

FAIRBANKS YOUTH SOCCER ASSOCIATION POLICY MANUAL

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FAIRBANKS YOUTH SOCCER ASSOCIATION, INC.

POLICY MANUAL

PREFACE

This manual contains policies adopted by the Board of Directors of the Fairbanks Youth Soccer Association (FYSA), which establish rules and guidelines to be followed by the Board and membership in the course of fulfilling the duty imposed by the Association's bylaws to manage the business and affairs of the Association.

Where masculine pronouns are used in this manual, it is for the sole purpose of promoting clarity and readability, and they shall be understood to include both men and women.

These policies are not necessarily applicable in every instance. The Board of Directors reserves the right to deviate from any of the policies if it deems appropriate.

The Board of Directors reserves the right to change, modify or amend policies stated herein at any time and/or provide for exceptions as deemed appropriate at the Board's sole and exclusive direction.

POLICY FORMULATION

OBJECTIVE

It is the intent of the Board to establish clear and concise written policies for the Association in order to facilitate efficient and effective operation, and to specify the manner in which policies are adopted or revised.

II. POLICY

A. Development

The Board shall develop and approve policy additions and deletions.

B. Approval

All policies approved by the Board shall immediately be included in this manual.

C. Adoption and Revision of Policies

All new or revised policies adopted by the Board shall bear on the first page the date of the Board meeting at which the policy was revised or adopted. A Copy of the policy shall be attached to the minutes of the meeting at which the policy is adopted or revised, and maintained in the permanent minute's book of the association.

III. RESPONSIBILITY

A. Development

Policy development and approval is the responsibility of the Board.

B. Execution

Policy execution is the responsibility of the Board.

C. Distribution

The Board Secretary will distribute the approved policies to each board member and appropriate committee chairs.

ASSOCIATION MISSION AND GOALS

OBJECTIVE

To state the minimum goals of the Association.

II. POLICY

- A. It shall be the mission of the Association to promote youth soccer in the Fairbanks area at the lowest cost consistent with sound economy, wise use of resources and good management.
- B. In order to accomplish this mission, the Association shall endeavor to attain the following goals:
 - 1. To promote soccer in the Fairbanks District.
 - 2. Promote youth soccer at the lowest cost consistent with sound management and wise use of resources.
 - 3. To provide for the election and development of an effective Board with current knowledge of Association principles and objectives.
 - 4. To provide for knowledgeable and effective management at all levels of FYSA.
 - 5. To attract, develop and maintain a pool of informed, effective and motivated volunteers, including coaches, committee members, etc.
 - 6. To provide for good relations between the Association and the community.
 - 7. To promote and insure the financial health of the Association by establishing and maintaining appropriate fees to provide a quality program.
 - 8. To obtain funds for capital improvements from whatever sources are appropriate to the needs of the Association.

III. RESPONSIBILITY

It shall be the responsibility of the Board to assure that the policies of the Association enhance its ability to attain the stated objectives and goals.

AUTHORITY AND FUNCTIONS OF BOARD MEMBERS

OBJECTIVE

To describe the major functions and authority of the FYSA Board.

II. POLICY

- A. The business and affairs of the Association shall be managed by a Board of not more than 12 members which shall exercise all of the powers of the Association, except those mandated by law, the articles of incorporation or the bylaws conferred upon or reserved to the members.
- B. Except as otherwise provided by the bylaws, the Board may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name and on behalf of the Association, and such authority may be general or confined to specific instances.
- C. The Board shall have the power to make and adopt such rules and regulations, not inconsistent with law, the articles of incorporation or the bylaws, as it may deem advisable for the management of the business and affairs of the Association.

III. FUNCTIONS

- A. To maintain a legal entity charged with:
 - 1. Ensuring that the Association complies with all applicable legal requirements, including, but not necessarily limited to:
 - a. All federal, state and local statutes and ordinances.
 - b. The rules, regulations and legal requirements imposed by the United States Soccer Federation (USSF), the United States Youth Soccer Association (USYSA) and the Alaska Youth Soccer Association (AYSA).
 - c. The rules, regulations and legal requirements imposed by federal, state and local tax and regulatory agencies and commissions having jurisdiction over the Association.
 - 2. Selecting and appointing general counsel, if needed.
 - 3. Studying, considering and approving amendments to the bylaws and articles of incorporation to be recommended to members.
 - 4. Reviewing and approving major contracts such as material contracts, service contracts and construction contracts, in excess of \$5000.00. Purchases under this amount will be handled by the Program Director within budgetary guidelines.
 - 5. Ensuring that complete and accurate minutes of the Board and the annual membership meetings are prepared, approved and maintained.

- B. To act as trustees of the members' interests with respect to:
1. Conducting well-planned membership meetings at which members are adequately informed, their ideas and suggestions are obtained, and which promote understanding of the Association's objectives, goals, policies, plans and programs.
 2. Keeping well informed about changing member needs and how the Association might assist in meeting these needs.
 3. Ensuring that the members are informed of the results of operations through periodic publications, annual reports, membership meetings or other communications.
 4. Complying with Board policies and the bylaws.
 5. Keeping informed and growing in their own skills and understanding as Board members.
 6. Assisting new Board members to develop a greater understanding of the Association and their basic responsibilities and authority. An orientation will be arranged for new Board members on the Association's objectives, goals, plans, policies and programs.
 7. Ensuring that a continuous program of member, public and governmental relations are carried out to obtain understanding and support for the Association's objectives, policies, plans and programs.

IV. RESPONSIBILITY

- A. The Board may delegate any or all of these responsibilities to an officer or committee of the Board so long as such action is consistent with the bylaws and other legal requirements.
- B. It shall be the responsibility of the President to ensure that the foregoing functions are carried out.
- C. If a Board Member asserts that another Board Member has a conflict of interest, he may request that the Board Member refrain from participating in discussions or debate concerning the issue as to which a conflict is claimed to exist, and refrain from voting on that issue. If the member in question denies that a conflict of interest exists, the question of whether or not that member may participate in discussions or debate concerning the particular issue, or vote on the issue, shall be resolved by a majority of the Board of Directors and/or the President.
- D. For the purpose of this policy, a Board Member's "immediate family" includes persons who, by blood or marriage, including half, foster, step or adoptive kin, are a spouse, child, grandchild, parent, grandparent, brother, sister, aunt, uncle, nephew or niece of the Board Member in question.

BOARD MEETINGS

OBJECTIVE

To establish a regular meeting date for the Board and to set forth the guidelines for conduct of the meeting.

II. POLICY

- A. A regular meeting of the Board shall be held monthly, the time, date and location to be determined at the previous meeting.
 - 1. Board meetings shall be open to members.
 - a. A members' comments period shall be provided for on the agenda. Testimony shall be for no more than a 3 minute duration followed by questions for the testifying person by the board members only. The public comment period may be closed after 30 minutes at the discretion of the Chair, unless a majority of the board overrules this decision.
 - b. Members desiring to address the Board during board meetings on matters of business appropriate to a board meeting should arrange with the Board President to be placed on the agenda.
- B. The Board may go into executive session only in those instances specified in Policy 2.3. (Executive Sessions).
- C. Board meetings shall be conducted with the Roberts Rules of Order.
- D. Board meetings shall be adjourned no later than 11:00 p.m. unless the Board members present vote unanimously to continue the meeting.
- E. The Board may reschedule regular meetings or schedule additional monthly meetings.
- F. Minutes shall be entered in the minute's book after approval at the following meeting.
 - 1. The Board shall review and approve minutes of annual meetings of the members so that they may be included in proper order in the official minute's book.

III. RESPONSIBILITY

- A. It shall be the responsibility of the President of the Board, or in his/her absence, the Vice-President, to conduct the meetings.
- B. The President shall be responsible for preparation of the agenda.

EXECUTIVE SESSIONS DURING BOARD MEETINGS

OBJECTIVE

To establish a policy governing the use of executive sessions and the dissemination of information concerning matters discussed during the executive session.

II. POLICY

A. Use of Executive Session

1. The Board may go into executive session only to discuss:
 - a. Matters which if immediately made public would clearly have an adverse effect on the Association's finances;
 - b. Subjects that tend to prejudice the reputation and character of a person; however, that person may request a public discussion;
 - c. Matters discussed with an attorney for the Association, which, if immediately made public, could have an adverse effect on the Association's legal position.
2. The Board shall enter into executive session only after a motion for executive session, which specifies the subject, and the appropriate justification is made and passed. Only the specified subject, and necessary auxiliary subjects, may be discussed in executive session. No formal action may be taken during an executive session.
3. The Board shall determine who may be present during an executive session.

B. Information Disclosed in Executive Session

No Board Member or member of the Association present at an executive session shall release or disseminate to unauthorized persons information disclosed in executive session.

III. RESPONSIBILITY

- A. The Board shall be responsible for compliance by Board Members with this policy.

ORIENTATION OF NEW BOARD MEMBERS

OBJECTIVE

To ensure that each new Board Member receives soon after his election or appointment an appropriate orientation concerning his duties and obligations as a Board Member.

II. POLICY

- A. New Board Members shall be given the orientation described in this policy.
- B. Each new Board Member shall; within one month following his/her election or appointment; be provided copies of the following documents:
 - 1. Policy Manual
 - 2. Bylaws
 - 3. The most recent Annual Report
 - 4. Other such documents and materials as may be appropriate.

III. RESPONSIBILITY

The President shall be responsible for ensuring that orientation of new Board Members occurs in the manner specified in this policy. The Past President shall be responsible for orientating the new President.

STANDING OR SPECIAL COMMITTEES

OBJECTIVE

To provide for the establishment of committees and to ensure that their functions are clearly defined and reviewed periodically.

II. POLICY

- A. The Board may establish or abolish such standing or special committees, as *it* deems desirable.
- B. Each committee shall have such powers and duties as may be delegated to it by the Board. Functions of the committees shall be defined in a written statement of functions that shall be reviewed annually by the Board to determine if revisions are needed or if the committee is still required.
- C. The Board shall appoint the Chairpersons of committees.
- D. The Vice-Chairperson shall be selected by the Chairperson.
- E. The Board committees shall meet as needed. A majority of the committee may call a meeting of the committee.

OUTDOOR POLICY

OBJECTIVE

To provide guidelines for the operation of the outdoor season.

II. POLICY

FYSA shall recognize teams in two leagues, competitive and recreational.

A. RECREATIONAL TEAM FORMATION, REGISTRATION, AND PLAY

1. Recreational teams shall be formed in age divisions Under 6 through Under 19 and into boys and girls teams when possible according to the following schedule:

Age Bracket	Players on Field	Players on Roster	Minutes Per Half	Ball Size
4	4	8	-- --	3
U6	4	8	20	3
U8	6	10	20	3
U10	8	14	25	4
U12	8	14	30	4
U14	11	18	35	5
U16	11	18	40	5
U19	11	18	45	5

Note, under 6 teams will be coed.

2. Recreational Play:

A. Age Guidelines

- 4 Players of this age group must meet the age requirements. All players must be of this age group naturally. There will be no exceptions.
- U6 Players of this age group must meet the age requirements. All players must be of this age group naturally. There will be no exceptions.
- U8 Players of this age group must meet the age requirements. All players must be of this age group naturally. There will be no exceptions.
- U10 Teams must be made up of a minimum of 12 players that meet the age requirements. Any players that are playing up must receive a waiver before they are allowed to roster on that team.
- U12 Teams must be made up of a minimum of 12 players that meet the age requirements. Any players that are playing up must receive a waiver before they are allowed to roster on that team.
- U14 Teams must be made up of a minimum of 14 players that meet the age requirements. Any players that are playing up must receive a waiver before they are allowed to roster on that team.
- U16 Teams must be made up of a minimum of 14 players that meet the age requirements. Any players that are playing up must receive a waiver before they are allowed to roster on that team.
- U19 Teams must be made up of a minimum of 14 players that meet the age requirements. Any players that are playing up must receive a waiver before they are allowed to roster on that team.

3. Recreational players may not double roster on to another recreational team.
4. Players registering after deadline will be assigned a late fee and will be considered last when teams are being formed. Teams will be formed based on geographic location. Date of registration will be used as final determination on player placement in the event that a given area has more players registering then there are teams available.
5. Requests for refunds must be submitted in writing or by email within two weeks of the start of the session. Refunds will not be made after this period regardless of the reason. Refunds are subject to an administrative fee to be determined by the Program Director.

B. COMPETITIVE TEAM FORMATION, REGISTRATION, AND PLAY

GENERAL. Any teams in which FYSA has surrendered the right to form the roster shall be ruled a developmental, competitive or select team. FYSA will recognize competitive teams in both boys and girls divisions and in those age divisions U10 through U19 inclusive.

1. Competitive players will register online with FYSA and pay all fees directly to FYSA by the date designated by the FYSA Program Director. Club managers/registrar must turn a current roster into the FYSA Program Director by the date designated by the Program Director. Late additions must register on line and a new roster must be turned into the FYSA Program Director.
2. Clubs failing to meet the registration deadline may be charged a late fee of \$250.00 per team.
3. At any one time competitive U10 teams may not roster more than 11 players, U11 - U12 teams may not roster more than 14 players, U13-U16 teams may not roster more than 18 players and U17 and up may not roster more than 22 players.
4. U10 teams must be made up of a minimum of 7 players that meet the age requirements. U11 teams must be made up of a minimum of 9 players that meet the age requirements, and U12 teams must be made up of a minimum of 10 players that meet the age requirements. U13 and U14 teams must be made up of a minimum of 12 players that meet the age requirements. U15 and above would not be required to carry a minimum number of age appropriate players. Any players that are playing up must receive a written waiver from FYSA before they are allowed to roster on that team, U10 players may not play up.
5. U10 will play 7v7, U11 and U12 will play 8v8 and U13 and up will play 11v11.

C. Club Pass Program

1. The Club Pass Program will only be used in league play and will not be allowed in tournaments or in State Cup or National Championship Competitions.
2. For the purpose of this program a Club shall declare in writing to parents and participants prior to conducting tryouts, the method of rostering players it will use for the season. The option shall include:
 - a. A Club shall roster players on teams immediately upon completing tryouts and will use the Club Pass System during the seasonal year.

- b. A Club shall develop a pool of players within an age group and will assign players to rosters at a date no later than the date set by FYSA for summer registration and will use the Club Pass System during the seasonal year.
 - c. A Club shall not participate in the Club Pass System and will roster players on teams immediately upon completing tryouts.
- 3. For the purpose of this program all registered players will receive and use Player Passes at the start of the summer league season.
- 4. Players may be moved within a Club during the regular season without having to transfer a player as long as the following conditions are met:
 - a. In cases where a team has more than one rostered team per age group U13 thru U19, movement between teams in the same age group is allowed, but movement from one division to another is limited to movement from lower level to upper level.
 - b. Movement of players in the U11 thru U12 age groups will be restricted to these two age groups. U10 players are not eligible for the club pass program.
 - c. Players may not play for an age group younger than the age group in which they are officially rostered.
- 5. Players would be allowed to play in NO MORE THAN TWO GAMES PER CALENDAR WEEK AND ONE GAME PER DAY. (Calendar week being Sunday through Saturday)
- 6. Prior to each game a team representative will present the referee with the player passes and a copy of the roster. At the conclusion of the game the player passes will be returned to the team representative and the roster will be given to the FYSA Director of Coaching.
- 7. At all times the safety, well being and development of the player should be the first condition. Proper player development takes priority over fielding a team.
- 8. Sanction / Discipline
 - a. With the acknowledgement that integrity of coaches and Clubs is the integral part of the success of a Club Pass System, specific discipline results will not be spelled out. However, anyone breaking either the spirit or letter of the Club Pass Program Rules will face a discipline and sanction hearing from the FYSA Board.

D. TRANSFERS

- 1. Any players wishing to transfer from one club to another or from a developmental team to a competitive team within a club must fill out a transfer form and get approval with FYSA. They must also pay a transfer fee of \$50.00. If the transfer is from a recreational team to a developmental or competitive team then there will be no waiting period. If the transfer is from one competitive team to another then there will be a waiting period of 7 days from the time the transfer is filed and approved with FYSA.
- 2. Recreational players may transfer to a developmental or competitive team but will not be refunded the recreational fee. They must also pay a transfer fee of \$20.00. Once transferred this player may not double roster on both teams.

INDOOR POLICY

OBJECTIVE

FYSA shall provide two indoor soccer sessions. Teams will be recognized in two leagues, competitive and recreational.

II. POLICY

FYSA will establish two indoor soccer sessions. The first session shall run from October through the first/second weeks of December for the U12, U14, U16, and U19 recreational division and all competitive age divisions. The second session will run from January through the first/second weeks of April for the U6, U8, and U10 recreational divisions and all competitive age teams.

A. RECREATIONAL TEAM FORMATION, REGISTRATION, AND PLAY

1. Recreational teams shall be formed in age divisions Under 6 through Under 19 and into boys and girls teams when possible according to the following schedule:

Age Bracket	Players on Field	Players on Roster	Minutes Per Half	Ball Size
U6	5	10	22	3
U8	5	10	22	3
U10	5	10	22	4
U12	5	10	22	4
U14	5	10	22	5
HSCOED	5	10	22	5

Note, under 6 teams will be coed.

2. Recreational Play:
 - A. Age Guidelines
 1. Indoor session teams will be age appropriate.
 2. Players registering after the deadline will be assigned a late fee and will be considered last when teams are being formed. Teams will be formed based on geographic location. Date of registration will be used as final determination on player placement in the event that a given area has more players registering than there are teams available.
 3. Requests for refunds must be submitted in writing or by email within two weeks of the start of the session. Refunds will not be made after this period regardless of the reason. Refunds are subject to an administrative fee to be determined by the Program Director.

B. COMPETITIVE TEAM FORMATION, REGISTRATION AND PLAY

1. Competitive players will register online with FYSA and pay all fees directly to FYSA. Club managers/registrar must turn a current roster into the FYSA Program Director by the date designated by the Program Director.
2. Clubs failing to meet the roster deadline will be charged a late fee of \$250.00 per team.
3. Roster size for indoor competitive teams shall be a minimum of 5 and a maximum of 10.
4. Age group guidelines will be the same as in the Outdoor Policy 3.1 B 3-4.
5. Competitive players CANNOT play in MORE THAN TWO GAMES PER CALENDAR WEEK AND ONE GAME PER DAY. (Calendar week being Sunday through Saturday)

FEE WAIVER POLICY

OBJECTIVE

To provide funding to support recreational soccer opportunities to those with economic need.

II. POLICY

- A. FYSA fee waiver, less a \$30.00 risk management fee, may be provided in a limited manor to recreational players if an economic need is documented and justified in the judgment of the Program Director. Parents or guardians of the recreational player will submit a one page or less statement of economic need to the Program Director. To be considered, the statement of need must be submitted ten days prior to the registration deadline for the session the applicant is seeking the waiver for.
- B. The Board may hear appeals to Program Director decisions.
- C. A minimum of 6 hours of volunteer time to FYSA will be required of the player or parent receiving the fee waiver. If a player or parent does not perform the volunteer work, future waiver requests will be denied.
- D. At no time may a competitive player be awarded a fee waiver through FYSA.

FYSA FIELD USAGE AND RENTAL POLICY

OBJECTIVE

To offer opportunities for player and coach development while ensuring appropriate field use.

II. POLICY

A. FIELD USAGE

1. FYSA through the Program Director is responsible for a Master Field Use Schedule. FYSA's regular Recreation and Competitive summer programs have scheduling priority over all other activities. The Master Field Use Schedule is comprised of the Recreation and Competitive leagues games and tournaments. Clinics and rental usage will be added where space is available. The Program Director will update the schedule on a regular basis and the President and Program Director both have authority to make changes.
2. Reservations for field rentals must be submitted on a FYSA Field Rental Request Form and will be reviewed on a first come, first serve basis. A \$60.00 deposit will accompany each application. The remainder of the fee being paid prior to usage.
3. The Program Director is authorized to rent field space.
4. Approval must be acquired in writing or email prior to field usage.
5. Violations of prior approval will cause the removal of the Coach and Players from consideration for field rental usage for the remainder of the current summer session.
6. FYSA will attempt to accommodate the time requests of applicants; however field rentals shall not interfere with regular session activities.
7. Field rental use shall not interfere with field maintenance activities and goals shall not be moved. Areas of the complex designated by the Program Director or designated field maintenance personnel that are in need of rest will be off limits to rental usage. Goals are anchored for safety purposes, moving and un-anchoring goals may cause injury during the course of play.
8. Local State Cup teams scheduled for Regional play are allowed up to 8-hours per week free use of the fields prior to regional play. All 8-hours must be scheduled through the Program Director ahead of time or free usage shall be cancelled. Guest players and or teams may be invited to scrimmage. In addition to the scrimmage guest activities are limited to a 20-minute pre-scrimmage warm-up and 20-minute post scrimmage cool down. Guest teams are not allowed to conduct independent practices at the fields. Guest play is limited to 4- hours per week. Violation of guest limitations will result in loss of field use for the State Cup team. See numbered paragraph 7 above for limits on conflicts with maintenance areas and moving of goals.

B. FEES

1. Open or exclusive enrollment clinics or camps, typically no more than 5 consecutive days in duration, offered to FYSA recreational or competitive registered players. Fees for clinics/camps over 5 days will require Board approval.
 - a. All participant player fees will be \$10.00 per player.
2. Team practices or scrimmages for FYSA recreational or competitive registered players
 - a. Half field \$35 per hour
 - b. Full field \$60 per hour
 - c. Scrimmages (2 teams) \$75 per hour

C. CANCELLATIONS AND REFUNDS

1. Requests for cancellations or re-scheduling must be in writing and submitted to the FYSA office 7 days prior to cancelled event to receive a full refund.
2. For activities cancelled less than 7 business days in advance, user will be refunded 50% of fees paid.

FYSA CODE OF ETHICS

OBJECTIVE

To provide guidelines to prevent abuse to and from officials, coaches, parents, players and spectators. To make officials, coaches, parents and players and spectators responsible for their actions, to clarify and distinguish approved and accepted professional, ethical and moral behavior from that which is detrimental to the purposes of the Fairbanks Youth Soccer Association (FYSA).

II. POLICY

A. FYSA BOARD OF DIRECTORS

1. DIRECTIONS: As a board member, you need to be aware that more is expected of those in leadership roles. Review the following statements. Signing this Code of Ethics solidifies your commitment to board service.
2. As a member of this board, I will:
 - a. Represent the interests of all people served by this organization, and not favor special interests inside or outside of this nonprofit.
 - b. Not use Director Positions to personal advantage or for the advantage of friends or associates.
 - c. Keep confidential information confidential.
 - d. Respectfully accept the majority decisions of the board.
 - e. Approach all board issues with an open mind, prepared to make the best decisions for everyone involved.
 - f. Do nothing to violate the trust of those who elected or appointed me to the board or of those we serve.
 - g. Focus efforts on the mission of the nonprofit and not on personal goals.
 - h. Never exercise authority as a board member except when acting in a meeting with the board or as delegated by the board.
 - i. Work to ensure FYSA is well maintained, financially secure, and always operating in the best interests of soccer players and parents.

B. FYSA COACHES

1. Responsibilities to Players
 - a. The coach shall never place the value of winning over the safety and welfare of players.
 - b. Coaches shall instruct players to play within the laws of the game and within the spirit of the game at all times.
 - c. Coaches shall not seek unfair advantage by teaching unsportsmanlike behavior to players.
 - d. Coaches shall not tolerate inappropriate behavior from players regardless of the situation.
 - e. Coaches shall limit demands on players' time should soccer participation interfere with academic goals or progress.
 - f. Coaches must never encourage players to violate FYSA recruitment, eligibility or player rules and policies.
 - g. Coaches shall direct players to seek proper medical attention for injuries and to follow physician's instructions regarding treatment and recovery.

2. Responsibility to FYSA and Member Associations
 - a. Adherence to all FYSA and Member Association rules and policies, especially those regarding eligibility, team formation and recruiting are mandatory and should never be violated. It is the responsibility of each coach to know and understand these rules.

3. Responsibility to Officials
 - a. Officials must have the support of the coaches, players and spectators. Coaches must always refrain from criticizing officials in the presence of players or spectators.
 - b. Professional respect, before, during and after the game, should be mutual. There should be no demeaning dialogue or gestures between official, coach or player.
 - c. Coaches must not incite players or spectators or attempt to disrupt the flow the game.
 - d. Comments regarding an official should be made in writing to the appropriate organization assigning the official.

4. Responsibilities to the Laws of the Game
 - a. Coaches should be acquainted with and demonstrate a working knowledge of the Laws of the Game.
 - b. Coaches are responsible to assure their players understand the intent as well as the application of the Laws.
 - c. Coaches must adhere to the letter and spirit of the Laws of the game.
 - d. Coaches are responsible for their players' actions on the field and must not permit them to perform with intent of causing injury to opposing players.
 - e. The coach must constantly strive to teach good sporting behavior.

5. Responsibility regarding Scouting and Recruiting
 - a. All FYSA rules pertaining to recruiting shall be strictly observed by coach, manager or any team representative.
 - b. It is inappropriate to recruit player(s) actively playing for another team.
 - c. It is unethical for a player to be recruited or enticed from the Olympic development Program (ODP) setting, either by his ODP coach or any coach, manager, player, parent or team representative.
 - d. When discussing the advantages of his/her organization, the coach has an obligation to be forthright and refrain from making derogatory remarks regarding other coaches, teams and organizations.
 - e. It is unethical for any coach to make a statement to a prospective athlete which cannot be fulfilled; illegal to promise any kind of compensation or inducement for play; and immoral to deliver same.
 - f. Coaches shall not scout any team, by any means whatsoever, except in regularly scheduled games.

6. Responsibility to Public Relations
 - a. Coaches have a responsibility to promote the game of soccer to the public.
 - b. Coaches have the responsibility to assist their players in conducting themselves properly when in public when representing their team, member association and FYSA.
 - c. Coaches must not attempt to influence member associations or FYSA in political or financial dealings outside the framework of their own rules and bylaws.

7. Other Responsibilities
 - a. Coach's behavior must be such as to bring credit to himself, his organization and the sport of soccer.

- b. While the concept of rivalry is wholly embraced, it cannot take precedence over exemplary professional conduct.
- c. The attitude and conduct of the coach towards officials, players, spectators and coaches should be controlled and undemonstrative.
- d. It is unacceptable for a coach to have any angry, attacking or otherwise threatening verbal altercation with an opposing coach or bench before, during or after the game.
- e. Coaches must use their influence to restrain or prevent his/her spectators that demonstrate intimidating and/or unacceptable behavior towards officials, player(s) and opposing team members.

C. PARENTS

- 1. Responsibility to Athlete
 - a. The parent shall never place the value of winning over the safety and welfare of athlete.
 - b. The parent shall encourage athlete to play by the rules at all times.
 - c. The parent shall not seek unfair advantage by allowing athlete to play in an unsportsmanlike behavior to other players.
 - d. The parent shall not force athlete to participate in sports or allow demands on athlete's times to be so extensive as to interfere with academic goals or progress.
- 2. Responsibility to Officials
 - a. Officials must have the support of parents. Parents must always refrain from criticizing officials in the presence of athletes or spectators.
 - b. Respect before, during and after the games, should be mutual. There should be no demeaning dialogue or gestures between parent, official, coach or athlete.
 - c. Parents must not incite athletes or spectators or attempt to disrupt the flow of the game.
 - d. Comments regarding an official should be made in writing to the appropriate organization assigning the official.

D. PLAYERS

- 1. Responsibilities
 - a. Strive to maintain integrity within our sport.
 - b. Know and follow all rules and policies set forth by clubs, leagues, state and national associations.
 - c. Work in the spirit of cooperation with officials, administrators, coaches and spectators to provide the participants with the maximum opportunity to develop.
 - d. Be a positive role model.
 - e. Set the standard for sportsmanship with opponents, referees, administrators and spectators.
 - f. Keep sport in proper perspective with education.

DISCIPLINE AND APPEALS

OBJECTIVE

In order to assure both fair play and promote the competitive challenge offered by youth soccer as a team sport, it is essential that all players, coaches, game officials and spectators cooperate in the creation of a game spirit. To this end, and consistent with the existing policies of the USYSA, USSF, and the AYSA, Fairbanks Youth Soccer Association has adopted the following policies and protest procedures, which will be in force in all games and tournaments conducted under its supervision.

II. POLICY

Protest and Appeals Procedure:

- A. Only violations of the Articles of Incorporation, By-Laws, Rules and Procedures of this Association, or misapplication of the "Laws of the Game" shall be subjects to be considered for protest and appeals. A "judgment call" of a referee cannot be appealed.
- B. The following shall be the line of authority for protests and appeals. Only after an appeal has been upheld, of an adverse decision rendered, may an individual proceed to the next higher instance in the line of authority. Under no circumstance may legal counsel or use of the courts be made.
 1. FYSA Board of Directors (\$250.00 for appeal actions - money order/cashiers check)
 2. AYSA Board of Directors (fees as required)
 3. Regional Appeals Committee (fees as required)
 4. National Appeals Committee (fees as required)
 5. USYSA Executive Committee (fees as required)
 6. USYSA National Youth Council (fees as required)
 7. USSF Board of Directors (fees as required)
- C. Should any hearing body choose not to hear a protest, that body may, if they desire, refer the matter directly to the next higher authority.
- D. Upon receipt of any adverse decision, appeal may be made to the next higher authority.
- E. Definitions:
 1. **PROTESTS**
 - a. Are usually related to a specific game or administrative action, and are filed by one of the involved team officials. Only those teams involved are permitted to protest a game result. Third parties such as coaches from another team or league/state administrators cannot file protests, on a specific game.
 - b. Protests submitted to a competition authority (league, tournament, etc.) must be filed in accordance with the protest procedure and rules of that competition. The protest must be based upon violation of the published rules of the competition or FYSA Rules and Regulations, or FIFA Laws of the Game.
 - c. The rights of protest and appeal within the rules of the competition must be exhausted before proceeding to the next level of authority defined herein.
 2. **APPEALS**
 - a. Arise as the results of an adverse decision from a protest action, administrative action, disciplinary action, or lower-level appeal. Only those parties to the original action, who are adversely impacted by such decisions, shall be allowed to appeal.

- b. An appeal shall not have the effect of “staying” a previous ruling. Previous decisions remain in force, pending the result of the appeal.

3. DISCIPLINARY HEARINGS

- a. Result from allegations of misconduct. Such misconduct must be a violation of a published rule, regulation, or procedure or ethics.
- b. A disciplinary committee shall only hear allegations of misconduct which are lodged against individuals or entities within the jurisdiction of the convening authority
- d. Only the elected and/or appointed officials of duly constituted clubs, leagues, tournament committees, or FYSA administration may bring charges of misconduct. Referees are recognized as officials of such organizations in matters regarding game misconduct.

4. GENERAL GRIEVANCES

- a. A “grievance” is a complaint of a general nature, which is not based upon specific rule violations or upon a specific administrative decision (or lack of decision). General grievances are not handled through protest, appeal or disciplinary processes.
- b. Grievances may be heard on an informal basis by the appropriate competition authority, the Member Organization, and/or the FYSA Board of Directors.

F. Filing Procedure:

- 1. Protests or disciplinary allegations are to be submitted, typed or printed, and delivered to the chairperson of the Discipline and Appeals Committee or the FYSA office within two (2) calendar days (Sundays and holidays excluded) following the date of the allegations of misconduct.
- 2. A Protest, appeal or allegation of misconduct must be filed in writing, and shall include:
 - a. The nature and specifics of the complaint.
 - b. A listing of the rules or procedures, which have been violated, including rule number.
 - c. Proper filing fee, if applicable.
- 3. In the case of an appeal, the appeal must be placed in the Registered or Certified US Mail or hand delivered to the FYSA office within forty-eight (48) hours of the receipt by the appellant of the prior adverse ruling (Sundays and holidays excluded, unless the rules of the competition state otherwise).
- 4. Additionally, in an appeal of a lower-level decision, one (1) copy shall be sent to the chair of the lower-level hearing board. This copy shall serve as notice of the filing of an appeal.
- 5. Upon such notice, the chair of the lower-level hearing board shall immediately submit all retained evidence and documentation to the appropriate Committee. This submittal shall also be by Registered or Certified US Mail or hand delivered to the FYSA office.
- 6. For an appeal to the FYSA, the filing fee shall be \$250.00 by means of a money order or cashier’s check. If the appeal is upheld completely, the filing fee shall be refunded.
- 7. The Discipline and Appeals Committee shall consider all pertinent information arising out of any allegation. The Discipline and Appeals Committee will make a recommendation in writing to the FYSA Board of Directors within seven (7) days for appropriate action. The FYSA Board of Directors will act as the Judiciary Committee for all allegations of misconduct brought to the Discipline and Appeals Committee.
- 8. As a result of the findings from the Discipline and Appeals Committee the FYSA Board of Directors may either follow the recommendations of the Discipline and Appeals Committee or hold a hearing. The FYSA Board of Directors will convey in writing to all parties within forty-eight (48) hours of its decision.
- 9. If the FYSA Board of Directors wishes to convene a hearing, notification of the hearing shall be accomplished by one of following methods:

- a. Telephone, with written follow-up sent by US Mail (to be sent as per method b or c below).
 - b. Certified US Mail, return receipt requested.
 - c. Registered US Mail.
10. Notification should contain the following:
- a. A condensed restatement of the cause of action.
 - b. The date, time and place of the hearing.
 - c. What limits or restrictions (if any) will be imposed on testimony.
 - d. Whether or not testimony must be in written form, and the date by which such written testimony must be received.
 - e. Any other special requirements.
11. Sufficient time should be allowed for the parties to prepare and appear. Unless the rules of the competition dictate sooner, the FYSA Board of Directors shall schedule the hearing within a minimum of seven (7) days following notification of a hearing.
12. Any decision rendered by the full Board of FYSA may be appealed to the full Board of AYSA, a copy of the decision along with all pertinent information and findings shall be filed with AYSA.
13. No State Association, Official, Team, Referee, or Player may invoke the aid of the courts of any State or of the United States without first exhausting all available remedies within the body of the organized associations. For violations of this rule, the offending party or parties shall be subject to suspension from this organization and be liable for all legal expenses incurred and the time of the officials of the organization. These include court fees, attorney fees, compensation for time spent by FYSA, AYSA, USSF officers and employees, travel expenses and expenses for special meetings necessitated by court action.
14. A Claim of ignorance of these policies and procedures shall not be satisfactory grounds for the altercation or waiving of such policies or procedures.

III. PENALTY CODE

- A. Judiciary Committee for this purpose will be the FYSA Board of Directors. This committee will administer the corrective penalties as set forth.
- B. Objective: To establish a recommended, but not mandatory, set of guidelines for uniform enforcement of "reported" infractions by use of corrective penalties. To eliminate, or greatly reduce, the intolerable actions, attitudes, and activities of some soccer players, coaches, parents and others. To place on notice the FYSA Membership (i.e. players, coaches, assistant coaches, trainers, team managers, parents and all other interested parties) that the infractions outlined in this guideline will no longer be tolerated without corrective action in the form of standardized penalties.
- C. The objective of this guideline will not be realized unless reports* of infractions and/or other Improper activities from referees, coaches, players and parents reach FYSA Discipline and Appeals Committee.

*Reports of Infraction defined as:

- 1. Caution – yellow card
- 2. Ejection – red card
- 3. Letter of information or inquiry

- D. The FYSA Board of Directors will take action on all properly reported matters.

E. PLAYERS – CLASS OF INFRACTION

1. Class I – Verbal
 - a. Swearing (profanity on the field)
 - b. Arguing with Referees or Linesman
 - c. Harassing or criticizing Referee or Linesman
 - d. Yelling at players, coaches or fans

2. Class II – Physical
 - a. Continued tripping, jumping, kicking, handballs or pushing
 - b. Retaliation to above
 - c. Other

3. Class III – Physical – Violent Intentional
 - a. Assault on Referee or Linesman
 - b. Assault on player
 - c. Assault on coach
 - d. Assault on spectator
 - e. Retaliation “beyond defense” of his person

E.1 PLAYERS – PENALTIES FOR INFRACTIONS

1. Class I
 - a. Minimum: Referee caution or removal of player during reported game
 - b. Maximum: (1st Report) One (1) game suspension.
 - c. Maximum: (2nd Report) Three (3) game suspension.
 - d. Maximum: (After 2nd Report) One (1) year suspension from date of misconduct.
 - e. Exception: Unusual circumstances may dictate a stronger or lighter penalty.

2. Class II
 - a. Minimum: Referee caution or removal of player during reported game
 - b. Maximum: (1st Report) Three (3) game suspension.
 - c. Maximum: (2nd Report) Suspension for remainder of current season: to include all ASYSA administered competitions.
 - d. Maximum: (After 2nd Report) Two (2) year suspension from date of misconduct.
 - e. Exception: Unusual circumstances may dictate a stronger or lighter penalty.

3. Class III
 - a. Such assault shall suspend the offender automatically for a period of one (1) year from the time of such assault, no shorter suspension will be allowed, but if circumstances warrant a longer suspension will be imposed. The provisions of this rule will be executed within thirty (30) days of the offense, in case of failure to do so; original jurisdiction shall then immediately vest in the United States Soccer Federation to adjudicate the matter, to which the same provision as to the terms of suspension shall apply.

F. COACHES – CLASS OF INFRACTION (includes Assistant Coaches, Trainers, Team Managers, parents of players on team, etc.)

1. Class I – Technical
 - a. Swearing (profanity on the field)
 - b. Verbal abuse of Referee or Linesman
 - c. Verbal abuse of coaches, assistant coaches, team managers, club officials, parents, or any other persons

- d. Allowing Ineligible players
 - e. Inciting or encouraging others to commit or engage in items a-d
 - e. Others
2. Class II – Physical
- a. Coach assault on player (his team or opposing team)
 - b. Coach assault on game officials – Referee/Linesman
 - c. Coach assault on other coaches, assistant coaches, team managers, club officials, parents, or any other persons
- F.1 COACHES – PENALTIES FOR INFRACTIONS (includes Assistant Coaches, Trainers, Team Managers, parents of players on team, etc.)
1. Class I
- a. Minimum: game immediately forfeited by team of offending coach
 - b. Maximum: (1st Report) Suspension from coaching for three (3) consecutive league games
 - c. Maximum: (2nd Report) Suspension for balance of season, to include all ASYSA administered competitions
 - d. Maximum: (After 2nd Report) One (1) year suspension from date of misconduct.
 - e. Exception: Unusual circumstances may dictate a stronger or lighter penalty.
2. Class II
- a. Such assault shall suspend the offender automatically for a period of one (1) year from the time of such assault, no shorter suspension will be allowed, but if circumstances warrant a longer suspension will be imposed. The provisions of this rule will be executed within thirty (30) days of the offense, in case of failure to do so; original jurisdiction shall then immediately vest in the United States Soccer Federation to adjudicate the matter, to which the same provision as to the terms of suspension shall apply.

Note:

- 1. The term “game(s)” is defined as all competitions, which fall within the jurisdiction of FYSA or ASYSA.
- 2. If no league or tournament games remain for persons assessed game suspension penalties, the penalty assessed shall apply to games in the following season.
- 3. In the event any caution or ejection, refusal of the individual to give his/her correct name to the referee may be cause for additional disciplinary action.

SCOUTING AND RECRUITMENT POLICY

OBJECTIVE

The intent of the Fairbanks Youth Soccer Association's soccer program is to provide an avenue for the development of players throughout its jurisdiction. It is not in the best interests of the player to be recruited to play for a particular club or team at the detriment of another member of the association.

II. POLICY

No adult affiliated with a club/team (administrator, coach, parent or booster) shall actively recruit players from another team for participation in their club/team. No adult affiliated with a club/team shall encourage players within their club/team to actively recruit players from another club/team.

Recruitment shall be defined as:

- A. Making first contact with a player or parent from another club/team to discuss their club/team.
- B. Discussing their club/team with a player or parent from another club/team (after being contacted first) without notifying the parents of the FYSA policies.
- C. Using current players to persuade players from other clubs/team to transfer.
- D. Providing incentives to players such as reductions in fees, trips, uniforms and other equipment.
- E. Using a position of authority to persuade or coerce a player to transfer. This may include adults involved with the ODP program, adults involved with clinics and soccer schools, adults involved with High School programs or other non-affiliated programs such as indoor soccer.

Acceptable practices of recruitment include the following:

- A. Recruiting by public notification (i.e. posting flyers, newspaper ads, websites, and mailings) of a team/club tryout.
- B. Contact with the consent of the player's current coach.
- C. Recruitment for tournament or travel teams as a "guest player" is acceptable when:
- D. The guest player's current team is not playing in the same tournament and the current coach gives his/her consent.

BUDGET AND EXPENDITURES

OBJECTIVE

To provide for the review and approval of annual work plans and budgets for the purpose of achieving desired results in the business operations of the Association.

II. POLICY

- A. The committee chairperson shall formulate and recommend operating budgets and present them to the Board for approval, modification or rejection. Also, they shall provide to the Board monthly progress reports concerning expenditures and budgets.
- B. The committee chairperson shall request from the Board approval of all items exceeding budgeted cost by 10%.
- C. Board Members may not encumber FYSA for non-budgeted items exceeding \$100.00.
- D. Emergency expenditures may be authorized by the Executive Board Members, who must be other than the person requesting the expenditure.

INVESTMENT AND BANK ACCOUNTS

OBJECTIVE

To insure an optimum balance between the security and rate of return for all invested Association funds.

II. POLICY

- A. The Association's primary financial institution and its banking agreement with that institution shall be subject to approval by the Board.
- B. All accounts shall require that all withdrawals be authorized by two of the following: Board President, Vice President, Secretary, and Treasurer or Program Director.

III. RESPONSIBILITY

- A. The Board President shall be responsible for compliance and administration of this policy.
- B. The Board is responsible for approving the financial institutions with whom the association deals.

TRAVEL

OBJECTIVE

The Association recognizes the necessity of travel within and outside Alaska to conduct Association business and to attend educational seminars and courses.

The Association further recognizes the necessity of controlling travel expenses by closely monitoring the frequency of travel and the expense incurred.

II. POLICY

- A. The Board shall approve in advance payment of all travel outside the Association's district.
- B. Normally, travel by air shall be by coach class.

III. RESPONSIBILITY

- A. The Board shall review travel expenses on an annual or more frequent basis, if appropriate.

UNCOLLECTIBLE ACCOUNTS

OBJECTIVE

To establish guidelines and reporting requirements for bad debt write-offs.

II. POLICY

- A. Uncollectible bad debts shall be accompanied by the specific explanations from the Program Director.
- B. Upon approval by the Board of any list of uncollectible bad debts to be written off, such list shall be made a part of the official minutes of that meeting.
- C. When the Association's collection efforts are unsuccessful, outside agencies or court action may be utilized.

III. RESPONSIBILITY

The Program Director shall present the list of uncollectible bad debts to the Board of Directors.

SMALL CONSTRUCTION CONTRACTS

OBJECTIVE

To establish policies for negotiating and awarding small construction contracts which will provide for expeditious and economical service while maintaining fair business practices and sound policies.

II. POLICY

Contracts should be initially drafted by each committee and submitted to the Board for review, modification and acceptance. Contracts or contractors who performed successfully do not have to be reviewed the following year unless the contract is altered or review is requested by a board member.