior to the start of the season so accommodations can be discussed. If an acceptable compromise concerning transportation, lodging etc. cannot be reached the player may be removed from the team's active roster and given an alternative spot.

### *Players*

All players shall compete in a sporting manner. Good sportsmanship shall be demonstrated by players at all times when participating in Club functions (e.g. matches, practice, and tournaments).

Language — use of foul language, profanity, or insulting remarks at practice or on the sidelines is unsportsmanlike behavior. Harassing others by word or action (e.g. bullying), or knowingly making false accusations against other players, coaches, or Club members is unsporting behavior. Dissent (e.g. argumentatively challenging a referee or coach), is unsportsmanlike behavior.

Fighting — physically striking, pretending to, or attempting to strike a teammate, opponent, official, coach or member with a fist, hand, foot, head or body with the intent to inflict pain or intimidation, not within the laws of the game, is prohibited. Bullying, either physically or verbally, is prohibited. Such actions are considered violations of the Code of Conduct.

Apparel — appropriate sports apparel is expected to be worn during soccer functions. Clothing not intended as sports apparel shall not be worn at soccer functions. Apparel that expresses foul language, insults, gang affiliation, or derogatory racial comments are not to be worn and are considered unsportsmanlike behavior. Reasonable levels of modesty should be adhered to when choosing and wearing sports apparel at soccer club practices and matches. Shorts must cover undergarments (this is a FIFA law of the game) and female tops should cover and support as intended. Club team uniforms are to be worn at all scheduled and organized soccer matches.

Team Responsibilities — A player's first responsibility is to his/her primary Avengers team. Any additional commitments or affiliations (including 307, ODP and Guest Play) camps or practices will be secondary to the primary team. A player may only participate in secondary soccer functions after given permission by his coach. A player who repeatedly misses practices, games, functions due to secondary commitments or affiliations may be disciplined or suspended and could lose their spot on the active roster.

### *Parents and Volunteers*

Parents of players or those volunteers working with the Club as Board members, coaches, referees, or Club officials are all members of the Club. As members, there is an expectation that sportsmanship will be demonstrated when participating in Club soccer functions. Parents are reminded that as members it is also their responsibility to help other family and friends that participate in Club

soccer functions to promote and maintain a demeanor of good sportsmanship. Members should provide support and encouragement to players and coaches at soccer games and practices and strive to demonstrate exemplary actions of sportsmanship while participating in Club soccer functions.

Language — use of profanity should be avoided. Profanity, insulting or derogatory remarks directed at players, coaches, Club members, opposing teams or officials is generally considered unsportsmanlike behavior. Cheering for the Club teams is encouraged but criticism of officials, coaching by parents from the sidelines, use of inappropriate language, and similar intrusive behavior will not be tolerated. Over indulgence of any of these discouraged forms of behavior is cause for disciplinary action which could include probation or suspension from club activities (practices and games).

Fighting — Club members shall not engage in any form of physical or verbal intimidation or fighting with players, coaches, referees, Club members or opposing team members during Club soccer functions. Such actions are violations of the Code of Conduct.

### *Violations of the Code of Conduct*

Actions that can be described as violations of the Code of Conduct are generally those type of actions that display a complete disregard of the principles of good sportsmanship. Violations that involve fighting would generally require the participant to “sit out” a match or a week of practice and a match. Violations of abusive language will warrant a warning from the coach. If the behavior continues after a coach’s warning it shall be reported to the Board and disciplinary action may be pursued. Depending on the circumstance, persons involved, and the nature of the language abuse, a suspension may be appropriate and the disciplinary action would require the member involved to “sit out” a week and/or miss a match.

A coach striking a player would warrant immediate suspension and possible expulsion from the Club. The severity or circumstances of the infraction would determine the severity of the disciplinary action.

Repeated violations of the Code of Conduct by a Club member may warrant possible suspension from Club soccer functions for a season. This would include players or coaches receiving multiple red card violations pursuant to the Laws of the Game during the course of a season. If such violations are so flagrant or often repeated it may warrant banishment from the Club. Banishment is considered to be extreme and uncommon.

### *Unsportsmanlike Behavior*

Actions that can be described as unsportsmanlike behavior should be avoided. When such actions are overt, repeated, or deliberate, they should involve some form of discipline.

Repeated unsportsmanlike behavior implies a similar disregard for Club as a violation of the Code of Conduct and should involve disciplinary actions that could involve suspension. If unsportsmanlike behavior offenses continue even after warnings, probations or short-term suspensions, there would be cause for consideration of a suspension for the season or even banishment from the Club.

### *Disciplinary Procedures and Penalties*

The Rock Springs Avengers Soccer Club shall appoint a Disciplinary Committee (DC). The DC shall have jurisdiction to act on any disciplinary matter in which the By-Laws or the Rules and Procedures of the RSASC may have been violated and on any incident that may be deemed “not in the best interest of the club” or bring RSASC into disrepute. The DC shall have the authority to consider all available information in any form regarding a disciplinary matter. The DC is empowered to conduct hearings in order to investigate alleged misconduct.

1. The DC shall be chaired by the Vice President.
2. The Vice President shall mediate the DC but will not have a vote in open matters.
3. The DC shall be made up of volunteer board members.

4. For any issue requiring the DC to convene the Vice President shall choose a minimum of 3 members but no more than 5 to sit in active committee. The members selected to participate in the open matter will be the only ones allowed to vote on the issues before them.
5. Any incident or misconduct must be reported in writing to the RSASC within 60 days of the incident.
6. The DC shall have the discretionary power to establish the penalties applied to participants. Any penalty established by the DC for a specific matter may, after a hearing, be reduced or increased by the DC.
7. The DC is authorized to set specific periods and conditions of probation and to establish penalties violations.
8. No information regarding the complaint or possible discipline shall be made public by the DC. Once a decision has been made the results shall be reported to the Board and it will be their responsibility to inform the parties involved of the outcome. All matters before the DC shall be considered private and be handled discreetly.

### *Grievance Policy - Concerns, Protests & Appeals*

Should a player, a parent, or other party have a concern about a disciplinary action the issue should be addressed by written notice, submitted to the President or the RSASC Board.

1. A committee of at least 3 RSASC members will be appointed to review the concern and the involved parties will be contacted for information on the incident within 10 days of the written notice. The committee will need to gather all of the information pertaining to the concern, within 20 days of the notification to all parties.
2. If a hearing is required, the committee will notify the parties involved 7 days in advance of the hearing date. Persons wishing to address the committee shall notify the committee within 4 days of the hearing.
3. Each person is allotted 10 minutes to address the committee. If any person cannot attend, they will be allowed to submit a written statement.
4. The committee members will meet and will render their decision by written notice to all parties involved. The decision will be presented at the next board of directors meeting and will be noted in the board meeting minutes.
5. If the decision of the Committee determines that suspension from RSASC is warranted, then the board will take into consideration the period of suspension recommended by the committee and implement the decision. The decision may also include follow-up meetings and/or observations as to the probation period, before the incident is resolved and reinstatement has occurred.
6. Any decision rendered by the committee may be appealed to the RSASC Board. A written appeal of the committee's decision must be received or post marked within 7 days of the decision.
7. The RSASC Board will review the information and follow the time table above to render a decision at the next available board meeting. The RSASC Board decision will be final.

## **Coach/Volunteer Code of Conduct**

1. Ensure the safety of all children by careful supervision, proper pre-planning of coaching sessions and using safe methods at all times.
2. Consider the wellbeing and safety of participants before the development of performance.
3. Encourage and guide participants to accept responsibility for their own performance and behavior.
4. Treat all young people equally and ensure they feel valued. Have no favorites.
5. Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
6. Not allow any rough or dangerous play, bullying, or the use of bad language or other inappropriate behavior.
7. Appreciate the efforts of all players and avoid over-training.
8. Never exert undue influence over performers to obtain personal benefit or reward.
9. Be positive, approachable and offer praise to promote the objectives of the club at all times.
10. Do not let any allegations of abuse of any kind to go unchallenged or unrecorded.
11. Report accidents or incidents of alleged abuse or poor practice to the Director of Coaching or the Board.
12. Administer minor first aid in the presence of others and when required refer more serious incidents to the club and/or parents. Never administer first aid involving the removing of children's clothing unless in the presence of others.
13. Have access to telephone for immediate contact to emergency services if required.
14. Foster team work to ensure the safety of youth members in their care.
15. Ensure the rights and responsibilities of players are enforced.
16. Do not abuse members physically, emotionally or sexually.
17. Maintain confidentiality about sensitive information.
18. Respect and listen to the opinions of young people.
19. Take time to explain coaching techniques to ensure they are clearly understood.
20. Develop an appropriate working relationship with participants, based on mutual trust and respect.
21. Be a role model, displaying consistently high standard of behavior and appearance and remember children learn by example.
22. Refrain from smoking and consumption of alcohol during club activities or coaching sessions.
23. Never condone rule violations, rough play or the use of prohibited substances.
24. Protect themselves from false accusation by not spending excessive amounts of time alone with children away from others and never taking children to their home without expressed approval from their parents.
25. Not administering First Aid involving the removing of children's clothing unless in the presence of others.
26. Hold appropriate valid qualifications and insurance cover.
27. Make the sport/activity fun.

Any violations and/or general misbehavior will be dealt with immediately and reported verbally to the Board. Persistent breach of the code will result in dismissal from the team/club.

Dismissals can be appealed by the coach/volunteer with final decisions taken by the club committee or referred to the governing body depending on the disciplinary procedures within the sport.

### **EMERGENCY ACTION/FIRST AID**

All coaches, leaders and members should be prepared with an action plan in the event of an emergency and be aware of our First Aid Procedures.

This will include:

Access to First Aid equipment

Telephone contact if the participant is a minor Telephone contact to the Emergency Services.

## **Players Code of Conduct and Responsibilities**

Good sportsmanship and team play are mandatory and are required constantly. Poor sportsmanship and selfish play will not be tolerated. Winning is not an acceptable justification for poor sportsmanship.

The following standards are established by RSASC to govern the behavior of Avengers soccer players before, during and after soccer matches and practices, including, but not limited to:

1. No foul or abusive language directed towards other players, referees, coaches or fans will be tolerated.
2. No unsportsmanlike conduct will be tolerated, on or off of the field.
3. Do not criticize teammates – compliment and support each other.
4. Respect the rights and property of others – including any fields that we play on by not leaving litter behind.
5. Substance abuse and/or possession thereof (drugs, alcohol, and/or tobacco) is cause for immediate dismissal from the program for the remainder of the current season.
6. Bring proper equipment and attire to all practices and games.
7. Be on time for practices and games.
8. Show loyalty and commitment to your coach and your teammates by regularly attending games and practices.
9. Take pride in your appearance as an Avenger player and of your uniform.
10. Wear a regulation uniform.
11. Uniforms should only be worn for games or if permitted by the coach to show team spirit.
12. Be clean and presentable for games.
13. Boxer shorts and sports bras are not to be visible from under the uniform.
14. Jerseys are to be tucked in at the beginning of each game.
15. Shin guards are required.
16. Socks are to be worn pulled up and over the shin guards.

The Avengers Commitment Form is required to be fill out by all players and submitted to the head coach prior to the start of the season on August 1st.

The player is subject to disciplinary actions imposed by the coach and/or the Board if any of the items in the standards of conduct are not followed. The following steps will be followed:

Step 1 – Verbal Warning

Step 2 – meeting with Coach, Board Member, parents and player

Step 3 – Game Suspension

Step 4 – Season Suspension

The decision may also include follow up meetings and or observation as to the probation period, before the incident is resolved and reinstatement can occur. The probation period may include restrictions while continuing to participate.

RSASC reserves the right to bypass these steps and immediately suspend a parent and/or player without notice depending on the severity of the violation of the Avengers Rules and Policies, Code of Conduct or the tournament or event rules that they are participating in at the time of the violation. A follow-up meeting will be held with the parents, coach(es), and RSASC designees to review suspension.

## Parents Code of Conduct and Responsibilities

At the beginning of each season, coaches should ask for and appoint a parent(s) that will serve as a liaison between the parents as a whole and the coach(s). The liaison will be responsible for fielding concerns from the parents and bringing those concerns to the coach at the appropriate time. Liaisons will also be responsible for reminding parents of the code of conduct and behavior before, during and after games. Liaisons are encouraged to contact the Board at their discretion.

Parents should always observe the 24-hour rule, where, unless the parents see their children in imminent physical danger, they should let any matters of difference rest for 24 hours before raising them as issues to the coach.

If a parent feels like they must approach a coach or a Club member they should do so privately. Parents should e-mail or phone in advance to ask for some time to discuss the matter of concern and should never discuss concerns around the team, especially immediately before or after practices and games.

The following standards are set forth to govern parent and/or spectator conduct before, during and after soccer matches and practices:

1. Parents should NEVER coach from the sidelines especially if it contradicts the coaches.
2. No foul or abusive language towards players, referees, fans, or coaches; including the Avengers coach.
3. Do not criticize players, referees and coaches, either your own or others.
4. Be on time to practices and games; pick up players on time.
5. Let the coach do the coaching – do not coach your player or others during a game or practice.
6. Take care of equipment and uniforms.
7. Do not exert any undue influence on players to meet personal goals and agendas. Many times what you see as items of merit are counterproductive to what the coach is trying to achieve.
8. Express your gratitude to the coaches. They are volunteers and do not receive payment for coaching. They do it for the love of the game and for the players.
9. Work as team with other parents from your player's team.
10. Abide by majority vote decisions on tournaments, travel, fundraising and other team activities.
11. Conduct yourselves as representatives of the Avengers and the Community of Rock Springs.
12. Remember your player is participating in a competitive program, equal practice time is expected but equal game playing time is not.
13. Inappropriate physical contact with any coach, player, official or other parent will result in expulsion from the Avengers.

Parents are subject to disciplinary actions imposed by the coach and/or the Board if any of the items in the standards of conduct are not followed.

A violation of this code of conduct pledge will result in initiating one of the following actions:

1. The coach will politely ask the parent(s) to review the guidelines or contact the parent liaison to politely remind the parent(s) of the code of conduct.
2. The Coach will inform the Board of problems involving repeated violation and major violations including foul and abusive language towards a referee, player, coach or another parent or spectator.

Once notified, the Board will ask for a written statement concerning the incident from all parties involved. The Board will refer the

incident to the Disciplinary Committee to decide on an appropriate disciplinary action:

1. Step 1 – Based on 1st offense, a meeting with the Board designee, coach and parent(s) will take place in order to try and resolve the issue and a probation period may be established.
2. Step 2 – Game(s) Suspension- 2nd offense- A parent(s) will not be allowed to attend the next set of games for the team. Parents will be asked to make arrangements with other team members to help get their athlete to the event.
3. Step 3– Additional violations-The Parent(s) and the player may be dismissed from the team for the remainder of the season.

RSASC reserves the right to bypass these steps and immediately suspend a parent and/or player without notice depending on the severity of the violation of the Avengers Rules and Policies, Code of Conduct or the tournament or event rules that they are participating in at the time of the violation. A follow-up meeting will be held with the parents, coach(es), and RSASC designees to review suspension.