

KenTon Soccer Association

Policy Statements

I) Membership Policy

This policy is intended to further define membership issues of KenTon Soccer Association that may not be addressed in Article II of the By Laws. Where a discrepancy exists, the By Laws shall take precedence.

A) Exceptions to Membership Rules:

- 1) Each team will be allowed to roster three (3) players who reside outside of the Village of Kenmore or Town of Tonawanda. This does not require approval of the Board of Directors.
- 2) A coach may petition the Board of Directors for approval to use more than three nonresidents to complete a team roster for that season, if he/she cannot fill a roster using resident players. Such requests require approval by the Board of Directors.

B) Membership Application Procedure: Any individual may apply for membership to the Club by submitting, in writing their request and reason for applying for membership. Such applications will be considered during a regularly scheduled Board Meeting. Membership may be approved by a simple majority vote of the Board.

II) Compensation Policy

This policy is intended to further define compensation issues of KenTon Soccer Association that may not be specifically addressed in Article VI of the By Laws. Where a discrepancy exists, the By Laws shall take precedence.

- A) **Director of Coaching (DOC):** A hired, paid Director of Coaching will be paid a compensation rate determined by the Board of Directors. The DOC shall, on an annual basis submit an annual budget plan to the Directors of Competitive Soccer, House/Recreational Soccer and Micro/Training Soccer. This budget shall be considered and included in the annual budget of the Club. The DOC, shall submit to the Director for which his/her services were rendered, an invoice specifying services, dates, hours and expenses. Such invoices should be submitted within 30 days of service. The Director receiving said invoice shall review and submit to the Board for approval. (See Policy XI for specific definition on services to be provided by the DOC to the Club.
- B) **House/Recreational Coaches/Trainers:** Compensation to individuals providing coaching and/or training services to the House/Recreational League must be approved by the Board of Directors. The rate of compensation must be approved by the Board of Directors. Such expenses must be included in the annual budget proposal for the House/Recreational program.
- C) **Micro Soccer/Training:** Compensation to individuals providing coaching and/or training services to the Micro Soccer program must be approved by the

Board of Directors. The rate of compensation must be approved by the Board of Directors. Such expenses must be included in the annual budget proposal for the Micro Soccer/Training program.

- D) **Paid Trainers:** Compensation to individual trainers for individual teams requires approval of the Board of Directors. Said approval is valid for one season only and must be re-presented to the Board annually. If approved by the Board, compensation expense must be disclosed to the parents of the team using the paid trainer in advance of the formation of the team for the given season.
- E) **Travel Coaches:** At this time, our Travel coaches are not compensated.

III) **Web Site Management Policy**

This policy is intended to further define management of the KenTon Soccer Association Web site that may not be specifically addressed in Article VIII of the By Laws. Where a discrepancy exists, the By Laws shall take precedence.

- A) **Web Site Administration:** Primary responsibility for management, updating and interface with web site administrator lies with the Director of Publicity. If a paid Web administration vendor is used, it is the responsibility of the Director of Publicity to act as the main point of contact with the vendor. The Director of Publicity must include planned web site expenses in his/her annual budget proposals.
- B) **Departmental Pages:** Individual Board members are responsible for assembling information related to their area of responsibility. Said individuals are also responsible for maintaining current and accurate information on their specific pages.
- C) **Expenses:** Expenses related to the creation, updating, upgrading or changing of the Club's web site must be approved by the Board of Directors.
- D) **Advertising:** No advertising on the Club Web Site is permitted without approval of the Board of Directors.

IV) **Fund Raiser Policy**

This policy is intended to further define the use of fundraisers by the Club and individual teams that may not be specifically addressed in the By Laws. Where a discrepancy exists, the By Laws shall take precedence.

- A) **Club Fundraisers:** The Club, with Board approval may run fundraising activities to generate revenues for the Club. Proceeds for Club fundraisers may be for identified specific purposes or may be for the general operation of the Club. The purpose of the fundraising activity must be disclosed at the time of presentation to the Board for approval. Club fundraisers should be included in the annual budget approval. Board Members or Committees formed to run fundraising activities must present to the Board an estimated income and expense report. In addition, details of the event or activity, including dates, should be included in the presentation. Any expenses incurred in preparing for, or running the fundraising event must be approved

by the Board of Directors. Upon completion of the fundraising event, the Director responsible for coordinating the event, must provide the Board a full income and expense report. Said report must be submitted within 30 days of completion of the event.

- B) Team Fundraisers:** Individual Teams are allowed to run fundraising activities for the purpose of assisting that team's parents covering the costs of their child or children playing on that team. This could include travel league expenses, tournament expenses, equipment expenses and approved training expenses. All team fundraisers must comply with the applicable not for profit laws under which we operate and must be approved, in advance by the Board of Directors. All income and expenses related to team fundraisers must be included in the team's annual expense budget submitted to the Treasurer.

V) Uniforms Policy

This policy is intended to define the Club's stance on team uniforms that may not be specifically addressed in the By Laws. Where a discrepancy exists, the By Laws shall take precedence.

- A) Philosophy:** All teams in KenTon Soccer Association shall wear common uniforms selected and approved by the Board of Directors.
- B) Color/Style:** The Director of Fields and Equipment, at the direction of the Board of Directors is responsible for researching uniform options and making recommendation to the Board for style, color and cost of the Club Uniform.
- C) Approval:** The Board of Directors will approve all uniform issues (including, but not limited to color, style, price, cost to player).
- D) Exceptions**
- 1) Teams entering their last year with the Club (U-19 Level) may elect to wear the previous Club uniform if the Club has decided to purchase new uniforms in the year the team reaches the U-19 level.
 - 2) A team may request a one year exemption from complying with the Club's uniform policy. Said request must be approved by the Board of Directors.

VI) Ethics/Discipline Policy

This policy is intended to further define ethics and discipline issues of KenTon Soccer Association that may not be specifically addressed in Article VII of the By Laws. Where a discrepancy exists, the By Laws shall take precedence.

- A) Players:** Players represent KenTon Soccer Association and our Town. Behavior at practices, games and any events involving the Club and/or their team should reflect the positive image the Club portrays in furthering the game of soccer. Matters brought to the Board by coaches, referees, teammates, other teams, clubs or parents, will be referred to the Director of Ethics. He/she will research the issues or charges presented, make a presentation to the Board with a recommendation for disciplinary action, if appropriate. Disciplinary action requires approval by the Board.

- B) Coaches/Managers:** Coaches and managers represent KenTon Soccer Association and our Town. Behavior at practices, games and any events involving the Club and/or their team should reflect the positive image the Club portrays in furthering the game of soccer. Matters brought to the Board by other coaches, referees, teammates, other teams, clubs or parents, will be referred to the Director of Ethics. He/she will research the issues or charges presented, make a presentation to the Board with a recommendation for disciplinary action, if appropriate. Disciplinary action requires approval by the Board.
- C) Board Members:** Board Members represent KenTon Soccer Association and our Town. Behavior at practices, games and any events involving the Club and/or their team should reflect the positive image the Club portrays in furthering the game of soccer. Members of the Club place their trust in the Board to carry out the mission of Club and the wishes of the membership. Any member of the Club may approach the Board of Directors regarding a Board Member's failure to perform his/her duties or overstepping the authority which comes with the position he/she holds. The Board will follow the guidelines established in the By Laws in terms of protocol and potential disciplinary measures.
- D) Records:** It is the responsibility of the Director of Ethics to maintain a permanent record of all Ethics issues presented to the Board, including outcomes. This information may be useful in determining precedent and future action to be taken.

VII) Rostering of Players Policy

This policy is intended to define the Club's position on team rosters that may not be specifically addressed in the By Laws. Where a discrepancy exists, the By Laws shall take precedence.

- A) Playing Season:** Under USYSA Rules, each playing season runs from September 1st through August 31st. At the end of each season, every player in KenTon Soccer Association is pooled and each roster emptied. Existing players and new players are invited to attend the Annual Tryouts.
- B) Annual Tryouts:** The annual tryouts are generally held in September. The Tryouts are coordinated by the Director of Competitive Soccer with assistance in running the tryouts by the Club's paid Director of Coaching.
- C) Rostering:** Coaches of "A" Level Teams have first preference in adding players to their rosters. Coaches of "B" and lower Level Teams can begin making roster offerings to players one week after the tryouts are completed. Parents have the final decision on accepting or rejecting a roster position on a team. A parent/guardian's signature on the registration form will be considered acceptance by the parent/guardian.
- D) Registration:** 50% of Outdoor Registration Fee is due and payable the time the parent completes, signs and submits the registration form. The balance of the Outdoor Registration Fee is due and payable no later than January 31st.

- E) **Playing Up:** Players are allowed to play up one age level with coach and parent approval. Players are allowed to play up two age levels with coach and parent recommendation and Board of Director approval.
- F) **Contacting all Applicants:** It shall be the policy of this Club that all players who try out for a KenTon Travel team be contacted with an offer or rejection notice within four weeks of the completion of the annual tryouts. Notice to players not receiving a roster position is the responsibility of the Director of Competitive Soccer and can be made via telephone or letter.
- G) **Transferring Players during season:** A player may be transferred to another team within the Club, with the agreement of both head coaches, and notice (including the reason) given to the parent and player.

VIII) Travel Teams Policy

This policy is intended to define the Club's position on Travel Teams that may not be specifically addressed in the By Laws. Where a discrepancy exists, the By Laws shall take precedence.

- A) **Travel Coach Assignments:** Coaches should advise the Director of Competitive Soccer at the end of each season what their intentions are for the future (continue coaching, move up, etc). The Director of Competitive Soccer, with recommendations from the Director of Coaching is responsible for recommending a slate of coaches for all Travel teams to the Board. The Board of Directors has final authority on the slotting of coaches.
- B) **Rosters:** Travel Coaches have the authority to determine the composition of their team, subject to other policies of the Club.
- C) **Rostering Protocol:** Travel coaches must follow the direction of the Director of Competitive Soccer and Registrar on an annual basis as the process can change from year to year.
- D) **Level of Competition:** Travel Coaches are entitled to request what level of competition their team should compete at. With input from the Director of Coaching and the Director of Competitive Soccer, a final recommendation is made to BWNYJSL, who has final authority on seeding teams.
- E) **Agenda:** Travel Coaches have the authority to determine what other leagues (ie: winter indoor) and tournaments his/her team will participate in. Participation in leagues outside the immediate WNY area require Board approval.
- F) **Practice/Attendance Requirements:** Travel Coaches have the authority to set indoor and outdoor practice schedules. Coaches also have the authority to set practice/game attendance requirements.
- G) **Expectations:** Travel Coaches are required to advise all players and parents of the agenda for the season, his or her expectations of the player and parents as well as the financial obligations that will be required. An estimated income and expense budget and all player/parent expectations must be disclosed in writing to the player and parent prior to the roster position being accepted.

- H) **Financial Statement:** Travel Coaches are required to prepare, maintain and submit a financial summary of all income and expenses incurred during the season. This report must be provided to each parent/guardian on the team and the Treasurer at the end of the season (no later than August 31st).
- I) **Coach's Responsibilities:** It is the Travel Coach's responsibility to comply with the By Laws and Policies of KenTon Soccer Association as well as BWNYSL and the soccer organizations that oversee youth soccer in the United States, Canada, New York State and Western New York.
- J) **Guest Players for Tournaments:** A Travel Coach may offer a Guest Roster position to another KenTon Soccer Association player for tournament play. Such action should be coordinated through the player's Travel Coach.
- K) **Assignment of Winter Practice Facilities:** The Director of Fields and Equipment is responsible for assigning practice facilities. Teams cannot apply for practice facilities until a minimum of 10 players have completed and submitted registration forms. Coaches are not permitted to use alternative sites or times for practices without approval from the Director of Fields and Equipment. Practice times/facilities will be assigned on a first come, first serve basis, subject to the above. Priority to earlier time slots will be given to younger teams if possible.
- L) **Assignment of Summer Practice Facilities:** The Director of Fields and Equipment is responsible for assigning practice facilities. Coaches are not permitted to use alternative sites or times for practices without approval from the Director of Fields. Practice times/facilities will be assigned on a first come, first serve basis, subject to the above. Priority to earlier time slots will be given to younger teams if possible.

IX) Sponsorship Policy

This policy is intended to define the Club's position on corporate sponsorship that may not be specifically addressed in the By Laws. Where a discrepancy exists, the By Laws shall take precedence.

- A) **Type of Sponsor:** KenTon Soccer Association is seeking sponsorship from companies and organizations that have similar moral and ethical standards. Generally, we are looking for sponsors who portray a positive image in the community.
- B) **Levels of Sponsorship:**
 - 1) **Level One: Under \$1,000 annually.** Recognition for said sponsorships will include an official Club Thank You Letter and Photo sent to the business as well as mention on the Web Site. Notice on the Web Site will include a photo of the business if possible.
 - 2) **Mid-Level: Between \$1,000 and \$10,000.** Recognition for said sponsorships will include an official Club Thank You Letter and Photo presented to the business at a KenTon Soccer Association function or at the business location. In addition, the company/organization will receive an announcement on our Web site (approximately one inch by two inches) for one year. Said announcement will include: Company Name and Logo

and a Link to the sponsor's web site (if possible) and public thank you for their support of KenTon.

- 3) **Premier Sponsor: Greater than \$10,000.** Recognition for said sponsorship will include B(2) above. In addition, the company logo will be added to one sleeve of the Home and Away jerseys of all Club uniforms at time of next ordering.
- C) **Approval:** Person or persons recommending sponsorship will present to the Board: background information on the sponsor and the amount of the sponsorship. Approval/acceptance of the sponsorship requires approval of the Board of Directors.
- D) **Exceptions:** Exceptions to the Policy stated above requires approval of the Board of Directors.

X) Refund Policy

This policy is intended to define the Club's position on refunds to members that may not be specifically addressed in the By Laws. Where a discrepancy exists, the By Laws shall take precedence.

A) Travel Program:

- 1) Full refund (less expenses already incurred) will be provided by the Club to a member requesting their child be dropped from the Travel program, except under the following conditions:
 - a) Indoor Season has begun (Indoor fee is not refundable at this point)
 - b) Outdoor Season has begun (Outdoor fee is not refundable at this point)
 - c) Other Expenses/Assessments to the full team have not yet been divided amongst team members (ie: tournament, equipment, misc. expenses). (If other expenses have already been allocated and collected, these fees are not refundable if an additional expense burden will be placed on other team members/parents).

B) Recreational/House Program and Micro Training Program:

- 1) Full refund (less expenses already incurred) will be provided by the Club to a member requesting their child be dropped from a House or Micro program, provided the specific program has not yet begun (if program has started, fee is not refundable)
- 2) Exceptions: Members may apply to the Board for an

C) Exceptions:

- 1) Exception to the above policy requires approval by the Board of Directors.

XI) Director of Coaching (DOC) Policy

This policy is intended to define the Club's position on services provided by the DOC that may not be specifically addressed in the By Laws. Where a discrepancy exists, the By Laws shall take precedence.

A) Travel Programs

- 1) The DOC shall attend a minimum of one practice for each travel team per season for the purpose of observing, assessing, assisting and providing feedback to the coach. The DOC shall also attend and observe at least one game (indoor or outdoor) for each travel team for purposes of assessing the coach in a game situation and providing feedback. This equates to approximately 3 hours of Coach training per coach per year.
- 2) The DOC can also be solicited by any Travel Coach for additional training needs, including but not limited to: Practice Plan preparation, Game Preparation and addressing specific developmental needs for a team.
- 3) The DOC shall run a minimum of one coaching clinic per year that is mandatory for all Travel Coaches to attend. Additional clinics would be optional for Travel Coaches to attend.
- 4) Exemptions to this policy require the coach to present his reasons for not utilizing the DOC to the Board. Exceptions to this policy require the approval of the Board. DOC feedback as well as a coach's willingness to improve as a coach will be heavily considered in determining the slate of coaches each year.

B) Recreation and Micro Programs

- 1) The DOC shall assist in assembling and running House and Training programs put on by the Club as needed.