



ASSOCIATION MISSION STATEMENT, POLICIES & PROCEDURES

Fairfield United Soccer Association Mission Statement, Policies & Procedures

Note: The FUSA Mission Statement, Policies and Procedures were approved and adopted by the Board of Directors on July 14, 2014 unless indicated otherwise

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Section 1 – The Organization

Mission Statement

The Fairfield United Soccer Association looks to provide an opportunity for youth soccer players in our community to improve their skills, play competitive soccer and enjoy the game.

We aim to facilitate player development and promote the values associated with youth sports including teamwork, sportsmanship, and local spirit.

Section 2 – Policies and Procedures

1.0 – About FUSA and Travel Soccer

1.1 – Overview

All Fairfield United Soccer Association (FUSA) teams are governed by the rules and regulations of the United States Youth Soccer Association (USYSA), the Connecticut Junior Soccer Association (CJSA) and the local District administrative unit of the CJSA, the Southwestern District (SWDCJSA). The policies presented below apply to FUSA teams and either refine or clarify the rules and regulations of the USYSA, the CJSA and the SWDCJSA.

Travel and Premier soccer at Fairfield United is intended to provide a place where those who have above average skill and interest in the game can play with and compete against others with like interests and abilities. While the goals of this program are similar to those of recreational soccer programs, that is, to enhance the young athlete's skills in playing the game of soccer and to encourage him/her to advance and improve, the environment is purposely more competitive than recreational programs. FUSA teams in each age group represent Fairfield in competition against their counterparts from other towns in the state of Connecticut and, occasionally, against teams from other states and other countries.

1.2 – Travel Soccer Commitment

Travel soccer demands a higher level of commitment than does recreational soccer, not only of the player, but of the family as well. Only those truly willing to commit to all of the points below should consider playing travel soccer.

The player and family must commit to:

- Team Practices: 2 per week. Days and times are not announced until just prior to the season so you must be flexible.
- Additional training: Foot skills – 1 per week for the entire age group and Goalkeeper training – 1 per week.
- League Games: 1 per week usually scheduled for Sunday afternoons within Connecticut.
- Seasons: 2 per soccer year – Fall and Spring. Both last approximately 10 weeks from September 1st to November 15th in the Fall and April 1st to June 15th in the Spring.
- Tournaments: 1 or 2 weekend long tournaments per season. Most tournaments are held on holiday weekends (i.e. Memorial Day, Labor Day,

and Columbus Day). Locations can be anywhere in Connecticut and sometimes out of state.

- Connecticut or State Cup Tournament: a U-11 and older single elimination competition to determine the state champion within each age group during the Fall and during the Spring seasons. Games are most often scheduled for Saturdays and the locations may be anywhere in the state.
- Financial: \$450 per season, per child. This includes but is not limited to registration fees, coaching costs and game costs. Additional fees will be added for uniform costs (FUSA buys new uniforms every two years), optional winter training and optional pre-season camps.
- Parent Volunteer(s): Each family is expected to help out, especially during the Labor Day Weekend Fairfield FAST Tournament sponsored by FUSA.

1.3 – Premier Travel Soccer Commitment

Premier Travel soccer demands a higher level of commitment than does regular travel soccer, not only of the player, but of the family as well. Only those truly willing to commit to all of the points below should consider playing premier travel soccer.

The player and family must commit to:

- Team Practices: 3 per week. Days and times are not announced until just prior to the season so you must be flexible.
- Additional training: Goalkeeper training – 1 per week.
- League Games: 1 to 2 per week and can fall on Saturdays or Sundays.
- Seasons: 3 seasons – Fall, Winter and Spring.
- Tournaments: 2 weekend long tournaments per season. Most tournaments are held on holiday weekends (i.e. Memorial Day, Labor Day, and Columbus Day). Locations can be anywhere in Connecticut and sometimes out of state.
- State Cup Tournament: A single elimination competition to determine the state champion within each age group during the Fall and during the Spring seasons. Games are most often scheduled for Saturdays and the locations may be anywhere in the state.
- Financial: \$600 per season (fall and spring), per child. Winter training will be an additional cost. Uniforms, premier training shirts and additional gear will be an additional cost.
- Parent Volunteer(s): Each family is expected to help out, especially during the Labor Day Weekend Fairfield FAST Tournament sponsored by FUSA.

2.0 – Participants and Teams

2.1 – Player and Parent/Legal Guardian Registration

All players and their parents and/or legal guardians have to be registered with Fairfield United Soccer Association before the player is allowed to tryout for a spot on a team. Registration is conducted online via the "Register Online" link on the left-hand side of the FUSA website homepage.

2.2 – Team Composition and Roster Sizes

Fairfield United believes that players develop best when placed in the appropriate level for competition and training. The level in which a player is placed is determined by his/her results at the age group tryout as well as his/her technical coach's evaluation.

At the U-9 level, it is FUSA's goal to assemble balanced teams, that is, each team formed in this age group will be of equal skill. At the U-10 level, it is FUSA's goal to assemble blended balanced teams, A/B and C teams. Coaching will emphasize the rapid advancement of the athlete's skills. At the same time, it will give the player an enhanced appreciation of the teamwork needed to play the game. At these ages, 8 v. 8 games will be organized in order to give the players more contact with the ball.

At the U-11 through U-14 levels, the spirit of play within the travel program will have increased significantly. At this point, players will be divided into ability levels through selection on an A, B, or C team (A being the most advanced). U-11 teams will continue to play 8 v. 8 games, and ideally will have 2A, 2B and 1C team in an effort to train and develop the skills needed for movement to a larger field and larger rosters at U-12. U-12 through U-14 teams will move to the larger field and play 11 v. 11 games. Emphasis in these older age groups will also go beyond honing the travel player's skills and will move towards teaching advanced techniques of ball control, attacking, defending, and game tactics.

At the High School age level, FUSA will only sponsor teams during the Spring season so a player's High School team participation eligibility is not compromised. Teams at this level will be coached by an approved Technical Coach to further develop the players' skills.

Formation of any teams at this age level shall be determined by, but not limited to, the following criteria:

- The number of players interested in playing

- The skill level of those interested in playing, that is, if there is enough interest at a certain age level, then tryouts will be held to create one team or different level teams.

At all age levels, the FUSA Director(s) of Coaching and Development with the recommendations of the Board, the Tryout Committee and the Coaching Committee shall be responsible for deciding the following:

- The number of teams per age group and their suggested level of play designation. This designation determines the skill level of the division into which the team will be entered.
- The optimal roster size for each team, that is, 13 to 15 players for U-9 through U-11 teams, 17 to 20 players for U-12 through U14 teams, and up to 25 players for High School age teams.

2.3 – Tryouts

2.3.1 – Tryout Committee Overview & General Tryout Procedures

It is the goal of the Tryout Committee to:

- Establish a consistent process for player evaluation and placement
- Instill credibility to the process by minimizing subjective input
- Provide legitimacy to the process through transparency

The Tryout Committee will consist of a minimum of 5 members and a maximum of twelve. The criteria for the player evaluation process will be agreed upon by the Tryout Committee Director and the Director(s) of Coaching and Player Development.

Prior to the tryouts being held, notification of the dates, times and locations for each age group tryout will be posted on the FUSA website, sent out by email to all registered players, and be posted in the local papers. An "Intro to Travel Soccer" clinic may also be held during this time by the Technical Coaching Staff.

Tryouts for a spot on a Fairfield United team roster are held every year in May and/or June, and are administered by the Club's Director(s) of Coaching and Player Development. The formation of teams is completed after school is dismissed.

To tryout for a spot on a Fairfield United team, all players must be registered with Fairfield United and for the appropriate age group tryouts prior to the first tryout date. A non-refundable fee will be assessed to each participant. Attendance to

the tryouts will be discussed later in this section. On-field registrations cannot and will not be accommodated.

The following paperwork must accompany the online registration for tryouts:

- A Medical Release Form - Players will not be permitted on the field for tryouts unless the online Medical Release Form is completed by a parent or guardian.
- A copy of the player's official government issued birth certificate or passport - This will be retained by FUSA for proof of age as required by the state office of the CJSA (Current FUSA players' birth certificates are on file and need not be resubmitted.)
- A 1"x1" photo of the player's face – Any photo will do and it may be cut from any existing current photo. The photo needs to be uploaded to FUSA's website or emailed to the FUSA registrars.

2.3.2 – Criteria for Age Group(s) Evaluation and Player Placement

U-9 Age Group:

- Participants will be evaluated based on tryout score alone
- Tryout Director will schedule, along with the Technical Coaching Director, two tryout dates
- Participants wishing to be evaluated will be required to attend at least one of the two scheduled tryouts
- Participants wishing to play U9 must be age appropriate (born on or before 7/31 of that age group's year) or grade appropriate (U-9 = 3rd Grade). There are no exceptions to this rule
- The Technical Coaching Staff will submit to the Tryout Director proposed rosters and it is the goal of FUSA to produce "balanced" teams. If spots are still available after all age/grade appropriate kids have been placed, a younger player may tryout for a spot. Once the Technical Coaching Staff creates teams, then coaches are selected for teams. Team adjustments are made as needed for fall or spring season due to player injury or player(s) leaving the club to maintain ideal team size. Movement of players will be decided by the Technical Coaching Staff.
- Players will only be moved from their designated teams in extreme situations, subject to the discretion of the Tryout Director and U-9 Age Group Coordinator

U-10 Age Group:

- Each player is evaluated throughout the season by his or her technical coach
- Two tryout dates will be set and each player is encouraged to make both tryout dates
- Technical coaches' evaluations and an average of the two tryouts will be combined to determine a player's overall score
- If a player has no technical coach score then the average of the two tryouts will comprise his or her total score
- A final score will be assigned to each player and it is the goal of FUSA to create "blended balanced" teams
- The Technical Coaching Director and the Tryout Director will make any necessary corrections based on additional input
- FUSA's hired Technical Coaching Staff will create teams based on player's overall scores. Once completed, they will submit rosters to FUSA registrars to be published via FUSA's website. Coaches will be selected once teams are formed.
- Participants wishing to tryout for an older age group may do so under the following circumstances:
 - They are grade appropriate (U-10 = 4th Grade)
 - There is a need for players at a higher level and moving players does not compromise the age appropriate level
 - The player's tryout score is within the top 5% of the age group he or she is trying out for

U-11 through U-14 Age Groups:

- Each player is evaluated throughout the season by his or her technical coach
- Two tryout dates will be set and each player is encouraged to make both tryout dates
- Technical coaches' evaluations and an average of the two tryouts will be combined to determine a player's overall score
- If a player does not have a technical coach evaluation then his or her tryout average will be the final tryout score
- A final score will be assigned to each player and rosters will be submitted to the Tryout Director via a tiered system based on competitive ability
- A separate evaluation for goalkeepers will be conducted by the Technical Coaching organization
- FUSA's hired Technical Coaching Staff will create teams based on player's overall scores. Once completed, they will submit rosters to FUSA

registrars to be published via FUSA's website. Coaches will be selected once teams are formed

- Participants wishing to tryout for an older age group may do so under the following circumstances:
 - They are grade appropriate (U-11 = 5th Grade, U-12 = 6th Grade, U-13 = 7th Grade and U-14 = 8th Grade)
 - There is a need for players at a higher level and moving players does not compromise the age appropriate level
 - The player's tryout score is within the top 5% of the age group he or she is trying out for

High School Age Groups:

If tryouts are needed at the High School level, they will be conducted sometime between November and early March, and they will utilize the following criteria:

- Each player will be required to tryout to be considered for the team and participants will be evaluated based on tryout score alone
- Tryout Director will schedule, along with the Technical Coaching Director, one, maybe two, tryout dates
- If two tryout dates are scheduled, participants wishing to be evaluated will be required to attend at least one of the two scheduled tryouts, but each player is encouraged to make both tryout dates
- A final score will be assigned to each player and a roster (or rosters) will be submitted to the Tryout Director
- If necessary, a separate evaluation for goalkeepers will be conducted by the Technical Coaching organization
- FUSA's hired Technical Coaching Staff will create teams based on player's overall scores. Once completed, they will submit rosters to FUSA registrars to be published via FUSA's website. Coaches will be selected once teams are formed
- Participants wishing to tryout for an older age group may do so under the following circumstances:
 - They are grade appropriate (U-15 = 9th Grade, U-16 = 10th Grade, U-17 = 11th Grade and U-18 = 12th Grade)
 - There is a need for players at a higher level and moving players does not compromise the age appropriate level
 - The player's tryout score is within the top 5% of the age group he or she is trying out for

2.3.3 – Players Registered for Spring Season After Missing Fall Season

Because tryouts are held once a year prior to the fall season, there will likely be situations prior to the spring season where players are registered that have missed the previous fall season. In the case of a player in either the U-9 or U-10 age group, the Tryout Director will work with the Technical Coaching Director and applicable Age Group Coordinator(s) to place the player on an existing team, if possible, subject to roster and competitive balance considerations.

In the case of a player in a U-11 or older age group, the Tryout Director will work with the Technical Coaching Director to place the player on an existing team, if possible, subject to roster and player evaluation considerations. The player will undergo a skills evaluation supervised by the Technical Coaching Director, which will help determine which team the player should join, if any.

2.4 – Playing Time

The balance between competitiveness and equality is a challenge for Fairfield United. We tend to be more inclusive than many travel clubs, especially at the younger age groups. We try to provide opportunities for as many participants as possible while still recognizing a need for a reasonable level of competitiveness. With this in mind, it is the goal of FUSA to have all participants play approximately 50% or more of the playing time over the course of the season.

For the younger age groups (U-9/U-10), we strive for even greater equality in playing time. In these younger age groups, it is also seen as beneficial for the participants to experience a variety of positions in game situations. Further, we expect even the finest players to not overly dominate playing time on the field. Given that our teams are balanced in these age groups and we treat them as developmental, there should also be a reasonable balance in terms of starters and second half starters. Goalkeeping is included as an element of playing time.

For the older age groups (U-11 and above), playing time is likely to be more unequal as the professional coaches try to balance playing time with the competitiveness of their teams. It is at this level that matches become more competitive and a premium is placed on the results as standings are now kept on the league level with the top teams in each division competing in end of season playoffs. In these age groups, teams may choose to compete in the statewide single elimination Connecticut Cup as well. Players who may not see as much playing time in these more competitive games should see more playing time in other circumstances.

Please note that at all levels, the 50% playing time guideline may be affected by attendance issues, disciplinary issues, relative efforts put forth, and health situations. In these cases the Professional Coach and/or Parent Coach should do their best to communicate these exceptions to the players and their parents.

3.0 – Coaching and Training

3.1 – Philosophy

Fairfield United Soccer Association believes that experienced, professional coaches are essential in the training and the development of all its players. Towards that end, FUSA performs an extensive search of professional training organizations to oversee this vital task. In accordance with FUSA By-laws, a representative of the chosen organization(s) will sit on the Board of Directors as a non-voting member and will provide the Club with coaches for each team fielded by FUSA, as well as the curriculum employed to train and develop them.

Once a team has been formed, an approved professional coach will be selected to coach the team. He/she will train the players at least twice per week according to the curriculum developed by the hired professional training organization(s) and approved by the FUSA Board of Directors. He/she is considered the Head Coach and is responsible for all decisions regarding player positions, game strategy and playing times in accordance with FUSA policies.

In addition to the professional coach, each team will have at least one, but not more than three, parent volunteer coaches/managers. In addition to managerial duties laid out in a later section of this manual, these volunteers may be, but are not required to be, used as sideline assistants to the professional coach. They will act at the direction and the discretion of the professional coach.

3.2 – Parent Coach Selection

As stated in the previous section, each team will have at least one, but not more than three, parent volunteer coaches/managers. Parent coaches and team managers are chosen after players are placed on appropriate teams.

In order to be considered for the position of Head Parent Coach (not applicable to Assistant Parent Coach or Team Manager), one has to be recommended by the Coaching Committee and approved by the Board of Directors. The following process and criteria is utilized in the selection process:

- Applicant should send an email requesting to coach to FUSA's Parent Coaching Director.

- Pursuant to CJSA and FUSA policy, a background check is performed on the applicant
- If background check is clear, Board forwards the application to the Coaching Committee for consideration with the following basic criteria used in the selection process:

Coaching Experience
 Playing Experience
 Communication Skills
 Time Commitment
 Organizational Skills
 References
 Commitment to Following FUSA Policies
 Completion of the Youth Coaching Module Course*

* Currently for U-9 and U-10 Age Levels

- Coaching Committee reviews all applications and discusses candidates by age group
- Voting Process:
 - 6 Committee members vote
 - Committee member(s) with child in the age group abstains from voting
 - Majority decides – Board member on Committee decides vote if tied

4.0 – Finance

4.1 – Overview

As mentioned previously in Section 1.2, travel soccer is a financial commitment for all those that participate, and each participant is expected to honor their financial responsibility in a timely manner. Participant fees and payment schedules will be set for the upcoming soccer year by the Treasurer, approved by the Board of Directors, and will be communicated to the Club in advance of the May/June Tryouts. A list of these fees and the schedule of payments will be available by contacting the Treasurer and will be posted on the Club's website.

All participants trying out for a spot on a roster have to register online and make the initial payment set by the Treasurer prior to their tryout date. Payment is completed online by credit card unless "payment by check" is requested. A

participant will not be allowed to participate in tryouts if the initial payment is not received prior to their first tryout date unless prior arrangements have been made (See Section 4.2 below). A late fee, set by the Treasurer, will be assessed if the participant fails to register and/or pay by the specified date. Subsequent payments will be required as per the due date(s) set by the Treasurer, and fees will be assessed for late payments.

4.2 – Refund Policy – Players declining roster spot

For the Fall Season: If a player is not selected for a team or withdraws their name for consideration for a roster spot prior to July 15th, they will receive a full refund less the amount of the tryout fee, which will be set by the Treasurer at the time of the tryouts. After July 15th and before August 1st, a player will receive a 50% refund less the tryout fee if they withdraw. After August 1st, refunds are not permitted.

For the Spring Season: All players must register and pay, in full, prior to January 15th. If a player withdraws their name for consideration for a roster spot prior to February 15th, they will receive a 50% refund. After February 15th, refunds are not permitted.

All refunds will be processed by the Treasurer by the end of the current season.

4.3 – Refund Policy – Injured Players

Injured players who can no longer practice or participate in games for the balance of the season must notify the Treasurer. If notification is received prior to October 1st in the fall or May 1st in the spring, the player can receive a partial credit of their dues which can be applied to the family's dues the following season. The amount of the credit will be determined by the Treasurer on a seasonal basis. If notification is received after the preceding dates (regardless of when the injury occurred), then no credit will be issued.

4.4 – Scholarship and Financial Aid – Offered to U9 – U14

Fairfield United is committed to the principle that any otherwise eligible travel soccer player in Fairfield should be able to play on a travel soccer team, regardless of the family's financial ability to pay. We understand that families may, on occasion, confront difficult financial situations, and the Club may offer a limited financial assistance program for families who are truly in need.

The general intention of the Club is to allow financial scholarships up to 100% of the regular travel registration and tryout fee, and, as Fairfield United is unable to provide such assistance to everyone who may be in need, we have implemented

a policy that we expect to be fair and impartial, and based solely upon financial need.

An application for financial assistance (located on the Club's website) has to be completed and directed to the Treasurer of the Club. Recognizing the privacy issues involved, every effort will be made to maintain confidentiality in this process, and only the Treasurer and members of the current Financial Aid Committee will be privy to the information contained on the application. Although no financial information is formally required with the application, the Financial Aid Committee does reserve the right to request further detail if deemed necessary.

The following conditions will apply to anyone who applies for financial aid:

- An application for assistance must be made at the time of registration and given to the Treasurer via email or postal mail by July 1st for fall season/January 15th for spring season. Families must re-apply every season, as circumstances may have changed.
- The application for assistance will be investigated by the Treasurer and considered by a vote of the Financial Aid Committee
- The Financial Aid Committee will decide whether or not to approve the application. If approved, it will also decide the amount of financial assistance to be allowed, with the maximum amount being regular travel season dues.
- Any participant that receives financial assistance hereby agrees to attend all scheduled games and practices. Any participant who misses more than two games, without a reasonable excuse, or misses more than three practices per season, without a reasonable excuse, will forfeit his or her right to receive this financial assistance.

There exists no guarantee of the acceptance of an application or of the amount that may be approved. If a participant applying for financial assistance disagrees with the decision of the Financial Aid Committee, they do have the right to appeal to the Board of Directors, who, by a majority vote, may amend the decision.

5.0 – Referees

5.1 – General Overview

Fairfield United has one of the most active referee programs in the state. In order to become part of the program and to be considered as a candidate for match assignments, the following requirements have to be met:

1. A referee candidate has to hold, in good standing, at least a Grade Level 8 certification with the United States Soccer Federation (USSF) and the Connecticut State Referee Program (CSRП) for the current calendar year.
2. The referee candidate must contact FUSA's Referee Assignor(s) to get set up on assignr.com.
3. The referee candidate must establish a Chase Quick Pay Account so they can get paid by FUSA. Email the Treasurer for instructions.

The process for the assignment of games to registered referee candidates will be determined by an online system maintained by the Club Referee Assignor.

Referees will be paid by the FUSA Treasurer via Chase Quick Pay system on a weekly basis. Only in championship games, will referees be paid cash and coaches need to submit a payment request form to the Treasurer for reimbursement.

5.2 – Other CJSA and District Rules Regarding Referees

In addition to the Fairfield United policy listed above, there are several other policies and rules that pertain to referee candidates and their assignment to competitive matches:

- Only United States Soccer Federation (USSF) Certified Referee Assignors may assign referees to Southwest District League matches
- Center Referees or Assistant Referees cannot be assigned to a match if they are related to any Player, Coach, Assistant Coach or Manager on a team competing in that match. Relation is defined as Father, Mother, Brother, Sister, and Step before any of the aforementioned members.
- The only recognized system for officiating non-recreational inter-club soccer matches is the Diagonal System of Control (DSC), consisting of three officials – A Center Referee and two Assistant Referees. The two person/whistle system is not to be used.
- The home team in all matches shall furnish a USSF certified Center Referee and, when possible, the home team will also furnish two USSF certified Assistant Referees. In situations where two Assistant Referees are not available, each team will provide a Club Linesperson. The only function of the Club Linesperson(s) shall be to signal when the ball is out of bounds. If only one Assistant Referee is available, the away team will

be given the choice to supply a Club Linesperson. If they refuse, then the home team will supply the Club Linesperson.

- Center Referees for U-9 through U-14 matches must be at least 13 years old and at least two years older than the age group of the teams competing in the match. Center Referees for U-15 and up matches must be at least one year older than the age group of the competing teams. This rule does not apply to Assistant Referees.
- All Center Referees must complete a match report for any match they are assigned and they have to forward that report to the District.

5.3 – Zero Tolerance Policy

All Coaches, all Assistant Coaches, all Players, and all spectators shall support the referee before, during and after the game. Failure to do so undermines the referee's authority and could create a hostile environment for all involved.

Consequently, Fairfield United has adopted the following zero tolerance policy for all matches held by our Club:

No one is to address the referees during the match and there will be absolutely no sarcasm, no harassment or no intimidation directed toward the referees

The following are the allowable exceptions to this rule:

For Coaches –

- During the match:
 - Responding to a referee initiated communication
 - Making substitutions
 - Pointing out emergencies or safety issues
- At half-time or at the end of a match
 - Asking for an explanation of a rule
 - Giving polite and friendly feedback

For Players – as governed by the FIFA Laws of the Game

For Spectators – under no circumstance should a spectator address the referee before, during or after a match.

Violation of this policy will be dealt with at the match level by the Center Referee, at the club level by the Disciplinary Committee, and at the state level by the CJSA or the Southwest District of the CJSA.

Please be aware that a referee has the authority to warn and/or eject any player or team official for violation of this rule (or any rule covered under the FIFA Laws of the Game) whether it is before, during, or after a match. And, while they do not have the authority to eject a spectator from a match, they do have the ability to instruct a coach to direct the spectator to leave the field area. If the coach fails to honor the referee's request or the spectator refuses to leave the field area, the referee may abandon the match and the District will render a decision as to the outcome of the match.

The CJSA also addresses this problem of referee abuse, as well as referee assault, in Section 1000 of the CJSA Policy Handbook. Violations of these policies subject the offenders to severe punishments. Suspensions in the severest of cases can last up to five years.

6.0 – Miscellaneous

6.1 – Safety

Safety of all participants is the primary concern of the Fairfield United Soccer Association. This includes the times in which the participants are at practice as well as when they are participating in matches.

If at any time during a practice any of the coach(s) feel that the safety of the team and its players are being compromised, he/she/they will remove the players from the field of play. Situations in these cases usually are the result of inclement weather or unplayable field conditions. Also, while at practice, it is the policy of FUSA to have at least two responsible adults present (including the professional coach). The extra individual(s) is (are) not expected to help with practice but should be available if a player is in need of assistance.

During the playing of a match, the coach(s) may remove a team from the field of play if he/she/they believe the safety of the players is being compromised. Situations which lead to the removal of team from a match usually are the result of, but are not limited to, a match being played on an unplayable or unsafe field as well a match that has, in the minds of the FUSA team officials, moved beyond the control of the referee to the point where there is risk of injury to the participants. If this does occur, a report will be filed with the District.

FUSA will also adhere to the CJSA Risk Management Policy, which can be found on the CJSA website (www.cjsa.org). This policy requires, among other things, that all coaches, assistant coaches, administrators, other volunteers and referees

complete disclosure forms. The CJSA will then conduct a background check on each individual.

Consistent with another recommendation of the CJSA, it is also the policy of FUSA that both home and away jerseys will not have the names of players printed anywhere on them. This ensures the anonymity of all players.

6.2 – Field Closure Policy

All practice and game fields, with the exception of the high school and Ludlowe Middle School fields, are maintained by the Town of Fairfield. Therefore, all decisions regarding the opening and closing of the fields will be dictated solely by the town.

All members of the Club should check the Fairfield Parks & Recreation website, www.fairfieldct.org/content/2765/8582.aspx, for field closure updates. Fields will be updated between 8 am – 3 pm on weekdays and 8 am – 11 am on weekends.

In addition to web postings, each practice and game field has a sign posted near the entrance to the field stipulating whether that particular field is "Open" or "Closed". Each member of the Club, especially Team Managers and Coaches, should become familiar with the location of the sign at each practice and game field.

If a field has been declared "Closed" (either on the website or by sign posting), then no practice or games can be held on it regardless of current weather conditions. The Town has very strict rules as to field usage, and the Club's teams use these fields as guests of the Town. If a team is caught using a field that has been declared "Closed", the Team Coach(es) and Manager(s) will be dealt with severely. Unfortunately, all of the Club's teams could lose their ability to use the Town's fields if the Town determines we have repeatedly broken their field closure rules.

Please note that we have several artificial turf fields in town. The general rule on field usage is that these fields are always open regardless of the "all fields are closed" message posted on the Field Closure Hotline number or inclement weather conditions. In the unlikely situation that they become unplayable due to weather, the website message will specifically state that the "turf fields are closed".

Please also note that if a field has been declared "Open" by the town, a referee or a team official can still deem a field unplayable due to unsafe field conditions or inclement weather. Under no circumstances should anyone attempt to groom (i.e. remove or cover standing water) or perform extensive maintenance on a field that has been declared "Open" for purposes of playing a match.

6.3 – Silent Sidelines

At the January 2002 CJSA Annual Meeting, the general membership passed a policy stating that in each fall and spring playing season the Board of Directors of the CJSA shall sponsor a statewide Silent Sidelines weekend. Coaches will be permitted to give players direction from the sidelines, while spectators will be directed to refrain from making any comments to players, coaches or referees with the exception of applauding efforts by players.

The goal of the Silent Sidelines Weekend is to:

- Develop our players to make decisions on the field without sideline intervention
- Improve the players' communication on the field by reducing the outside noise level
- Support our youth referees by eliminating dissension from the sidelines.

Fairfield United will adhere to this policy by instructing all members of the organization to honor the third weekend of May during the spring season and the third weekend of October during the fall season as Silent Sidelines weekends. Reminders of the dates and the policy will be communicated to all of the organization in a timely manner.

6.4 – Non-Fairfield Residents on FUSA Rosters

All Fairfield United teams participating in district classic travel league play, as well as State Cup competitions, are subject to the residency restrictions as specified by CJSA Rule #501-4. This rule states that each player on the roster has to be either a Fairfield resident OR a resident of a town in the Southwest District that has no team in the player's recognized age division OR one of not more than two (2) players not provided for by the first two requirements.

While Fairfield United does not have a policy in addition to that put forth by the CJSA, having non-resident players on a team roster will adversely effect a team's ability to secure fields for practices and matches. Fields in our town are allocated by the Town of Fairfield in the following priority order:

1. A Fairfield Recreational Team
2. A Fairfield Soccer Organization team (such as FUSA) with 100% Fairfield residents on the roster
3. All others with at least 1 Fairfield resident on the roster

One non-resident player on a team roster places that team in the bottom of the queue for field space, which, in the worst case scenario, might result in the inability to secure any field space given the high demand for fields in our town.

6.5 – Conflict of Interest

Members of the Board of Directors and officers (for the purposes of this policy, collectively referred to as the “Management Persons” of FUSA) must not act in their personal interest, or in the interests of others, with respect to the association affairs but must act exclusively in the interest of FUSA. Management Persons must have undivided loyalty to the association and may not use their positions as Management Persons, or use FUSA’s property, in a manner that allows them to obtain a financial benefit for themselves or others to the detriment of FUSA.

Duties of Management Persons:

Duty of Care: The duty of care requires that Management Persons be familiar with FUSA’s finances and operations as they carry out their assigned duties. In carrying out these duties, Management Persons must act in good faith using the degree of diligence, care and skill that prudent people would use in similar positions and under similar circumstances.

Duty of Loyalty: Management Persons are charged with the duty to keep the interests of FUSA paramount to all other interests in decision-making with respect to the association. No Management Person shall engage in any transactions or arrangement involving FUSA that confers secret profits or unfair gain to Management Persons or others. This duty of loyalty requires, among other things, that any conflict-of-interest be disclosed fully and completely.

Conflict of Interest:

A conflict-of-interest may occur when a Management Person is influenced in his or her decision making by personal, business, financial or other factors not solely related to FUSA’s best interest. Business transactions of the association in which a Management Person has a financial interest must be closely scrutinized. Prior to entering into these business transactions the transaction should be carefully reviewed to determine that such transactions are in the best interest of FUSA.

Duty to Disclose:

Prior to the commencement of any transaction with respect to a proposed transaction involving a Management Person a financial interest in the proposed transaction (the “Interested Party”), the Interested Party must make full disclosure, to the best of his or her knowledge, of any dual interest in the proposed transaction by submitting a report to the Board of Directors disclosing why the proposed transaction or arrangement may or may not be in the best interest of the association.

Determination of Conflict:

After disclosure of the financial interest and all material facts to the Board of Directors, the Interested Party shall depart the Board of Directors meeting while

the determination of a conflict-of-interest is discussed and voted upon. The Board of Directors shall decide if a conflict-of-interest exists.

The Board of Directors shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. After exercising its due diligence, the Board of Directors shall determine whether FUSA can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict-of-interest.

If a more advantageous transaction or arrangement is not reasonably possible under circumstances not involving a conflict, the Board of Directors shall determine by a majority vote of its disinterested members whether the proposed transaction or arrangement is in FUSA's best interest and whether it is fair and reasonable. In conformity with its determination, the Board shall make its decision as to whether to enter into the proposed transaction or arrangement.

Violation:

If the Board of Directors has reasonable cause to believe that a Management Person has failed to comply with this conflict-of-interest policy, the Board of Directors may inform the Management Person of the basis for such belief and afford her or him an opportunity to explain the alleged failure to comply. After hearing the response and making such further investigation as may be warranted in the circumstances, if the Board of Directors determines that such Management Person has in fact failed to comply with this conflict-of-interest policy, it may take action including, among other things, termination of such Management Person's responsibilities or position.

Gifts:

Management Persons are prohibited from receiving or giving any gift that is not permitted by generally accepted business ethical standards. If there is a dispute with respect to such ethical standards, the Board of Directors shall determine if a gift is prohibited. Management Persons may not accept a gift other than a gift of nominal value, (determined to be a market value of no more than \$10) without the approval of the Board of Directors.

Records:

The minutes of the Board meeting, during which a potential or actual conflict-of-interest was discussed, shall contain:

- the name of the Management Person who disclosed an actual or potential conflict-of-interest or otherwise was found to have a conflict-of-interest;
- the nature of the conflict-of-interest; and
- any action taken to determine whether a conflict-of-interest was present and the decision of the Board as to whether a conflict-of-interest existed;

- and a decision as to whether the transaction was approved notwithstanding the conflict; and
- the names of the persons who were present for discussions and votes relating to the transaction or arrangement, including a record of any votes taken in connection therewith.

Definitions:

Financial Interest – a person has a financial interest if the person has, directly or indirectly, through business, investment, or family (as defined below):

1. An ownership or investment interest in any entity with which FUSA has a transaction or arrangement;
2. A compensation arrangement with any entity or individual with which FUSA has a transaction or arrangement; and/or
3. An ownership or investment interest in, or compensation arrangement with, any entity or individual with which FUSA is negotiating a transaction or arrangement.

A financial interest is not necessarily a conflict-of-interest. Under the *Determination of Conflict* provisions of this conflict-of-interest policy, the Board decides if a conflict-of-interest exists.

Family:

For the purposes of this conflict-of-interest policy, family means spouse, parents, brothers, sisters, children, grandchildren, the spouses of children and grandchildren, aunts, uncles, or cousins, and any other blood relative that resides in the same household as the Management Person.

Management Persons Affirmative Statement and Disclosure Statement.

Each Management Person, including members of the Board of Directors, shall annually sign a statement which affirms that such person:

- has received a copy of the conflict-of-interest policy
- has read and understands the policy
- has agreed to comply with the policy

Each person has a duty to place the interests of FUSA foremost in any dealings involving FUSA and has a continuing responsibility to comply with the requirements of the conflict-of-interest policy. On an annual basis, each Management Person is required to complete a Management Person Disclosure Statement. In connection therewith, if there is any question in the Management Person's mind about whether or not to disclose his or her interest in a transaction or arrangement, the Management Person should disclose the interest.

6.6 - Document Retention

FUSA will adhere to all Federal and State laws with respect to record retention. Depending upon the type of record, the appropriate length of time for retention is listed below.

Annually, physical document and files are transferred from active files to inactive storage and retention dates will be noted on the files. Files in storage are placed in a secure, dry place. When files are past retention requirements, documents shall be shredded to maintain confidentiality. All electronic files will be backed up and retention periods will be consistent with those for physical records.

If FUSA is notified of a Federal or State investigation, all records must be retained until the investigation is complete. The President will notify the board concerning a pending investigation. The President will notify all board members with a written notice that the investigation is complete.

<u>Type of Document</u>	<u>Minimum Requirement</u>
Accounts payable ledgers and schedules	7 years
Bank Reconciliations	2 years
Bank Statements	3 years
Checks (for important payments)	Permanently
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records	Permanently
Bylaws	Permanently
Payroll records	7 years
Tax returns	Permanently
Withholding tax statements	7 years

6.7 - Whistleblower

FUSA encourages employees, volunteers and others related to the organization to report any violation of policy, procedure, or ethics; illegal activity; or other misconduct by board members, employees, volunteers, or others related to the organization. No person who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence. An employee, board member, or volunteer who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reports can be made directly to the President or any member of the FUSA board. Violations or suspected violations may be submitted on a confidential

basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

The recipient of a complaint will notify the sender and acknowledge receipt of the reported violation or misconduct within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.