

# Operating Procedures of the Brockport Soccer Club

(Adopted: April 2015)

(Amended: April 15, 2015, July 9, 2015, February 11, 2016, August 21, 2016, September 26, 2016, October 24, 2016, November 10, 2017, July 28, 2018)

## Table of Contents

Section I. Board Meetings.....	2
Section II. Board Agendas .....	2
Section III. Club Website / Club Communication.....	2
Section IV. Budget.....	2
Section V. Voting.....	3
Section VI. Finances .....	3
Section VII. Selection of Coaches .....	4
Section VIII. Team Equipment.....	5
Section IX. Tryout and Registration Fees.....	5
Section X. Scholarships .....	5
Section XI. Club Tryouts .....	6
Section XII. Exceptional Player.....	7
Section XIII. Formation of Teams .....	8
Section XIV. Uniforms, Team Sponsorships , Team Fundraising & Parent Volunteer Obligation.....	10
Section XV. Re-Imbursements for Coaches .....	11
Section XVI. Candidates Seeking Directorships .....	11
Section XVII. Grievances .....	12

## **Section I. Board Meetings**

1. Following the conclusion of the Annual General Meeting, the Board shall set Board meeting dates for the upcoming year.
2. The Board shall convene no less than six (6) times between September 1 and August 31 of each year for purposes of conducting Club business.
3. Board meetings may occur in person, telephonically or by other electronic means as agreed upon by the Board. Board meeting minutes shall be kept for every meeting and shall be posted on the Club Website no later than 30 days past the meeting date.

## **Section II. Board Agendas**

1. Directors will send all proposed agenda items, including supporting documents if relevant, to the President no later than 10 days prior to a scheduled Board Meeting.
2. The President will prioritize agenda items and will send out the Board Agenda with all supporting documents to the Directors no later than 4 days prior to the scheduled meeting.

## **Section III. Club Website / Club Communication**

1. The Club shall maintain a Club website.
2. All Teams will be given a “Team Page” no later than September 1 of each year. This shall be the sole website for every team.
3. Any communication sent out by the Club (a/k/a “Club Blast”) requires the approval of the Director seeking the distribution of the information and the President or their designee.
4. Club communications will be limited to Club activities, announcements and Brockport Central School soccer related events.

## **Section IV. Budget**

1. A Budget Committee shall consist of the Treasurer, who shall serve as its chair, and at least two (2) but not more than three (3) other Board members who shall be appointed annually by the Executive Committee with the approval of the Board. The Budget Committee shall prepare a proposed budget for the upcoming year.
2. The Budget year shall run from September 1 through August 31.
3. The Budget Committee shall prepare and the Treasurer shall present to the Board a “proposed budget” for the upcoming season no later than April 1 of each year.
4. The Board shall vote on the proposed budget no later than 30 days following the presentation of the proposed budget.
5. If the Board rejects the proposed budget by a simple majority, the Budget Committee shall present an “alternative budget” to the Board no later than 7 days following the budget rejection. The Board shall

vote on the alternative budget no later than 7 days following the presentation of the alternative budget. Should the alternative budget be rejected by the Board by a simple majority, then the Budget for the upcoming year shall be no less than the last approved budget.

## Section V. Voting

- 1 No agenda item voted upon shall be eligible for reconsideration for one year from the initial vote unless approved by a majority vote of the Board of Directors.
- 2 A Director holding dual Directorships may only cast one vote.

## Section VI. Finances

1. The Club Treasurer shall establish a banking relationship with a bank, as approved by the Board, no later than September 15 of each year. All Club and Team funds, less any Club investments, will be exclusively held at this bank. The Club Treasurer shall open “umbrella” accounts under the Club main account for each Team in the Club no later than September 20, of the upcoming RDYSL season. The Club Treasurer and Club President shall maintain control of these accounts.
2. The Club Treasurer shall recommend to the Board at the Annual General Meeting (hereafter “AGM.”) any other financial institutions where Club finances may occur. The Board shall vote on this at the AGM.
3. Any Club expenses that exceed \$599 require the signed approval from another Officer prior to the funds being disbursed.
4. On a monthly basis, the Treasurer shall forward to the entire Board, copies of all current financial institution reports where the Club has deposits or investments; financial spreadsheets; and budget year to date.
5. Team Managers and Head Coaches shall have access to their individual Team accounts.
6. Team Managers shall provide a written detailed listing of all Team expenses to the Club Treasurer no later than August 15 following the conclusion of the RDYSL season.
7. Teams may only expend money for “soccer” related activities (i.e.: payment of tournaments; indoor leagues; soccer equipment; etc...); “team building” activities, as long as at least a majority of the team participates in the team building event and team awards (i.e.: team trophies or equivalent) as long as every player receives an equivalent award. No Team money may be “gifted” to any person.
8. Any money left over in any Team account at the conclusion of the RDYSL season shall remain in that Teams account if the majority of that Team reforms the following season. If that Team does not form the following season, then any money in that account shall be transferred to the Club’s general account and shall be included as “other income.”
9. Teams are responsible to pay all fines through RDYSL for issues not relating to the Club. The Head Coach must notify the Club Treasurer of all fines imposed on their teams within 48 hours of receiving the fine. The Club Treasurer will automatically transfer the fine amount from the affected Team Account in the Club’s General account and will send an email to the Head Coach and Manager of the transfer.
10. The Club shall keep one (1) year of operating costs (un-encumbered) in a Reserve Account.

## Section VII. Selection of Coaches

1. The Coaching Selection Committee shall be comprised of the Director of Coaching and the Director of Teams.
2. The Director of Teams will solicit coaching applicants a minimum of two months prior to Club Tryouts. Applications will be accepted for 2 weeks from the posting date.
3. Prospective coaches, to be eligible for a coach's position, must be in good standing with the Club. Preference will be given to applicants who possess a Class E Coach's License or higher by New York State West Youth Soccer Association or another State's equivalent. The Director of Teams shall create the Coach's Application and this form shall be available on the Club website.
4. The Director of Teams, or their designee, shall develop an electronic survey seeking input on existing coaches no later than February 1 of each year.
5. The Director of Teams, or their designee, shall forward this survey to parents and players of each Team no later than June 1 of each year and all surveys must be returned and/or completed within 15 days.
6. The Coaching Selection Committee shall submit a slate of Head Coaches for the upcoming RDYSL season no later than July 1 of each year.
7. If the Board cannot reach a consensus on a recommendation for a coach for a particular team, then they will defer this decision to the Executive Committee.
8. Selected applicants will be notified by the Director of Teams a minimum of fourteen (14) days prior to the Club's Tryouts if they have been selected as a Head Coach or as a "Temporary Head Coach."
9. Selected Head Coaches and Temporary Head Coaches whom do not already possess a valid Risk Management Pass must immediately apply for a Risk Management Pass from New York West Youth Soccer Association as directed by the Club Registrar. Selected coaches may NOT participate in any Club sanctioned activity, including participating in Club Tryouts, until this Risk Management Pass has been received and approved by the Board of Directors. It is the responsibility of the Coach to notify the Club Registrar the Risk Management Pass has been approved.
10. Temporary Head Coaches shall be defined as any person who has not been previously approved as a Head Coach in the Club.
  - a. Temporary Head Coaches will be evaluated by the Director of Coaching and Director of Teams and/or the President at the Club Tryouts.
  - b. Temporary Head Coaches will be notified no later than the Monday following the Tryout weekend if they have been selected as the Head Coach of that team.
11. Head Coaches shall submit a list of recommended assistant coaches as well as a Team Manager to the Director of Teams no later than September 15 of each year. The recommended assistant coaches will follow the same application and selection process as noted above.
12. Selected Head Coaches must obtain their Class E license from New York State West Youth Soccer Association or another State's equivalent no later than June 30 of the upcoming year. When courses become available, all head coaches must complete their age appropriate course (7v7, 9v9, 11v11) by September 1<sup>st</sup> of the year being selected as a coach. Coaches will be reimbursed the cost of the course upon submission of proof of completion.
13. Selected Head Coaches must obtain their Class F license from New York State West Youth Soccer Association prior to the Club Tryouts. If the Head Coach is selected after the Club Tryouts, then the Head Coach must obtain this license no within 2 weeks of being selected by the Board.

## **Section VIII. Team Equipment**

1. The Director of Facilities shall issue all new Teams to the Club a “coach’s bag” no later than the date of the first Club Tryout date. This bag will contain the following items: 1 bag; 2 practice balls; a set of practice pinnies up to the maximum roster by RDYSL; 24 cones; 2 soccer balls; 1 white board; 1 whistle; and a first aid kit.
2. All teams will be issued two (2) game balls; one (1) set of corner flags and a replenishment of their first aid kit. These items will be provided to the Teams no later than April 1 of each year
3. These items must be returned to the Director of Facilities no later than August 15 following the conclusion of the RDYSL season, unless that Head Coach was selected to be the Head Coach for the upcoming RDYSL season.
4. The Club will provide each new Head Coach and up to 2 Assistant Coaches the following Club Gear: 2 Polo Shirts, 1 pair of shorts; and 1 warm up/rain outfit (top and bottom.) Returning coaches (Head and up to 2 Assistants) will receive up to a \$50 allowance to purchase additional Club approved coaches apparel. Coaches will be required to order the gear on their own and then provide the receipt to the Club Treasurer for Re-Imbursement.

## **Section IX. Tryout and Registration Fees**

1. Tryout Fees are non-refundable.
2. Registration Fees are non-refundable once the Fee has been paid except as noted in the “Formation of Teams” section of the Operating Procedures.
3. For players who do not attend the Club Tryouts, they must pay the Tryout Fee prior to being evaluated for a particular team.
4. There will be an “Early Bird” discounted Registration fee which will be \$50 less than the full Registration Fee. The “Early Bird Registration Fee” will remain in effect up until 14 calendar days from a player’s placement on a Team’s Roster.
5. Tryout and Registration Fees may only be paid by credit card via the Club Website.
6. Players who have not paid the Registration Fee will not be allowed to participate in any Team or Club activity.
7. Players who wish to be a “Secondary Player” as defined by RDYSL shall pay the required associated fee to the Club Treasurer prior to the issuance of the Secondary Player Pass.
8. U19 Team – For the U19 level, the Registration Fee will depend on what that team wants to do for that season. It shall be whatever is the actual cost to the Club (to include insurance) to field this team. (ie: uniforms; dome time; RDYSL etc...) If they just want to be a tournament team, then they will be required to pay the full cost of the Brockport Tournament. If they decide to play in RDYSL, they will be required to pay for uniforms.

## **Section X. Scholarships**

1. The Board may create a line item on the proposed Budget for the awarding of full or partial scholarships.
2. All scholarships will be awarded based on the financial need of the applicant in conjunction with the total money allocated for scholarships as determined by the Board.

3. The awarding of scholarships will be determined by the President.
4. The application process shall be as follows:
  - a. Applicants must submit an email to the President no later than the Sunday of the Brockport Soccer Festival a completed “Scholarship Application” form. The President shall notify the applicant within 2 days of receiving the Application that their Application has been received. This Form shall be created by the President and shall be maintained on the Club website.
  - b. Applicants are encouraged to include any other personal and/or financial information which they believe may be useful in the decision making process.
  - c. The Player who is seeking the scholarship must be in good standing with the Club.
5. The President will notify the applicant via email no later than seven (7) days following the conclusion of the Club Tryouts if a Scholarship was or was not awarded.
6. If a partial scholarship is awarded, the balance of the Registration Fee must be paid no later than the payment deadline as noted in Section IX. Failure to pay the balance of the Registration Fee by that deadline will result in the withdrawal of the scholarship.

## **Section XI. Club Tryouts**

1. Club tryouts for all teams shall be between the weekend immediately following the Brockport Soccer Tournament and the first weekend of August
2. The Director of Teams will form a tryout committee at least four months prior to club tryouts consisting of at least one but not more than three other club members. The Director of Teams shall be the committee chair.
3. The Board of Directors will set the Tryout and Registration Fees a minimum of two months prior to Club Tryouts.
4. Players must submit the Registration Form, Medical Release Form, a copy of their birth certificate, Code of Conduct, along with a non-refundable Tryout fee prior to being allowed to try out for any team. All forms will be maintained on the Club website and will be available at the first tryout date.
5. All players and coaches must sign in at the designated area prior to each tryout.
6. All players shall have a digital picture taken of them by a member of the Tryout Committee or their designee for the sole purpose of creating a “Player ID” for RDYSL. These pictures shall not be used for any other purpose.
7. Tryouts will consist of two dates for each Team. Prospective players must attend two tryouts in order to be considered an eligible player for that team. If a player is unable to attend the scheduled tryouts, that player must contact the Director of Teams to make other arrangements with the Head or Temporary Head Coach prior to the first tryout date for that team. However, Teams are not required to have a second tryout if they will be offering a roster spot to every person registered at the time of the first tryout. If this occurs, the coach must notify the Director of Teams of this at the conclusion of the first tryout date.
8. The Director of Teams, in consultation with the DOC, will develop a “Player Evaluation Form” which shall be used by all Coaches in selecting players for their Teams.
9. The Player Evaluation form will be made available to the Head or Temporary Head Coaches no later than two (2) weeks prior to the Club Tryouts.
10. Within 48 hours of the last tryout date, the Head Coach or in the absence of a Head Coach, the Director of Teams, will contact every prospective player who tried out for the team, to advise if they made the team roster.

11. Within one week of the last tryout date, the Head Coach or in the absence of a Head Coach, the Director of Teams, must submit a declared team roster to the Registrar and Director of Teams.

## Section XII. Exceptional Player

(This is only relevant to U13 (Grade 7) and older players.)

1. Parent Letter (Important Note: The athlete and parent must initiate the consideration for exceptional player status.)
  - a. Athlete and Parent must apply in writing to the President of the Brockport Soccer Club.
  - b. The parent and athlete should include in the letter the name of the player, birth date and reasons why the player should be considered for exceptional player status.
  - c. The letter must be received a minimum of 1 week PRIOR to the first date of the Club Tryouts.
2. The President, or his/her designee, will make the decision to allow the player to tryout at the next age group.
  - a. Information included in the request and input from former and current coaches will be used to make this determination.
  - b. If the athlete is new to the Brockport Soccer Club, the letter must document compelling reasons why the athlete should be considered to play on a higher age level team.
  - c. Approval to move on to the next phase in this process implies the athlete is guaranteed an invitation to play on their age appropriate team. If there are no compelling reasons, the athlete's request for approval to tryout at the next age level team will be denied, and the player will be expected to tryout with their age appropriate team.
  - d. If the request is denied the process ends here.
  - e. If the request is approved the process continues to the Team Tryout Phase.
3. Team Tryouts
  - a. The Director of Coaching, Director of Teams, the age appropriate coach and the age level above coaches will evaluate the athlete.
  - b. The athlete must tryout with both the trying-up age level team and the age appropriate team.
  - c. The coaches will:
    - i. Watch the athlete at the tryouts to determine if he/she is among the top 7 when ranked against the members of the trying-up age level team and the top 3 of the age appropriate team.
    - ii. If the athlete is playing on a Brockport School District team, input can be sought from the athlete's school coach. Furthermore, the athlete can be observed at school games as part of the evaluation process. This is at the discretion of the evaluating club coaches and is only done in the interest of better determining an athlete's ability.
  - d. If the athlete is not evaluated as one of top 7 of the athletes on the trying up age level team and top 3 of the age appropriate team, then the process ends here. The athlete is not considered an exceptional enough player to play at a higher level and therefore will be invited and required to play with the age appropriate team.
  - e. If the athlete is evaluated as an exceptional player, who is among the top 7 on the trying up age-level team, then the process moves on to the Team Impact Phase.
4. Team Impact
  - a. If the athlete has gotten this far, they have been approved by the age appropriate and next age level coaches to be an exceptional player meeting the expectations to play on the next age level team. However, the following consideration must still be met for the athlete to be invited to play on the next age level team:

- i. A promising age appropriate player cannot be displaced by an underage player, if this is the first time the underage player is being consider for this team.
  - ii. Even where the under aged athlete is a more skilled soccer player, an age appropriate athlete that shows promise as a developing soccer player, cannot be displaced by the underage athlete. In this case the underage athlete will NOT be invited to join the age level up team. If the underage athlete will displace a promising age appropriate athlete, then the underage player will be invited, and required, to play at their age appropriate level.
  - iii. If an underage athlete will not displace a promising age appropriate athlete, the athlete is approved to play on the age level above team.
  - iv. The Team in which the player is seeking to play up on should have played in an equal or higher Division in RDYSL the prior season. (i.e.: If a promising player is applying to play on a U17 team, and the U17 team they are seeking to play on was in Division 3 the season prior, and if the U16 team in which they are age appropriate for played Division 1 the season prior, then being considered as an exceptional player under this example should be rare.)
5. If there is disagreement amongst the age appropriate and next age level coaches, then the player will not be considered an exceptional player and the process will end there.
  6. Once an athlete has been approved to play at the next age level, they will from that point forward be evaluated with that team as their peer group. The athlete and/or parent do not need to write a letter, or be concerned about displacing an age appropriate player.
    - a. The athlete will still be subject to the evaluation of their current coaches on the next age level team in the future.
  7. Club's Discretion
    - a. The Brockport Soccer Club reserves the right to move athletes when it will be in the best interest of developing player and to maintain a team at a particular age group. This discretion is NOT bound by any of the guidelines in the Exceptional Player Consideration process.
    - b. The Club reserves the right to build teams based on, but not limited to, the following considerations:
      - i. When grade levels and age appropriate levels conflict, especially in regard to the anticipated composition of the Brockport Schools Varsity and Junior Varsity teams.
      - ii. An underage player has clearly demonstrated exceptional play on an age level above team the previous season
      - iii. When team continuity, established over several seasons, becomes threatened should players be required to play on age appropriate, or next age level teams.
      - iv. Players who are asked by the Club to play for an older team that they would not qualify to play for as outlined above, for two consecutive years starting at the U9 age matrix of RDYSL (not the U9 team) level, will be allowed to tryout for that team in the 3 consecutive year and every year thereafter.

## **Section XIII. Formation of Teams**

- 1 In order to qualify as a "Team" within the Club, the "Team Roster" must have no less than four (4) more "players" than the maximum allowed on a field for that age group. (i.e.: For the U17 teams, the roster must have a minimum of 15 "players" on the roster (11 maximum field players plus 4 additional players.)
- 2 "Practice Players" – Practice Players are defined as players who are on a team but will never be rostered in any games. Practice players shall pay the registration fee minus the uniform cost (unless they indicate they want one, then they would be required to pay the full Registration Fee.) A Head Coach cannot offer



a Practice Player position to any person unless they have the minimum number of players committed to form a Team (ie: in order for a U15 team to have any Practice Players, they must have 15 players already committed to that roster.)

- 3 “Pool Players” – Pool players shall only be allowed at the U13 level and above. Pool players must be guaranteed to be "game rostered" in at least 33% of the RDYSL League Games, unless the player and parent agree to waive this requirement in writing. This document must be forwarded by the Head Coach to the Club President, and Director of Teams no later than 30 days from the conclusion of tryouts. A pool player shall pay the full Registration Fee. A Head Coach cannot offer a Pool Player position to any person unless they have the minimum number of players committed to form a Team (ie: in order for a U15 team to have any Practice Players, they must have 15 players already committed to that roster.)
- 4 If there are enough players to form more than one team at any level using the Club minimum as noted in #1 above, then the Club shall create two teams with an equal number of players on each team at that level. The Teams shall be selected by the Head Coach, the Club President and the Director of Teams or their (President and Director of Teams) designees, and the teams will be formed by skill level. The “Blue” Team shall consist of the higher level skilled players and the “White” Team shall consist of the less skilled players.
- 5 Players must play at their age appropriate level as dictated by the Rochester District Youth Soccer League “Age Matrix.” Notwithstanding, the Club may form teams to support High School Junior Varsity and Varsity Teams.
- 6 Teams at the U8, U9, U10, U11, U12 and U13, levels must keep all players who try out for those teams up until the maximum game roster allowed pursuant to the Rochester District Youth Soccer League (hereafter “RDYSL.”) The only exception to this rule is if there is a significant medical issue or behavioral concern which poses a potential safety risk to the player and or Team. This determination will be made by the Head or Temporary Coach, Director of Coaching, Director of Teams and Club President.
- 7 Teams at the U14, U15, U16, U17 and U19, levels must keep a minimum of 15 players at tryouts. The only exception to this rule is if there is a significant medical issue or behavioral concern which poses a potential safety risk to the player and or Team. This determination will be made by the Head or Temporary Coach, Director of Coaching, Director of Teams and Club President.
- 8 “Secondary Players,” as defined by RDYSL, shall be allowed in the Club up to the maximum allowable number of players per RDYSL.
- 9 Head Coaches, and in their absence the Director of Teams, must submit a Roster of prospective players to the Director of Teams and the Secretary no later than seven (7) days immediately following the conclusion of the Club tryouts.
- 10 Player Registration Fees are due in full no later than two weeks upon being notified of being placed on a Team’s roster. A Player will not be considered “Rostered” until all Club Fees have been paid in full.
- 11 Rosters that have less than required number to be a Team shall be called a “Team in Formation” (hereafter “TIF”).
- 12 All Head Coaches of a TIF, must email the parents of that team advising of subsections (8), (9), (10), (11), (12) and (13) of this Section no later than 1 day following the conclusion of tryouts. The Head Coach shall copy in the Director of Teams and President in this email.
- 13 All Head Coaches, or an Assistant Coach in their absence, of a TIF must attend all scheduled Board meetings to give a report on the status of their TIF. This report must include actions taken, and planned to be taken, to recruit enough players to become a Team.
- 14 A TIF, whose roster is three (3) or more players short of the required number to form a Team, shall not enjoy any benefits of the Club but may continue to seek additional players. If a TIF does not become a

- Team by January 15 of the upcoming RDYSL season, members will be refunded the Registration Fee.
- 15 A TIF, whose roster is two (2) or one (1) player short of becoming a Team, may be able to enjoy all benefits of the Club providing the TIF posts a non-refundable “bond” of \$350 by September 1, of the upcoming RDYSL season. However, if a TIF becomes a Team prior to January 15 of the upcoming RDYSL season, then the Club shall reimburse the bond to the Team as soon as it becomes a Team.
  - 16 If a TIF does not become a Team by January 15 of the upcoming RDYSL season, then the Head Coach must notify the Director of Teams and the President no later than January 15, via email, if the TIF is going to disband or remain a TIF. If no notification is made, the Club will assume the TIF has disbanded.
    - a) If a TIF disbands, those members who have paid the full Registration Fee, will be refunded the actual cost of the uniform PLUS the average cost of the referee fees of all Teams. No other money shall be refunded. The Club will send a check for this amount to the parent on record in the Club’s database no later than 45 days after the TIF has disbanded. If there are multiple parents/guardians listed on the Club’s database, the Club shall send the money to the one that is listed first. The Club will also “release” those players through New York West Soccer.
    - b) If a TIF remains together, they shall continue to enjoy all of the benefits of the Club.
  - 17 Every Team must have at least one (1) Team Manager but not more than two (2.) The Head Coach from each Team shall send in their nomination for this position to the Club Secretary no later than September 1 immediately following the Club Tryouts.
  - 18 Every Team must have at least one (1) Assistant Coach. The Head Coach from each Team shall send in their nomination for this position to the Club Secretary no later than September 1 immediately following the Club Tryouts.
  - 19 Every Team must have at least one (1) member of the Coaching Staff (Head Coach, Assistant Coaches and Team Manager) who possess a valid First Aid Training Certificate from the American Red Cross or equivalent as approved by the Board.

## **Section XIV. Uniforms, Team Sponsorships, Team Fundraising & Parent Volunteer Obligation**

1. All Players will be issued two (2) game jerseys; one (1) pair of shorts and one (1) pair of socks.
2. Club fitting for uniforms will be held no later than January 15 of the upcoming RDYSL season. Team managers are responsible for submitting a detailed listing of uniform sizes and numbers for each player to the Director of Teams or their designee.
3. Teams must submit proposed Team Sponsorships, including but not limited to, all Team Sponsorship paperwork; digital logo and sponsorship monies to the Director of Teams, or their designee, no later than January 31, of the upcoming RDYSL season. Checks shall be made payable to “Brockport S.C., Inc.” and in the “memo” line shall indicate the Team the funds shall be applied to. The Club reserves the right to deny any proposed sponsorship for any reason. Sponsorship money, less the cost of the preparing and printing of the logo, will be deposited into the Team Account by the Club Treasurer, who will notify the Team Manager of the deposit.
4. All Team Fundraisers must be approved in advance by the Board of Directors.
5. All families in the Club must volunteer a minimum of 15 hours per child in the Club. The only exceptions to this requirement are: all Board of Directors and Head Coaches (for all of their kids in the Club); all U19 families (but only for the U19 player’s team); All assistant coaches and managers (but

only from the team for which they coach or manage.)

## **Section XV. Re-Imbursements for Coaches**

1. The Club will reimburse Head Coaches 100% of their Class E license once they provide documentation to the Club that they successfully completed that course.
2. The Club will reimburse Assistant Coaches 50% of their Class E license once they provide documentation to the Club that they successfully completed that course.
3. Any Head Coach wishing to be reimbursed for advanced training leading to certification beyond the E certificate level must seek Board approval prior to enrolling in the course. If approved, the Board will authorize up to four payments as follows: 25 percent of the course fee will be reimbursed upon successful completion of the course and receipt of the certification or license obtained; thereafter, 25 percent of the course fee will be reimbursed at the conclusion of each RDYSL season in which he or she remains with the Brockport Soccer Club in the capacity as a Head Coach. This policy cannot be applied retroactively. Only the course fee itself may be reimbursed—travel and other expenses are the responsibility of the coach.
4. Head Coaches who have a child on the team for which they are the Head Coach, are eligible to receive a 100% refund of that players Registration Fee if they meet all of the following criteria:
  - a. They attend at least 50% of the clinics as determined by the Director of Teams in the year in which they are seeking reimbursement. The Director of Teams will post the clinic schedule no later than October 1 of each year on the Club website.
  - b. They personally do not owe any outstanding fines or fees to RDYSL or any other league or Club.
  - c. They remain in good standing with the Club.
  - d. The Head Coach seeking the reimbursement must make their request for a reimbursement via email to the Club Treasurer no later than August 1 of the RDYSL season for which they are seeking the reimbursement. The Club Treasurer shall reimburse all approved reimbursements no later than August 15 of the RDYSL season for which the Head Coach was seeking the reimbursement.

## **Section XVI. Candidates Seeking Directorships**

1. The Director of Webmatters and Communications will post on the Club Website a listing of all Directorships up for election as well the “Candidate Qualification” questionnaire form no later than 60 days prior to the AGM.
2. The Secretary will prepare a “Candidate Qualification” questionnaire for the Boards approval no later than May 1 of each year. The questionnaire will minimally include questions about each candidates qualifications and why they are seeking a Directorship.
3. Interested candidates seeking a Directorship must send an email, along with the completed “Candidates Qualification” questionnaire, to the Club President and the Club Secretary no less than 45 days prior to the Annual General Meeting. This email must clearly state which Directorship position they are seeking.
4. The President or Secretary will send a confirmation email to the Candidate acknowledging their interest in the Directorship they are seeking.
5. The Secretary will post all Candidate Qualification questionnaires that were received in accordance with

this Section on the Club Website no later than 30 days prior to the AGM.

6. Candidates will not be given an opportunity to address the Board or Club at any time.

## **Section XVII. Grievances**

1. All grievances must be submitted in writing to the President within 14 days of the event, or within 48 hours of the end that RDYSL season. If the grievance is against the President, then the grievance shall be submitted to the Vice President. The grievance must include the time and date of the alleged action or behavior; the nature of the grievance being as specific as possible, and what remedies have been taken to resolve the grievance.
2. The parties involved should try to resolve all grievances without Board intervention. Therefore, at the discretion of the President, grievances may be referred back to the effected party and the subject of the grievance to try and resolve the grieved issue. All other grievances will be reviewed by either the Executive or Adjudication Committee in a timely manner. All decisions rendered by either of these committees are final.

### **AMENDMENTS TO OPERATING PROCEDURE:**

**Amended:** 4/15/15

Section V – 1 through 6 deleted (original)

Section VII – Added 13

Section IX – 6 (amended)

Section XIII – 4 through 15 (amended and added)

Section XV – 4a (amended)

**Amended:** 6/17/15

Section VI – Added 9

Section IX – Added 8

Section XIII – Added a new #2 and #6, all other remained the same but are just renumbered

**Amended:** 2/11/16

Section VII – Added language to end of 2

Section IX – Added 9

Section XI – Modified and added to 7

Section XII – Added 7(b)(iv)

Section XIII – Added a new #2 and #3, all other remained the same but are just renumbered

**Amended:** 8/21/16

Section XIII – Modified 5

**Amended:** 9/26/16

Section VI – Added 10

**Amended:** 10/24/16

Section VII – Modified 9

Section VIII – Added 4

**Amended:** 11/10/17

Section IX – Re-worded and combined 4 and 5 – which became 4, all other remained the same but are just renumbered.

**Amended:** 7/28/18 (which comprises changes made during board meetings on 1/9/18 & 3/5/18

Section VII – Modified 12 to encompass new coaching licensing language and courses.

Section XIV – Added to Title “and Parent Volunteer Obligation – added paragraph # 5