



SANDHURST SOCCER CLUB RULES, POLICIES AND PROCEDURES

SECTION 1: INTRODUCTION

In addition to Sandhurst Soccer Club's (the "Club") constitution and bylaws, players, parents, managers, and coaches of the Club (collectively "members") are governed by the rules and regulations of the United States Youth Soccer Association ("USYSA"), Missouri Youth Soccer Association ("MYSA") and the St. Louis Youth Soccer Association ("SLYSA"). The rules and regulations of these governing soccer associations are usually posted on their respective websites. The provisions set forth herein as well as the policies and rules of the other governing organizations may be enforced by the Club's Board of Directors and any violation of such may result in reprimand, suspension, or expulsion of a player, parent, coach, or team from the Club.

The purpose of this document is to provide Club members with a basic understanding of the policies that govern the Club's operations. The following rules, policies, and procedures will be used to resolve any disputes that may arise, and will be applied in a fair and consistent manner with all the Club's members. These rules, policies, and procedures were developed to ensure that the Club functions and operates efficiently and were adopted by the Board of Directors of the Club on February 22, 2016. It is not possible to document all possible issues and potential resolutions so the good judgment of the Board and the Executive Committee will prevail in any issues that may arise.

The Board encourages all members to become familiar with these rules, policies, and procedures. If anyone has any concerns, questions or issues that this document does not cover, please feel free to contact the Club Director. The Board reserves the right to add to, delete from, or to modify this document as necessary to ensure that fairness prevails in the Club's operations.

SECTION 2: CLUB DISCIPLINE

Authority

The Rules and Disciplinary (R&D) Committee has the authority and responsibility to investigate all allegations and occurrences of infractions of the letter or spirit of the Club, league, state, and USYSA rules, policies and procedures by teams, players, coaches, administrators and parents and to discipline those determined to be guilty of such infractions. The fact that a state association or league may discipline a team, player, coach, or parent or that a coach may discipline a player, does not mean there will not be further discipline issued by the R&D Committee.

Process

Allegations considered appropriate for review and action by the R&D Committee must be submitted to the committee chair in writing and may be delivered by hand, by mail, or

electronically. The written allegation must be signed by the person making the allegation. After preliminary fact-finding, the chair will determine if a hearing is warranted. If so, the chair will inform the individual(s) against whom the allegation has been made and schedule a committee hearing.

At the hearing, both parties shall have the opportunity to state their position, present relevant documents or written statements, have their position corroborated by others, and answer questions from committee members. Committee hearings will be closed to all persons who do not have a direct interest in the issue. In all instances in which a player is involved, the player's parents may accompany the player but their input may be limited to providing essential facts on the matter being discussed. Unless the person making the allegation is present at the hearing, the issue will be dismissed.

Decisions

After the hearing, the R&D Committee will decide if an infraction has occurred. If it determines there has been an infraction, the committee will decide what, if any, disciplinary action will be taken against the offender. The committee will notify the interested parties of its decision and any action to be taken.

Appeals

All decisions of the R&D Committee may be appealed to the Executive Committee. The Executive Committee's decisions are final and binding. Members of the Executive Committee who are involved in an earlier decision made by the R&D Committee on a given matter may not participate in the decision at the Executive Committee level.

If the Executive Committee finds the conduct of any player or parent purposely ignores the Club's rules, policies, and procedures or is detrimental to the objectives of the club, it may suspend the member, or take such other sanctions or actions deemed necessary under the circumstances.

SECTION 3: GENERAL RULES OF CONDUCT

The Club's code of conduct sets out expectations relative to behavior, sportsmanship, and conduct as a member of the Club. Every coach, manager, parent, and player is expected to abide by these codes and all club policies upon accepting an invitation to join the club. The provisions of the Club's rules and policies permit the Club to discipline, suspend, dismiss or otherwise penalize members of the Club for conduct deemed unsuitable or not in the best interest of the Club. No refunds, partial or full will be made in the event a player is suspended or removed from the program.

Unsuitable or conduct not in the best interest of the Club is defined as, but not limited to:

- 1) Any unsportsmanlike act with any official, coach, player, or parent, whether penalized by other authority or not, before, during, or after a match.
- 2) Any dissent directed toward an official.
- 3) Any use of verbal language that is abusive, foul, or offensive to others.
- 4) Any physical assaults on referees, players, coaches or other parents.
- 5) Any possession and/or use of any illegal drugs or substances.

- 6) Any intoxicated behavior resulting from the use of any alcoholic beverage before, during or after games or training sessions.
- 7) Any willful act of destruction to the property of the Club or of others.
- 8) Any interference at any time with the duties and responsibilities of the coach or manager.
- 9) Acting, dressing, or behaving in any manner that would bring discredit to the Club.
- 10) Acting in any manner that is detrimental to the team or the Club.
- 11) Failure to follow reasonable and practical directions of coaches, or others representing the Club while on a trip, or engaged in any activity representing the Club.

Disciplinary actions for violating any of these rules or for any unsuitable conduct may include, but are not limited to, the following:

For Players: Disciplinary actions may range from a warning to requiring the player to "sit" one or more games. In extreme cases, a player may be dropped from his or her team roster. Disciplinary action may be extended to include other or all family members if deemed appropriate.

For Teams: Teams who violate league or Club rules may be subject to probation, fines (amounts to be determined by the Board), or, in very serious cases, prohibited from playing under the Club's banner.

For Coaches: Discipline may include a warning or a requirement to "sit" for a specified number of games. Gross misconduct, such as assaulting a referee or intentionally registering or attempting to register an ineligible player is cause for the immediate dismissal from the Club.

A coach may be involuntarily removed from a Club team only by the Executive Committee upon the written recommendation of one or more of the following:

- 1) The Rules and Disciplinary Committee
- 2) The Club Director
- 3) Sixty percent of the parents associated with the impacted team, with the parents of each player having one combined vote.

The Executive Committee is not bound to accept a recommendation to dismiss a coach. Nevertheless, an employment agreement entered into between a team's coach and team parents prior to the team's acceptance into the Club will be honored by the Club. In such cases, a coach may be retained or dismissed under the terms of such an agreement without the concurrence of the Club's Executive Committee. However, no such prior agreement shall supercede the Club's right to dismiss a coach.

For Parents: Parents who violate rules or policies of the Club or the leagues are also subject to disciplinary action by the Club. Normally, these actions will range from a warning to being banned from the sidelines (home and away) for a specified number of games. In extreme cases, such as an assault on a referee, the parent may be expelled from the Club. Disciplinary action may be extended to include other or all family members if deemed appropriate.

Behavior During Games

Parents are expected to maintain a positive sportsmanlike attitude towards all players, officials, coaches, and other families before, during, and after a game. In addition, it is important that parents avoid attempting to help coach players from the sideline. By observing this rule, the

parents also reduce potential confusion created when players receive instructions from multiple sources. Allowing the coaches to be the sole source of instruction during a game ensures that the potential for player confusion is reduced.

Field/Facility Rules

Club members are expected to help keep the Club safe, healthy and pleasant by observing the following rules while at the Club's training facilities:

- 1) For health and safety reasons, no dogs are allowed on the fields at any time.
- 2) Each member is responsible for his or her own litter, which should be placed in garbage cans or removed from the field/facility.
- 3) During a game, coaches and teams are limited to their chosen side of the field. Spectators and teams are to be on opposite sides of the fields during a game – that is, both teams must be on one side, and all spectators must be on the opposite side.
- 4) Car parking: Club members are to park courteously and safely, so that other members may safely park.
- 5) Child Safety: Parents are responsible for the supervision and safety of their children when they are not on the field of play. The Club is not responsible for the safety of children who are not actively engaged in a training session or game. The Club is not responsible for the playing or wooded areas surrounding the fields.

Poaching

Any player or parent found to be actively recruiting Club players to transfer to another soccer organization may be suspended for up to one year. In instances where a parent is directly involved, and has more than one player in the Club, the suspension may be extended to include all other family members.

Guest Playing

Guest playing for another soccer organization is permitted as long as the Club player gets approval from his or her head coach. In order for a guest playing request from another soccer organization to be considered, the coach for that team must make such request in writing (via the guest player form) to the Club player's head coach who, in turn, must send a copy of the request to the Club Director. The Club Director reserves the right to restrict a player from guest playing on another team.

A player is not allowed to miss or arrive late to his or her team's training sessions or games because they were playing for another team or playing another sport, unless playing for such team or playing such other sport was approved by the head coach in advance.

Secondary Roster Playing

A Club player may roster as a secondary player with another Club team (inter club team) or a team outside of the Club (intra club team). To secondary roster with an inter club team, the coach for the team needing the player (secondary team) must obtain approval from the coach of the player's primary team and the player must agree to be a secondary player for the team requesting the player to secondary roster. The secondary team coach must inform the Club Director of this agreement 7 days in advance of the player playing any games for the secondary team. The Club Director reserves the right to restrict a player from secondary playing on another inter club team.

To secondary roster with an intra club team, the coach for the non-SSC team (secondary team) needing the SSC player must obtain approval from the coach of the player's primary team and the player must agree to be a secondary player for the intra club team requesting the player to secondary roster. The primary team coach must first seek approval to secondary-roster a SSC player for an intra club team from the Club Director before agreeing to secondary-roster the SSC player. Upon approval, the secondary team coach must complete the MYSA Secondary Roster form and submit it to the Club Director or Registrar for him/her to sign and return to the secondary team coach. This form must be submitted to the Club Director or Registrar 7 days in advance of the SSC player playing any games for the secondary team.

A player is not allowed to miss or arrive late to his or her team's training sessions or games because they were playing for another team or playing another sport, unless playing for such team or playing such other sport was approved by the head coach in advance. A player may only secondary-roster for one team, either an inter club team or an intra club team, but not both.

SECTION 4: GRIEVANCES

Grievances or complaints about team matters should be directed to the head coach and, if possible, resolved at the team level. If the matter cannot be resolved at the team level, the head coach should present the grievance or complaint to the Rules and Disciplinary Committee. Grievances or complaints about the coach should be communicated directly to the Director of Coaching. The Director of Coaching should try to resolve all coach related grievances, but if he or she is unable to do so, the Director of Coaching should present the grievance or complaint in writing to the Rules and Disciplinary Committee.

All grievances must be filed with the R&D Committee within seven (7) days for a match-related grievance or within thirty (30) days if non-match related. Grievances or complaints given to the R&D Committee will be reviewed and be acted upon within three (3) days following written notification of grievance or charge of allegation requiring committee action. All grievances and complaints should be resolved in accordance with Club, MYSA and USYSA rules, policies and procedures. The R&D Committee has the authority to resolve the matter, make a recommendation to the Executive Committee, or refer the matter to the Executive Committee. If no clearly applicable rule, policy, or procedure exists, the Board of Directors will make the final determination.

SECTION 5: TEAM ADMINISTRATION

Uniforms

Club and team colors are sky blue, white, and gold. Uniforms for all teams shall be obtained through the Club appointed purchaser. All Club teams shall have the same game uniform in all respects, with the Club logo on the front of the shirt. The team uniform is chosen every 2-3 years by a uniform committee formed by the Club Director. Sponsorship of Club or team uniforms is encouraged.

Coaches

Coaches will be responsible for the proper age-appropriate instruction of soccer. To assure the highest quality of instruction, all Club coaches are expected to continually educate themselves in the techniques and strategies of soccer. The Club does not require that the Club coach have a coaching license to begin coaching in the Club. However, any coach who enters the Club without a license must satisfactorily complete a licensing course within twelve (12) months. Coaches will

also be encouraged to obtain successively higher licenses in each of his or her first three years with the Club. All head coaches should strive to obtain a minimum of a national “D” License.

The minimum age for a head coach is 21. The minimum age for an assistant coach is 18. Assistant coaches under 18 may be assigned provided that they will reach 18 during the coming season. No person under the age of 21 may take charge of a practice or supervise a game unless an approved coach over the age of 21 is present.

Coaches are responsible for furnishing game schedules, game site location, time of games, travel maps/instructions, and any other such information necessary to assure arrival of players to a team game site 30 minutes prior to kickoff time. This includes tournament matches. Coaches may delegate these tasks to a designee, such as a team manager; however the coach has the final responsibility.

Background Checks

All coaches or volunteers who have potential access to minors must undergo a background check. Persons with convictions for violence, crimes against children or other crimes against a person are not permitted to become a Club coach.

Head Coach

A team will be assigned one head coach and (if possible) one or more assistant coaches. Head coaches may choose their assistant coaches. If the Club cannot assign an assistant, the head coach may recruit a parent from within the team or accept assistance from other persons. However, any person assisting a team must register to coach, must meet all coaching requirements, including submitting to background checks, doing the Center for Disease Control’s concussion test, and must be formally assigned to a coaching position before participating in any training session or game.

The role of the Head Coach is to:

- 1) Train the team,
- 2) Coach during games,
- 3) Do player evaluations. Club players are continually evaluated during the course of the soccer season,
- 4) Hold at least two parent meetings during the course of the seasonal year. Head Coaches shall have a parent meeting with parents of team members prior to start of league play each fall and spring season. If the first play of the season is a tournament, the meeting will be prior to the tournament.
- 5) Communicate with their team manager relative to schedules, tournaments, etc.
- 6) Perform the duties of Team Manager if the team does not have a manager,
- 7) Select any team name within reason that he or she desires. All teams are reminded that their league will refer to them as “Sandhurst _____”.
- 8) Address concerns from parents concerning their child,
- 9) Be the first line of communication for team parents when a potential grievance is identified.

The Head Coach shall have full authority over the selection of players, drops or additions to the roster, starting line-up, players' positions, playing time of individual team members, training schedule, conduct of practice, and policy on missed practices.

A head coach may coach more than one Club teams. Because of this, there may be schedule conflicts that prevent the Head Coach from making it to every game. In such instances the Assistant Coach, another Club coach, or a Club member designated by the Head Coach may cover the game, subject to such person satisfying the coaching requirements outlined in Section 5 under the Head Coach heading.

The Club's registration fee shall be waived for any children of a volunteer head coach who joins the Club.

Assistant Coach

Each team may or may not have an Assistant Coach. The Assistant Coach shall:

- 1) Support all the Head Coach's responsibilities, as needed,
- 2) Assist the Head Coach with the coordination of the activities of the team, and
- 3) Perform the duties or exercise the powers of the Head Coach during the absence and/or inability of the Head Coach to perform his or her duties.

Team Manager

The Head Coach of each team may elect a Team Manager. The Team Manager's role may include:

- 1) Serving as liaison between the parents and the coach,
- 2) Handling the administrative duties for the team and keeping the coach abreast of relevant information,
- 3) Performing or assigning the administrative duties necessary to support the team to meet the requirements of the Club and the applicable league and tournament organizers, and to keep the coach abreast of any relevant information,
- 4) Communicating all information to the team in a timely manner, and
- 5) Keeping the team calendar updated for use as primary source of scheduling information.

If a Team Manager is not elected, the Head Coach will assume these roles.

Players

The Club will approve all applications it receives from players under 8 years old. That is, they will be invited to join and become members of the Club regardless of their skill level. Players 8 years and older must go through the Club's tryout system. Players shall be registered to the Club in accordance with MYSA and Club procedures. Upon joining the Club, players shall commit to playing for the Club for the entire seasonal year or the remainder of the seasonal year if they registered after the year began. Players are also expected to abide by the Club's rules and policies, including the parent and player agreement.

Parents

Parents of Club players are expected to:

- 1) Ensure their child is present and on time at scheduled practices,
- 2) Ensure the child is at the game field 30 minutes before the scheduled kickoff time for league and tournament games,
- 3) Adhere to Club and applicable league policies and Codes of Conduct at all games, and

- 4) Encourage good sportsmanship on the part of their child and other members of the team.
- 5) Abide by the Club's parent and player agreement.

In addition to registration fees, parents or guardians are responsible for the cost of their player son/daughter tournament and league fees, uniforms, indoor training facilities, and traveling, if appropriate. The Club's Board will determine the registration fee for players before the start of the fall season each year.

SECTION 6: TRYOUTS & TRANSFERS

The Club's official start date to hold open tryouts is the date stipulated by MYSA's eastern district, the district in which the Club is registered. Usually, this date is in June each year. Generally, the open tryout period runs from that date through July 31st.

OPEN CONTACT PERIOD: June 1st to the last day of Missouri State Cup - Players/parents may contact clubs directly and have active interaction regarding tryouts. However, clubs cannot collect fees or require signatures or commitments to Player Agreements during this time.

First day of tryouts to July 31st: Players can move and roster freely at no additional cost or transfer fee. A player remains a "free agent" after this period up to the point that they register with a competitive club for that seasonal year. A player may be placed in bad standing if still owing monies due to a club that is documented in a signed Player Agreement.

Winter Transfer Window - December 1st to January 10th: Players pay the transfer fee of **\$175** within their GotSoccer account. Both clubs have up to 10 days to respond to the transfer request. Player must pay any monies due to club that is documented within a signed Player Agreement.

OUT OF PROCESS TRANSFERS: Those transfer requests made outside of the above dates (namely January 11th through May 31st and August 1st through November 30th). Players pay the transfer fee of **\$350** within their GotSoccer account. Both clubs have up to 10 days to respond to the transfer request. Player must pay any monies due to club that is documented within a signed Player Agreement.

Procedure

Prior to the beginning of each season, the Club will schedule kickarounds and tryouts for both existing and new teams. The Club will advertise for players to attend its kickarounds and tryouts with the intent to offer players Club membership. The Club will post open tryout dates and times on its website, other soccer websites, such as SLYSA's, as well as utilize other media to notify players of its tryouts.

The Club will schedule kickarounds at these events for children under 8 years old (U-8). These children's applications will be accepted and approved even if they were unable to participate in the kickarounds unless an exceptional circumstance(s) exists. U-9 and up players will be evaluated and offered membership to the team that best suits their technical abilities, fitness, and skill level.

No prospective U-9 and up player will be selected on a team without having a tryout. The Club Director may waive this requirement on a case-by-case basis if it is determined that there is sufficient cause to do so. To afford the opportunity for all interested players to participate in tryouts, Club teams are required to schedule additional tryout dates, as needed, subsequent to the Club's official tryout date.

When a player is selected for a Club team, the player is selected for the entirety of the coming seasonal year of play or, if the seasonal year has begun, for its remainder. Therefore, if a team selects a player who proves incapable of competitive play on the team, it is the Club's policy that the player be retained on the team roster until the conclusion of the seasonal year. Players may be released during a seasonal year only for disciplinary reasons.

Age Appropriate

Players will be expected to try out for Club teams in their natural age groups. However, some players may elect to tryout with an older team - to "play-up". It is the Club's policy that players in the U-9 through U-13 age groups may not "play-up" more than a single year. Exceptions to this policy will be considered only in unusual circumstances and must be approved by the Club Director. In all cases involving players playing out of their age groups, applicable league, state and USYSA rules and policies must also be followed.

Team Assignments

Tryouts are designed to evaluate players and ensure that they are placed on the appropriate team roster. Team assignments are generally made by the head coaches and are based on skill level and capabilities. There are occasions when the Club through the Club Director and/or Director of Coaching may intervene in this process:

- 1) While the Club is committed to ensuring that the team assignment is either age and/or grade appropriate, the Club reserves the right to assign individual players to teams that are not age appropriate, but better fit with the player's skill level and capabilities.
- 2) The Club may assign players to teams to ensure that there are enough players to field a team of a particular age level, as long as the assignment does not negatively impact the player's development.
- 3) The Club may also transfer a player midseason to a higher or lower level team within the Club, if deemed in the best interest of the player or team.

SECTION 7: TRAINING AND TEAM COMPETITION

Players are expected to attend training sessions on time and be ready to play. If a player cannot attend training or other team event, he or she or his or her parents or guardians is expected to contact the respective Club coach before the event to explain the player's absence. Players need to bring the following items to Club training sessions: personal water bottles, appropriate weather-related clothes (warm-ups, gloves, hat, etc.), shin guards, and a soccer ball.

A player is expected to participate in all of his or her team's league games, tournaments, and friendly matches unless arrangements have been made in advance with the coach. However, the Club believes in and respects the fact that players play other sports. The Club and Club coaches will try to cooperate with players, as best as possible, while trying to uphold the integrity of the Club teams. If there is a conflict, we strongly suggest that the player make the decision. The Club expects the player to make the proper contact and advise the appropriate parties of the conflict or their absence. If a player is approved to miss a practice there are no penalties. However, absence from training could cause the player to lose his or her starting role to someone who attended training or a game. This allows the Club and Club coaches to be fair to those who attended training or a game.

SECTION 8: PLAYING TIME

All U-8 and under players are expected to get sufficient playing time in league and tournament games so they obtain the opportunities to participate in the sport, demonstrate their talents, build confidence, and progress in their development.

For U-9 and higher teams, the Club does not have an equal playing time policy for players. Consequently, the Club tries to select and place players on teams for which their skill levels are most suited. The Club believes this policy provides players with better opportunities to obtain sufficient playing time to develop optimally. Moreover, playing with other players who possess similar skill levels is instrumental in a player's developmental process.

At the U-9 and higher age-levels, the amount of playing time each player gets is determined by merit and must therefore be earned. Playing time is based on several factors including: hard work, positive contributions to team chemistry, attendance and punctuality at training and games, attitude at practices and games, work ethic, playing ability, and adherence to team goals, norms and tactics. Nothing is guaranteed from week to week except the opportunity for players to control their own destiny. Just because a player has earned a starting slot does not necessarily mean that he or she will receive the most playing time. The coach will always reserve the right to put the most effective team on the field in the best interest of the overall team or current competitive situation. Despite this policy, the Club encourages all coaches to substitute so that all registered players have some playing time.

SECTION 9: PLAYER RELEASE

While a player cannot be released from his or her Club team during the seasonal year due to performance, it is an unfortunate fact that some players selected for Club teams will prove unable to perform at the level expected or necessary. In these cases, it is strongly suggested that the head coach inform the parents and player prior to or at the conclusion of the seasonal year and offer suggestions for other options, such as the player transferring to another team within the Club.

Teams are more important than any individual player. Consequently, a player who creates an on-going discipline problem on the team or who consistently fails to attend practices or games may be released if the coach determines the player's conduct is detrimental to the discipline or morale of the team. Applicable state guidelines must be adhered to when releasing a player for discipline purposes.

SECTION 10: GOAL SAFETY

The Club believes that maintaining goal safety is a high priority for all coaches, trainers, parents and members of the club. The Club's Equipment and Field Maintenance Coordinator will routinely conduct goal inspections at the Club's training facilities. The coaches or other responsible person for each game or training session held at the Club's training facilities will make a physical inspection for each goal prior to the activity to assure that goals and nets are properly anchored and secured. Coaches will remind players and their parents that climbing, swinging on, or attempting to move the goals without supervision is not permitted. Players violating the rule may be asked to "sit" part of or the entire game or training session.

SECTION 11: CLUB FEES AND FINANCIAL POLICIES

Club Fees

At the Board meeting following the conclusion of each spring season, the Board, after consultation with the Executive Committee, will determine the Club fees to be assessed each player for the upcoming seasonal year. The Club fee also referred to as the registration or membership fee is an annual fee payable to the Club. The Club fee will cover the entire seasonal year: fall, winter, and spring for non high school players, fall and winter for high school girls, and winter and spring for high school boys.

Registration

All registrations are done online. No player is permitted to participate in any Club program until his or her registration for the respective soccer program has been completed. Birth certificates (or equivalent official documentation) and a photo (head to shoulder) must be uploaded to the registration system as proof-of-age for new players and for processing player identification cards, respectively. Only credit/debit card payments will be accepted on this system. The Club will provide registration instructions to players who wish to join the Club. A player who accepts an invitation to register and play with the Club commits to pay the entire fee for the full or remaining seasonal year unless determined otherwise by the Club Director.

Fees, Discounts, Payments, and Refund Policy

Each parent/guardian shall be responsible for their child's registration fee in addition to any other fees and expenses that may be assessed by each team. The registration fee is payable when the player enrolls in the Club. The registration or Club fee will be used to pay for operational expenses, Club events, and other common Club expenses.

The Club's registration fees for the various age levels are as follows:

- 1) high school students, generally U-15 and higher = \$350 (Winter & Spring or Fall & Winter), or \$190 (Fall, Winter or Spring Only)
- 2) U-11 to U-14 = \$430
- 3) U-9 to U-10 = \$330
- 4) U-7 to U-8 = \$250
- 5) U-4 to U-6 = \$150

Families who have multiple children joining the Club will be given a 50% family discount for each additional child who registers with the Club. To calculate the discount, the Club will use the highest Club fee for the first child to determine the amount of discount to be applied. For example, if there are 2 children registering with the Club and the Club fees for each child are \$430 and \$350, a total of \$780, the total fees payable when the discount is applied would be \$605. Volunteer head coaches who have children registered with the Club will get fee waivers for their children.

Family discounts are assigned to a player's immediate family only. Immediate family includes siblings (including half-siblings) and parents (including step-parents), regardless of whether individual family members live in the same household. The Club will also generally consider any situation where an adult has temporary or permanent legal custody of a child to be an immediate family relationship. As individual situations vary considerably, interpretation of this policy will be made on a case-by-case basis, without regard to precedent. Interpretation is made by the **Club**

Director and Registrar, but may be referred to the Executive Committee to resolve any disagreement. The Executive Committee's decision is final.

No refunds, partial or full, will be issued to players who choose not to participate for any reason at any point after the commitment is made. Refunds may be given only if there is no team for a player prior to the start of a season, or upon the approval of the Board of Directors. At the discretion of the Club's Board a discretionary credit may be considered for a season-ending injury or for a relocation of 35 miles or more. Requests must be submitted in writing to the Club Director and must include proof of injury or relocation. No refunds, partial or full will be made in the event a player is suspended or removed from the program.

Failure to pay fees on time will result in the player being suspended from play for all practices, games and tournaments. Upon receipt of payment, including any late fees the player will be reinstated. The player is considered ineligible for play until all financial issues are resolved. Any fees incurred by the Club to collect outstanding fees including but not limited to collection agency and attorney fees will be added to the balance owed to the Club.

The Club Director must be notified in writing in case of circumstances preventing the fulfillment of fee commitments. Extended payment plans will be considered on a case by case basis. The Club may honor requests for players to be released from a Club team to join another club provided all Club and team fees have been paid in full. All fees must be paid prior to the release of the player. The family requesting the release is also responsible for any fees associated with the release from the Club.

Fee Options

Club members have the following options when registering to join the Club:

- 1) Pay the annual registration fee in full;
- 2) Subject to a minimum 1st installment of \$150 (full payment for U-4 to U-6 and 60% for U-7 to U-8), members must pay 50% of the registration fee up front and the balance in 3 equal monthly installments via automatic deduction in each of the 3 subsequent months of registration. U-7 to U-8 members must pay their balances in 2 equal monthly installments. If the member were to be released from the club or voluntarily withdraws from the Club prior to the passing of the 2 or 3 months, the automatic deductions must still be honored within the aforementioned time frame;
- 3) If the prospective member is a high school boy player, he may register in July/August (early registration) and pay the fee for the upcoming seasonal year (winter and spring) in 5 equal monthly installments via automatic deduction starting in August and ending in December. If the player decides and informs the Club in writing by November 30th that he does not want to join the Club, the player would obtain a full refund of his payments. Written notification should be sent to the head coach or directly to the Club. After officially registering with the Club, the player's payments are non-refundable;
- 4) If the high school boy player does not choose option 3, then options 1 or 2 becomes applicable to him if he decides to join the Club in November or later.

Club members who select options 2, 3, or 4 may be subject to additional transaction and processing charges associated with providing these services.

Late Fees and Returned Checks

Registration Late Fee: Failure to register by the designated deadline date will result in a \$30 late fee. This fee must be remitted in addition to the minimum of the first installment or full payment to complete the registration process.

Installment Late Fee: A \$30 per month late fee will be applied to all accounts that are not paid by the due date. For every month the payment is late an additional \$30 late fee will be charged. The late fee remains in force and due even if the player's Club registration has been suspended or canceled. Any request for this fee to be waived must be submitted to the Club Director or the Executive Committee in writing before the payment due date.

Return Check Fee: If a bank returns a check, the Club will apply a \$30 fee to the affected player's account. If this event causes a due payment to be late, a \$30 late fee will also be charged to the affected account.

Team Accounts

Administration and management of team accounts are currently centralized and performed by the Club. The Club maintains team accounts and bank accounts for each team so that team accounts are easily reconciled and records are appropriately maintained and managed. That is, all financial record keeping, accounting, and team finances are performed by the Club.

The Club will provide each team with a statement of their portion of team expenses based on each team's soccer program on an as needed basis. Submission of players' portions of team expenses can be either hand delivered to the Club Director, the Head Coaches, or the Registrar, mailed to the Club, or paid via PayPal. Hand delivered or mailed team expense payments must be made by check and made payable to Sandhurst SC. These checks are then deposited into the players' respective team bank accounts. Payments made via PayPal are transferred to the respective team bank accounts. Deposits and PayPal transfers made to team bank accounts are held in escrow and then used to make payments on behalf of the respective teams to pay league and tournament organizers or to any other party the team has outstanding balances with.

A deposit form must be completed for each deposit made with the Club. The purpose(s) for each check deposit should be stated on the deposit form. Invoices and receipts or other documentation supporting payments/withdrawals from team bank accounts must be properly filed with the Club. The Club will provide the team and/or individual families with statements showing their teams' deposits, withdrawals, and team account balances on a quarterly basis or upon their request.

Player Account Balances

Monies left in team accounts at the end of the season will remain in the team account unless the team is disbanded, in which case the respective player balances will be redistributed to team families if these families make requests for these funds. Otherwise, these balances will be transferred to the Club's general account and treated as gifts to the Club.

If a player withdraws from his or her Club team and has a credit balance in his or her team account, such funds will remain with the Club unless that player or his parents or guardians requests a refund of the balance. The refund request must be in writing and submitted to the Club Director, the Registrar, or head coach for it to be honored.

SECTION 12: FINANCIAL ASSISTANCE PROGRAM

The Club is committed to ensuring that no child shall be denied a roster spot based upon financial needs alone. To that end, the Club will establish a financial assistance program to support needy families. Applications for financial assistance must be received before registration unless that player's circumstances have changed after he or she had registered with the Club causing the player to seek financial assistance through the program. Applications are kept confidential. All applicants for financial assistance will be required to provide proof of need by filling out the Club's financial aid application and submitting it to the Club Director. The Club may use the Federal poverty guideline as a guide in determining qualification for the program.

Financial assistance is generally awarded by waiving the Club fees for players who qualify for the program and/or loaning uniforms. In exceptional circumstances, the Club may award funds to players to cover team specific expenses. Funds are limited and the amount of an individual award will be determined by the number of qualified applicants and the total amount of funds available for the program.

The financial assistance program will allow for qualified families who are receiving financial aid through the program to perform additional volunteer duties over the course of the seasonal year. Examples of such duties include aiding the Club in its fundraising efforts, performing as a match official in friendly games against other Club teams or against non-member teams, becoming a head coach or an assistant coach, and any other duties that may aid the Club in carrying out its soccer programs. The financial assistance program will be monitored to ensure that participating families perform the expected volunteer duties when required. Qualified families who sign up for the financial assistance program but do not perform their required volunteer duties will lose their right to participate with the Club and lose the opportunity to participate in the financial assistance program going forward.

SECTION 13: TOURNAMENT POLICIES AND FEES

Each team is expected to participate in sanctioned organized tournaments each seasonal year. No team may participate in a tournament that is not sanctioned by MYSA unless approved by the Board of Directors. The Club recommends that each team participates in at least 2 tournaments in both the fall and the spring seasons. The number and choice of tournaments a team enters will be at the discretion of the team's head coach and will be based upon team development needs, costs, and whether the tournament is within a reasonable traveling distance. The Club considers a reasonable traveling distance to be a drive time of 45 minutes or less. Otherwise, the Club considers such teams as travel teams.

The Club does not recommend U-14 and under teams to be travel teams. However, the decision to partake in such tournaments, rests with the head coach and team parents. For travel teams, tournament entry fees and other reasonable expenses, including accommodations and travel expenses for the head coach and assistant coach, if any, will be the sole responsibility of the participating team parents unless the coaches waive that responsibility.

Rostered players from any Club team may be invited to join another Club team to play in a tournament. The tournament coaches must obtain permission from the affected team coaches before informing that player or his family of the invitation. If the players and coaches agree to the

invitation, the traveling team's coach must notify the Club Director and/or the Director of Coaching at the time the traveling team registers for the tournament. The player or the parent may refuse the invitation for any reason.

Any disciplinary action reported to the Club by a tournament host will be dealt with by the Rules and Discipline Committee.

SECTION 14: FUNDRAISING

The Club will seek ways to raise funds to help defray the cost of its programs, and is open to suggestions. Suggestions should be forwarded to the Club Director and reviewed by the Board. No individual team shall publicly fundraise without the approval of the Club Director. In addition, no team is allowed to seek donations from current Club vendors and marketing partners without the consent of the Board. Club vendors and marketing partners are listed on the Club's website.

SECTION 15: MEMBERSHIP LIST AND PRIVACY

The Club's mailing list is a valuable and private resource, and must be protected. The term "mailing list" applies to both US mail addresses and to e-mail addresses. The Club's policy is to avoid allowing its members to be subjected to unsolicited commercial mailings, either by US mail or by e-mail, to the extent reasonable and possible. The mailing list must not be given to any member or outside party without explicit Board approval. No person may use the Club's mailing list for distribution of personal information, or for commercial, charitable or private solicitation, without explicit Board approval. No member may use Club information to reveal personal details of any other member except for legitimate Club purposes. This policy applies even if the person requesting the information is also a member. Examples of legitimate use are providing the telephone number of a coach to a parent or to another coach. It is not legitimate to honor a request for a telephone number for any purpose that is not related to Club business, or for unspecified purposes. Members' e-mail addresses are private, and must be protected to the extent possible. Members sending an e-mail to a bulk distribution list should endeavor to protect the recipients' addresses by using anonymous mail lists and blind carbon copy (BCC) distribution.

Notwithstanding the above provisions, the Board may occasionally contract with third-party vendors to provide certain services (e.g. online registration or soccer related events or activities) that may require members to provide the vendor with personal information about themselves and their children. Before approving any such agreement, the Board must review the vendor's privacy policy and ensure that:

- 1) Members have the right to opt out of communication unrelated to the event or activity for which they registered.
- 2) The vendor states that he/she/it will not sell or otherwise share members' personal information for any use unrelated to the purpose and intent of the agreement.

When using third-party services members are individually responsible for:

- 1) Reviewing the vendor's policies before entering into any agreement or providing information and/or payment.
- 2) All interactions and any disputes (financial or otherwise) arising from their relationship with the vendor.

The Club may use its website to provide informational services to its members. The club will safeguard personal information to the best of its ability by using recognized security techniques such as encrypted communication, discrete identifiers, and passwords. However, members are expected to recognize that they are also responsible for safeguarding their own privacy by keeping passwords and other identifiers secure.

The Club will not require or store members' credit card numbers, or other personal information that is not essential to the club's operation. However, the Club may use the services of third-party organizations that do store such information, such as on-line payment services. No member's personal information will be displayed on the public area of the web site without explicit approval of the member. This policy applies to telephone numbers, US mail and e-mail addresses.

For promotional purposes, the Club reserves the right to use its members' photographs on its website and other promotional materials. However, if a member requests that his/her or their child's photograph be removed from the Club's website or any of its promotional materials, the Club must comply with such requests.