

HIGHLINE PREMIER FC

Operations Manual

Approved
10/5/2019



HIGHLINE

P R E M I E R F C

DRIVEN BY PLAYER DEVELOPMENT



ORGANIZATION OVERVIEW

Highline Premier FC (HPFC) is part of the Highline Soccer Association (HSA). There are 2 recreational clubs that operate within HSA: West Seattle Soccer Club (WSSC) and Highline Soccer Club (HSC) as well as a more competitive seasonal select program (HSA Select). HPFC is the year round advanced development arm for the association in this community. HPFC is a community-based premier-level youth soccer organization serving the greater West Seattle, Burien, and Des Moines geographic boundary.

HPFC MISSION

Highline Premier FC enriches lives through soccer; developing skills and confidence to promote success in both sport and life.

HPFC VALUES

Opportunity: We are dedicated to providing opportunities to all players; to enable them to play at the highest level desired and to help realize their goals.

Player-Centric: The focus of everything we do and every decision we make is in the best interest of our players.

Family: Our family is our team, our club, our community; we support each person with the highest level of respect and concern.

Community: It is our civic duty to give back and to be a positive partner within our community.

Inclusivity: Premier soccer is a considerable financial commitment and by providing financial support, we provide the opportunity to play that otherwise may not be viable for some families.

PURPOSE OF THIS MANUAL

This Operations Manual provides Highline Premier FC (HPFC) Board, staff, coaches, players, and parents a guide to the operation and expectations of the organization. The manual does not supercede the power and effect of the Club Bylaws and in any area of conflict, the Bylaws shall prevail. This manual is intended to be amended as needed to reflect the changing conditions of Highline Premier FC operations.

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CLUB LEADERSHIP

Contact information for Highline Premier FC Board members and Leadership is available on the Club website at www.highlinepremier.com.

Executive Board:

President: Sue Bialous
V.P. of Administration: Sheri Stephens
V.P. of Competition: Aaron Chadwick
Treasurer: Justin Anderson
Secretary: Aretha Ayers
Registrar: Staci Braun

Field Scheduler: Adrian Lee

Junior Board:

Marketing: Anthony Lombardi
Communications: Zac Heinrichs
Community Service: Lisa Parsons
Manager Liaison: Jonathan Davidson

Coaching Leadership

Director of Operations: James Conroy
Director of Coaching: Jake Gordon
Technical Director: Dee Abasute

GENERAL TIMELINE OF CLUB EVENTS

Mid-April to Mid-May:	Tryouts for all teams
End of May:	Finalize Teams, Team Formation Meetings
June:	Training starts
June through Labor Day:	Summer Tournament Season
July 4 th week:	Club Break
August, 2 nd week:	Club Break
Mid-Aug. to mid-Oct.:	HS Boys League (15U-18U)
September to mid-Nov.:	Fall League (Boys & Girls 9U-14U)
Mid-Nov. to mid-March:	HS Girls League (15U-18U)
Early December:	Spring Season Tryouts (Boys & Girls 9U & 10U)
Dec/Jan:	Club Break, 2 weeks
February through April:	Spring League (Boys & Girls 9U-14U)
April & May:	PSPL Washington Cup Tournaments

Supplemental programs (optional/not included in registration fees)

Late Sept. (8 weeks)	Fall Skills Clinics
Late Feb. (8 weeks)	Spring Skills Clinics
Late July/Early August	Summer Camps

Club Auction- Dinner and Fundraiser occurs in November or February

TRYOUTS AND SELECTION

The principal objective is to field the strongest team possible at each age level. Players are expected to try out and play at the highest level they are selected for. Team assignments made during tryouts are conditional, and may be changed until the roster is finalized, prior to league play. Selection to a team is based on observation at the annual tryouts by the selection committee (biannually for 9U-10U). No coach, prospective coach, or Club administrator shall make a commitment to any player prior to the formal tryout. Players recovering from injury during tryouts may receive special consideration.

Player Tryout Attendance

All players must register for tryouts (or an open session if necessary) for the coach to consider whether to offer the player a spot on a team. No player may receive an offer before their team's seasonal tryouts have begun. Any offer erroneously provided before a tryout shall be considered void. Coaching staff may ask/enable a player to attend older age tryouts instead of or in addition to their on-age tryouts. The Director of Coaching (DOC) must approve such situations.

Players shall aim to attend as many of their on-age tryout days as possible. Players who will miss tryout dates, should let the head coach(es) for their age group and DOC know as soon as possible (ideally before the tryout process begins) which days they will miss.

If the player is able to attend but cannot participate, they should still attend and sit/stand on the sidelines.

Players who will miss or cannot participate in all tryout dates (due to travel, injury, etc.) should let the coach(es) and the DOC know as soon as possible (ideally before the tryout process begins).

In situations where a player cannot participate in any such tryout:

- A returning player to the HPFC program may be considered to receive an offer based on recent past performance
- A player who is new to the program must join at least one open session prior to tryouts, observed by an HPFC coach. Observations made during said session(s) will be used when considering whether to make an offer during tryouts. If the player cannot attend a session before tryouts, they may attend one or more open sessions after tryouts for the coach to consider making an offer (provided there are still spots available on the team after the tryout process has concluded). The DOC and head coach for the tryout team will help in scheduling such open sessions.

Players who receive an offer before tryouts have concluded should continue to attend tryouts, even if they have already accepted a spot on a team.

Player Age Rostering Guideline

A goal of Highline Premier FC is to field competitive teams at each age level. As a general guideline, Highline Premier FC believes players should be rostered on-age (i.e. on birth year). Players rostered on-age can have the opportunity to play and train up in age, depending on the specific circumstances regarding the player and the teams. Each situation is unique, and therefore roster-up decisions will be made on a case by case basis.

Decisions to roster-up will be made by the coaches involved, along with the Director of Coaching (DOC), Assistant Director of Coaching (ADOC), and Technical Director (TD). The Goalkeeper Director (GKD) will be involved in the case of the player being a full or part-time goalkeeper. Provided said Directors approve of a player playing up, the head coach of the play-up team shall have the final say.

Specific guidelines will be used to guide the group making the decision whether to roster a player above their birth year age. Guiding elements that will weigh in on the decisions (as observed and interpreted by coaching staff) to roster players up include:

1. Whether the play-up team is a better fit for the player (and vice versa) and the player's growth and development, than the on-age team
2. Whether the player demonstrates an ability to:
 - perform at a technical level appropriate for the upper age group
 - perform tactically at a level appropriate for the upper age group
 - physically manage the demands of the upper age group
 - psychologically manage the demands of the upper age group
3. Whether the play-up coach agrees that:
 - the player will be able to earn enough playing time to develop (including being in alignment with any HPFC playing time policies)
 - he/she is able to and enthusiastic about helping the player adapt to the demands of playing up
4. Whether the player (and any others being considered as play-ups) have different abilities and needs that are better suited as play-ups than their on-age counterparts

When extending the offer to the play-up family and player, coaching staff should inform the player and the player's parent/guardian(s) that they believe this is the right fit for development of the player, and lay out any perceived challenges and remedies the player may face while adapting to play up.

When rostering decisions of this type are made, the impact and flexibility of both teams involved will be part of the consideration. Maintaining the ability to officially move roster positions from one team to another within the Club throughout the year will be a goal of the Club. This will allow some flexibility as player development takes place throughout the soccer year.

General Offer Letter Protocol and Acceptance Procedure

Coaching Leadership will email offer letters to prospective players within 36 hours of the last tryout date. The letter will include information and directions needed to accept the offer. Players/families must respond via email within 48 hours to secure their spot on the team. In addition, players must register online for the season by the date indicated on the letter. Information regarding Parent Orientation and Team Formation will also be included.

Coaching related questions, should be directed to our Director of Coaching (DOC) at hpfc_doc@highlinepremier.com. Registration or team questions prior to the Team Formation meeting should be directed to our Registrar at registrar@highlinepremier.com.

Player Rejection Letters

Players that will not be receiving an offer will receive an email stating as such. This email will also contain an assessment of the player's strengths and areas of improvement.

TEAM FORMATION

Final decisions concerning player selection and placement are solely at the discretion of the Technical Director, the Director of Coaching, and the Head Coach. Generally; skills, game understanding, speed, commitment, prior HSA/Highline Premier FC experience, fitness and attitude are factors included in the decision-making process. Coaches reserve the right to move players between teams (player pass) as deemed

appropriate for each individual player. Player movement is at the discretion of the Head Coach and Director of Coaching.

The Technical Director and the Director of Coaching will coordinate with the Head Coach to select a predetermined number of players on the first day of tryouts. The balance of the player selections shall take place throughout the remainder of the tryout process. All player selections shall be reviewed by the coaching leadership prior to offers being made to players by the Head Coach.

On the second and/or the third day, the Head Coach for each age group will assign players to either the Blue or Red Team rosters with oversight from the Technical Director, DOC, and additional coaching leadership. In general, when an age group can support more than one team, the first team (Blue Team) will carry a smaller roster size than the second team (Red Team) if the two are not equal. The Player Pass process will be used to allow players to play up onto the Blue Team from the Red Team in order to foster a positive play-up experience for the players.

Registration

All players are required to complete the Highline Premier FC online registration prior to participating in any training sessions or games. This registration will require entering personal information and Club fee payment information. Players cannot participate within Highline Premier FC if they do not complete the online registration. Individuals with questions regarding how to register should contact their Team Manager or Club Registrar.

Required Forms:

- **Concussion Consent** - As part of the online registration, it is required to review the Concussion Consent form. Confirmation of understanding and agreement to comply with the Washington State legislative laws governing sports-related concussions will be required. Any player diagnosed with a concussion must provide written approval from a healthcare professional experienced in evaluating concussions in order to resume play. Failure to agree to the terms of the concussion compliance form will result in the player not being allowed to participate.
- **Sudden Cardiac Awareness (SCA)** - As part of the online registration, it is required to review the Sudden Cardiac Awareness information. Confirmation of understanding the signs and concerns of SCA is required.
- **US Club Youth Player Form (Medical Release)** - This form is supplied during online registration and can also be found on the website. All players are required to submit a signed US Club Youth Player Form. The completed form should be given to the Team Manager and will always be carried in the Team Manager folder. In addition, a copy of the form will be given to the Highline Premier FC Registrar. If a player is injured while playing for a Highline Premier FC team, emergency medical treatment will be obtained if indicated. Parents will be notified as soon as possible.
- **Physician Release**- In the event a player is injured and unable to participate for an extended period, it is required to obtain a physician's written approval to participate after an injury. Any player diagnosed with a concussion must provide written approval from a healthcare professional experienced in evaluating concussions.
- **Proof of Age**- All new players are required to submit a copy of their birth certificate, passport or INS card to the HPFC Registrar.

CLUB FINANCE GUIDELINES

Highline Premier FC Club Fee

The Highline Premier Club Registration Fee covers a variety of services your player receives as a member of the Club. This includes, but is not limited to, practice and game field usage fees; referee fees; coaching fees; tournament stipend; coach gear; US Club Soccer, PSPL and association registration fees; insurance; league season fees; Washington Cup fees; miscellaneous club equipment; match balls; goalkeeper training; and program administration.

Highline Premier FC provides families the opportunity to pay in full and receive a 5% discount or commit to an extended payment plan. 9U and 10U teams may choose a 6-month payment plan due to split season. 11U and up may choose a 10-month payment plan (select option when registering online). Each Highline Premier FC player is obligated to pay a nonrefundable commitment fee equal to the initial payment of their age groups payment plan at the time of registration. With this commitment it is understood that one is obligated to make the required payments and that failure to comply may lead to a player being placed in "Bad Standing" and their player card pulled.

Inter Club Transfers & Late Adds (players transferring or joining after team formation) will be required to pay the Commitment Fee + month pro-rated annual fee. A flat fee will be charged for players joining at Washington Cup. Fees will be pro-rated for player movement within the Club. For further details, please contact the Registrar.

Players transferring or leaving the Club prior to June 30th, will have their Club fee refunded, pro-rated based on the number of months they were with the club. The Initial commitment fee is non-refundable. After July 1st, players will not be released from Highline Premier unless all Club fees are paid in full and team fees are up to date at the time of the request. Players with a season ending injury may be eligible for a refund or credit with the amount to be determined on a case-by-case basis.

Players moving more than 50 miles during the season are eligible for a refund with the amount to be determined on a case by case basis. Requests for releases and withdrawals must be presented in writing to the Registrar at registrar@highlinepremier.com. In no instance will funds that were acquired through financial aid, fundraising or donation be refunded to an individual player.

Financial Aid

Highline Premier FC has established a program for which players/parents can apply to receive financial aid towards their Club registration fees. Financial aid is awarded based upon availability of financial aid funds, the financial needs of the applicant, and approval by the Financial Aid Committee based upon its established criteria. The program is open to all registered players who meet the financial aid criteria and who can provide Highline Premier with a complete, accurate application and requested supporting documentation.

Recipients of financial aid must complete volunteer services as outlined in the Highline Premier FC Financial Aid Application. Failure to follow the guideline of service will result in the family being ineligible for future financial aid. Individuals may download the Financial Aid Application from the Club website or may request the form from the Club Treasurer.

Bad Standing (Player card pulled)

The Club may place any player who is 30+ days delinquent in their club or team fees in "bad standing". A player placed in "bad standing" will have their player card suspended and will not be permitted to play

soccer with Highline Premier FC, Highline Soccer Association, or other US Club Soccer team until their Club and team fee is paid.

Through a variety of payment options and plans, Highline Premier FC works hard to ensure that families are provided every opportunity to bring their account into good standing. It is critical that families communicate with the Highline Premier FC Treasurer and/or Registrar regarding past due Club and team fee accounts.

Mandatory Volunteer Service (Buyout Option Available)

Premier soccer requires a significant commitment on the part of the player and the parent to have a successful soccer program and a functional organization. The goal of the Volunteer Service Policy is to foster parent involvement in the Club, equally distribute the work among all families, and put programs in place that will ensure long-term viability of the Club. Each family is required to work a minimum of ten (10) hours each year their child or children are registered with the Club. This is a family commitment and not an individual player commitment; therefore, if you have more than one (1) child in the program you are only required to commit ten (10) hours of service.

If you would like to opt out, the buyout cost is \$35.00 an hour. The buyout can be paid upfront during registration or at the end of the season. As a courtesy, the Registrar will send out a Club reminder at the end of the season and any unclaimed hours, should be paid at that time. If you are struggling to find hours to complete the requirement, please reach out to your manager.

Financial Aid recipients are encouraged to provide the club with extra hours above and beyond the initial 10. Families receiving financial aid should seek opportunities both with the team and also Club-wide events as advertised.

UNIFORMS AND EQUIPMENT

Club Colors

All HPFC teams are to be outfitted in the representative colors of Highline Soccer Association, which is the combination of red, blue and white.

Uniforms and Training Kits

Only Highline Premier FC approved uniforms and training kits are to be worn by Highline Premier FC teams. Adidas is currently the official brand of Highline Premier FC. Players must purchase the designated style and may not wear obsolete styles unless expressly authorized by the Highline Premier FC Board. Each Highline Premier FC team is required to coordinate the player purchasing of uniforms through the Highline Premier FC designated supplier. Numbers on the back of the jersey must be 8 inches high. Teams are not allowed to modify the Club logo or designated training and match gear.

Players own their uniforms and may opt to sell or donate their uniform back to any Highline Premier FC member upon their departure from the club. Players are responsible for maintaining their Highline Premier FC uniform in good condition and must pay for replacement if lost or damaged. While participating in training and matches, players are required to have their appropriate kits. Players must remember that they are representing Highline Premier FC while in their logo apparel and must act according to the Highline Premier FC Code of Conduct. Each player must purchase the minimum training and match kits as designated by the Club.

Training Kit

Blue Training Top
Blue Shorts
Blue Socks

Away Match Uniform:

Red Jersey
Red Short
Red Socks

Home Match Uniform:

White Jersey
Red Short
White Socks

Each team must attend matches with two different sets of jerseys to allow for change in the event of a color conflict with opposing teams.

Additional Gear

Black Warm-Up Jacket (required)
Black Warm-Up Pant
Black Rain Jacket
Red Backpack

Equipment

While participating in training sessions, league, tournaments or friendly games, players must be equipped with shin guards and proper footwear.

TEAM SUPPORT POSITIONS

The Team requires support of parent volunteers to have a successful program and a functional organization.

Team Manager

The Team Manager is the main liaison between the Coach, the Highline Premier Football Club (HPFC) Board of Directors, and the team parents. The Team Manager is responsible for managing the players and families on the team, including off-field activities. The Team Manager is appointed by the Coach and with oversight by the VP of Competition. Team Managers should be familiar with HPFC's policies and procedures.

The Team Management Handbook located on the HPFC website provides the specifics of the Team Manager position. Please refer to the Handbook for complete job expectations and detailed instructions. The Team Manager is not involved in any player or on-field related decisions for the team. All player related decisions are to be made by the Coach and Director of Coaching. The Team Manager position is a time-consuming role and requires the support of several other parent volunteers (as listed below) to facilitate a successful season.

Additional Team Support

The Manager will determine which positions are needed to support the team. Some roles may be combined or fulfilled by the same parent. Parents will sign-up to volunteer at the Team Formation meeting and/or via a

subsequent email communication. The positions listed below are the primary support roles each team requires to run efficiently.

- **Treasurer:** Create and maintain team budget; collect and distribute team funds, manage team bank account, communicate with Club Treasurer as needed.
- **SportsEngine Manager ¹:** Update SportsEngine with practice and match dates, times, and locations.
- **Equipment Manager:** Transport and store equipment between games; set up team bench and canopy at each game (recommend two positions for backup purposes).
- **Photographer:** Capture and share high-resolution game photos for Club and/or Team use.
- **Auction Representative:** Serve as the communication liaison between the team and the HPFC Auction Committee regarding team procurement.
- **Community Service Coordinator:** Manage details associated with community service activities and events, works with and reports activities to Club Community Service Director.
- **Event Coordinator:** Manage details associated with special events such as teambuilding and social activities, as well as participation in Club-wide events.
- **Travel Coordinator ²:** Research and arrange lodging options if overnight travel is necessary for away games.
- **Fundraising Coordinator ²:** Identify and propose fundraising ideas; lead team fundraising efforts, communicate with Club Treasurer.

¹ It is the manager's discretion to either perform or delegate this role.

² This role may not apply to all teams.

There may be other roles and responsibilities that may come up during the season and parents will be expected to help as needed.

TEAM FINANCES

Team-related expenses not covered by Highline Premier Club Fees are the responsibility of each individual team, collected through contributions from each player to the team account. Common team-related expenses include tournament fees in excess of those paid by the Club, team equipment (sideline benches, canopies, etc.), specialized team gear (keeper or alternate "blood" kits, etc.), travel costs where applicable, and costs for team events and gifts.

Team Accounts

The Club Treasurer or their designee will maintain a bank account for each team. Team accounts will follow a common naming convention identifying the team by gender, birth year, and color (Blue, Red, etc.) where applicable. The Club Treasurer must be the primary signer on each team account. The Club Treasurer, the Team Treasurer, and the Team Manager are the only people authorized to make or approve transactions with the team account. All team-related expenses not covered by the Club should be paid through the team account. Management of individual team finances, including team accounts, budgeting, collection of team fees, and payment of team-related expenses, is the responsibility of the team through its Team Treasurer and Manager. The Club will not reimburse teams for unanticipated costs or fees resulting from mismanagement of team finances.

Depending on the type and cost of the banking services available for team accounts, the Club Treasurer will try to provide, at a minimum, each team account a debit card in the name of the Team Treasurer or Manager

to allow for ATM deposit of team fees and payment of team-related expenses, and online access to review team account balances. Checks will not be provided for team accounts.

Team Budgets

Each team shall create a team budget following Team Rormation. The budget shall include an estimate of team-related expenses for the year, divided by the number of players on the team, to determine the team fee contribution for each player. Team Treasurers may wish to consider the potential effect of team fees from players on financial assistance when calculating team fee contributions. The Club Treasurer, Manager Liaison, or other Club directors may provide guidance to help Team Treasurers in developing their individual team budgets as appropriate, and the Club Treasurer may provide the number of players or other information regarding players on financial assistance to the Team Treasurer upon request, but with discretion regarding identification of individual players. When creating the team budget, each team should include an amount sufficient to address contingencies. Each team must also carry forward a team balance of a minimum of \$50 per player from year to year.

Team Collections

Team Treasurers or Managers are the only people authorized to collect team fees. The number, amounts, and due dates of team fee collections shall be determined by the Team Treasurer, structured to ensure that the team account has sufficient funds to pay all anticipated team-related expenses. The method for collecting team fees should document the entire transaction (providing a paper trail of the fee from collection to deposit in the team account). Checks may be made out to Highline Premier Football Club and include identifying information for the individual team on the check face. Collection of team fees through personal online banking services (PayPal, Venmo, etc.) can be acceptable with appropriate documentation. Team Treasurers may wish to include messaging for players on financial assistance in outreach for collection of team fees (including “If payment is a hardship, please let me know” in team fee emails, etc.)

Reimbursements

Requests for payment of, or reimbursement for team-related fees covered by the Club should be sent via email to the Club Treasurer and Registrar who will then forward to the Club Accountant. No check or debit/credit payment or reimbursement will be issued without a valid receipt and documentation of the expense.

Account Settlement

Following the completion of team play each spring, in any event no later than the Club Annual General Meeting (AGM), the Team Treasurer shall settle all outstanding team-related expenses and financial obligations and contact the Club Treasurer to inform them that team accounting is complete for the year. The Club Treasurer may request supporting documentation from the Team Treasurer to ensure that the accounting is complete and the bank account is free and clear of any claims or outstanding obligations. Any balance remaining in a team account after all team-related expenses are paid carries forward as an initial contribution to the team budget for the following year. Payers shall not receive a refund for team fee contributions from team balances, whether for individual players or for the entire team.

Rollover of Accounts and Account Instruments

At account settlement, Team Treasurers and Managers shall also communicate with the Club Treasurer as to their intent to participate in team management for the following year. At the discretion of the Club Treasurer, Team Treasurers and/or Managers may keep team account-related instruments (online access, debit cards, etc.) after account settlement through team formation the following year in anticipation of continuing service in those roles. Under no circumstances may a Team Treasurer or Manager retain a debit

card in their name for a team account, or any other method of account access, if not reappointed as Team Treasurer or Manager the following year. All debit cards must be returned to the Club Treasurer for destruction immediately upon ending service as a Team Treasurer or Manager, along with any statements, documents, or other account instruments.

Reassignment of Accounts

After account settlement, any balance remaining in a bank account of a team not continuing the following year shall be transferred to the Highline Premier FC Club operating account. New teams may be assigned individual bank accounts previously held by other teams, so long as the bank account is appropriately renamed and settled before reassignment. Team accounts for teams for a given gender and birth year that are a split or consolidation of teams from the previous year may have their team account balances adjusted accordingly at the discretion of the Club Treasurer. The Club may also provide a starting balance for new team accounts to be repaid by team fees following team fee collections. The amount of the starting balance and the terms of reimbursement should be structured to aid teams in meeting initial team-related expenses while also ensuring timely repayment of the starting balance to the Club in full. The starting balance and reimbursement terms for any new team account are at the discretion of the Club Treasurer and shall be communicated to the Highline Premier FC Board.

Donations

In order to comply with federal tax regulations, it should be understood that all monetary donations made to Highline Premier FC teams are not allocable to any one individual player or team but rather become assets of the Club. The Club may use donations to grant financial assistance to individual team members that qualify for need-based aid.

Employer-Matched Fund Donations

Highline Premier FC (HPFC) is a member club of Highline Soccer Association (HSA), which is a registered 501(c)(3) non-profit organization. As an affiliate of HSA, HPFC is eligible for most Employer Matching Gift programs. Employer-matched funds will be initially deposited into the HSA account and will ultimately "pass through" to the HPFC Club account associated with the original matched-fund request. For instance, if a member from HPFC obtains a matched-fund donation from her or his employer for volunteer hours worked, those funds would be sent to the HPFC general operating fund. In keeping with the spirit of intent for employer-matched funds to benefit the greater good, under no circumstances shall matched funds be designated to benefit an individual person or team.

TOURNAMENTS

Summer: Teams select summer tournaments under the direction of their Head Coach and advised by the Team Manager.

Washington Cup: Highline Premier Football Club participates in the PSPL Washington Cup Tournament. Placement is managed by the Head Coach and DOC following the guidelines and rules as set forth by the PSPL. In addition to the DOC, the VP of Competition and Registrar are the Club's points of contact for correspondence with the PSPL.

COACHING AND TEAM MANAGEMENT GUIDELINES

Team Structure

Highline Premier FC teams are members of the Highline Premier Football Club and Highline Soccer Association. These teams are the top competitive representatives in our Association and its members are affiliated with Puget Sound Premier League (PSPL), US Club, and FIFA.

The Director of Coaching and Technical Director are responsible for setting the Highline Premier FC curriculum and coaching guidelines. All coaches are appointed by the Director of Coaching and report directly to the Director of Coaching. Throughout the year the Director of Coaching and the Technical Director will work with the coaching staff and teams on tactics, technical, and player and coach development.

Coaching and Training Staff

Highline Premier Football Club provides a staff of experienced coaches and trainers who provide training to Highline Premier FC teams and individuals under the guidance of the Director of Coaching and Technical Director. Any outside trainer, engaged in training HPFC players, who is not part of the Highline Premier FC training staff, must first be approved by the Highline Premier FC Executive Board and the Director of Coaching and Technical Director. If the Board, Technical Director, and the Director of Coaching approve the trainer, he/she will follow the guidelines set for them by the coaching leadership, as well as Club Bylaws, and Operating Procedures.

Player evaluations are to be delivered at least once yearly in writing by the due date established by the Director of Coaching and discussed directly with players and parents in individual meetings.

Player discipline

Coaches should inform players and their parents in writing of any extraordinary disciplinary action that they intend to take. Players should be informed as soon as a determination of disciplinary action has been made, in advance if possible. (Example: Coach decides to bench a player or limit their playing time at a match in response to unexcused training absences. That player should be notified prior to the day of the match).

Guest Playing

Highline Premier FC players considering guest playing on a team within Highline Premier FC or outside of the Club must first seek approval from their Head Coach. In the event the player and Head Coach cannot agree on the request to guest play then the player may submit a request to the Director of Coaching. It is at the discretion of the Head Coach and Director of Coaching to approve or deny guest playing requests. All decisions are final. Players not currently registered with Highline Premier FC and seeking to guest play on a team must provide written approval to participate from their registered club Head Coach or Director of Coaching.

PLAYER AND PARENT CODE OF CONDUCT

Any individual participating in the Highline Premier Football Club is expected to conduct himself or herself in a manner which exemplifies integrity, respect, and sportsmanship. Participation within Highline Premier FC requires each player and their parent to sign the Highline Premier FC Player and Parent Code of Conduct form. The signed form should be submitted to your Team Manager. The form is sent with registration materials. You may also request a hard copy from your Team Manager if necessary.

Players under the supervision of their coaches and team management must adhere to Highline Premier FC guidelines as well as any additional rules set up for their team. Any individual who is found to be in violation of the 'Code of Conduct' rules and policies may be subject to administrative action. This may include the rescission of participation rights, as deemed appropriate to the circumstances.

Highline Premier FC has a zero-tolerance policy towards player fighting or behaving in a disrespectful manner towards coaches, game officials, parents, or any individuals attending or participating in soccer related events.

It is the policy of US Club Soccer and PSPL along with Highline Soccer Association and the Highline Premier Football Club that NO ALCOHOL be sold or bought at any youth soccer training session or match. There is to be no smoking or vaping on any school grounds or school parking areas as well as within 200 yards of any Highline Premier FC training sessions or match. Highline Premier FC members are expected to follow set smoking and vaping policies at all events where Highline Premier FC is in attendance.

In the case of an infraction, the Highline Premier FC Executive Board will take the appropriate action. As always, any sanctions taken against a player, coach, administrator or parent will carry through to all affiliates, which include Highline Soccer Association, US Club Soccer and PSPL.

Player Responsibilities

Players are expected to attend all training sessions, matches, tournaments, and meetings unless excused by the Head Coach. When schedule conflicts arise, notify your head coach as soon as possible. If the player is injured and not able to practice, he/she is still encouraged to attend, observe and learn at the training sessions and matches unless other arrangements have been made with the coach.

Practices are mandatory. Players participating in the Highline Premier FC curriculum will not develop the necessary skills and style of play if they do not attend scheduled training sessions.

Players must come ready to train. A serious attitude to training, matches, and classroom sessions is expected.

A Highline Premier FC player is expected to treat other players, coaching staff, referees, and parents with respect. Players are not expected to like everything about everyone on the team, but they are expected to respect each other's ability and talent so that all players may work together for the good of the team.

Each player is required to attend training and matches in the appropriate attire

- Shin guards
- Appropriate footwear
- Properly inflated soccer ball
- Designated Highline Premier FC attire

Players (and parents) are responsible for their own well-being and should call to the coaches' and/or manager's attention any injuries or situations in which the Highline Premier FC staff members may be able to assist or should be aware. Players are expected to seek appropriate professional medical attention for all medical concerns and to keep the coaches informed and up to date on their progress. Players should provide coaches with a written doctor's prognosis and advice for treatment.

Participation

Participation in training sessions as well as all league games and Washington Cup games is mandatory and a requirement of accepting a position on any Highline Premier FC. If a player is selected to a team, signs the Code of Conduct and Financial Commitment forms, registers, and then chooses not to play, he/she may forfeit their eligibility to play on another team in the HSA/Highline Premier FC program for the season.

Parent Responsibilities

No coaching. Highline Premier FC prides itself on assigning highly qualified coaches to each team. Our goal is to improve each child's level of play by providing an environment that encourages independence and creativity on the field. Parents should allow the Highline Premier FC coaching staff to provide the proper coaching for each player.

Parents are to stand away from the player bench and away from behind the goals during games. All parents are to be on the opposite side of the field from the bench during matches. In the event a field does not accommodate space for parents to be on the opposite side, they should position themselves more than 25 yards away from the player bench.

Parents are expected to participate in all team activities and other functions deemed mandatory by the team. Every team is required to provide volunteers to help organize and run Club functions as needed such as Auction, Club-wide community and soccer events.

The Highline Premier FC teams, parents and players must understand that they are making a commitment to participate at a high level of youth soccer. With this comes the responsibility to attend all scheduled events unless notification and agreement has been reached well ahead of time with the coach. Every effort must be made to schedule outside activities such as vacations, parties, family activities, etc. around the team commitment. In a team sport, failure to do this unfairly and adversely impacts all other team members.

Parents are expected to be role models of proper behavior. During training and matches parents shall be on their best behavior and only make positive and encouraging comments to all players, coaches, parents, game officials, and other spectators. Negative or derogatory comments to any individuals will not be tolerated.

Misconduct by a parent may result in parent and/or player sanctions or suspension by the Head Coach and/or Highline Premier FC Executive Board (see Highline Premier FC Code of Conduct Disciplinary Proceedings located further in this document for details).

Encourage your child to take responsibility for the following:

- Behavior – respect others, be positive, be attentive
- Arriving prepared to team activities (shin guards under socks, proper footwear, proper uniforms and attire, water bottles, etc.)
- Communicating with the coach and teammates
- Proper nutrition and hydration
- Being a 'student' of the game by gaining knowledge through watching matches, asking questions, practicing on their own.

COACHING CODE OF CONDUCT

Any coach participating in the Highline Premier Football Club is expected to conduct him or herself in a manner that exemplifies integrity, respect, and sportsmanship. Highline Premier FC coaches are under the direct supervision of the Director of Coaching and adhere to Highline Premier FC guidelines as well as additional guidelines and requirements set by the Highline Premier FC Coaching Contract, HSA, and PSPL policies and guidelines. Any coach who is found to be in violation of the Highline Premier FC Code of Conduct or their individual contract may be subject to Administrative action, up to and including termination. In the event of coaching misconduct, the Director of Coaching and HPFC Executive Board will take the appropriate action.

See specific policies relating to coaches under the Coaching and Team Management Guidelines section.

HPFC EXECUTIVE BOARD

(President, VP Administration, VP Competition, Treasurer, Secretary, and Registrar)

The Executive Board is comprised of elected officers and an appointed Registrar whose primary concern is the efficient operation of the Club. The Executive Board ensures that all Club functions are properly attended to by the Board, Directors, Personnel, and Member Volunteers. The Board is responsible for the enforcement of Bylaws and Operating Procedures as well as to oversee and approve Club wide decisions and reform as needed. Changes in vision, strategies (including Bylaws and Operating procedures), and finances are approved by the Executive Board through a majority vote.

The Executive Board may appoint Junior Board members as needed and approved by through a majority vote.

The Executive Board shall hire:

- Director of Operations (DOO) to oversee daily functions of the club
- Director of Coaching (DOC) to oversee coaching and soccer development

The DOO & DOC shall hire the following, with approval from the Executive Board:

- Assistant Director of Coaching (Asst. DOC)
- Technical Director (TD)
- Director of Goalkeeping (DGK)
- Coaching Staff
- Program Staff

All Executive Board decisions are made in accordance with the Highline Premier Football Club, Highline Soccer Association, and US Soccer Operating Procedures and Bylaws.

Contact information for Highline Premier FC Board members is available on the Club website at www.highlinepremier.com. Membership is encouraged to access the website for up to date information about the Club, Club policies and procedures, and forms.

CONFLICT RESOLUTION

Parents will sign and submit a Communications Waiver along with registration. The waiver outlines the pathway in which to address specific issues. For issues or conflicts to be properly addressed, the appropriate Highline Premier FC chain of command should be followed. For all non-emergency issues, a “24 hour” rule

should be observed: no communications for 24 hours following any non-emergency incident. Individuals are strongly advised to first communicate directly with the individual or group where the issue or conflict arose. If the issue is not resolved, parents should adhere to the escalation policy approaching parties in the following order:

1. Manager
2. Coach
3. Technical Director
4. DOC (coaching related issues) or DOO (Club related issues)

The Club Board is not involved in this process; please refrain from contacting a Board member unless you are instructed to do so by one of the above-mentioned parties, or in the event a Board member is also a manager.

If you have suggestions or feedback about the operation of the Club, you should contact the Director of Operations.

DECISION PATHWAYS

- The Executive Board oversees the conduct of the DOO & DOC.
- The DOO oversees all daily operations of the club.
- The DOC oversees coaching staff and will work with the Asst. DOC, TD, DGK, DOO, and Board as needed to resolve issues.
- The TD oversees the curriculum and coaching/teaching methods implemented in all programs and coaching staff, with help from the DOC and Asst. DOC as necessary.
- The Team Coach selects the Team Managers.
- The Team Managers oversee team related issues and bring them to the attention of the team volunteer (ex. treasurer), head coach or the appropriate Board member as needed.

HPFC CODE OF CONDUCT DISCIPLINARY PROCEEDINGS

It is the intent of the Highline Premier Football Club that any complaint made against any player or parent or guardian which alleges a violation of the Highline Premier FC Code of Conduct, and which is not also subject to adjudication under Puget Sound Premier League and US Club Soccer is dealt with at the team level. However, if no adequate resolution is obtained through discussions at the team level, or if the individual bringing the complaint is uncomfortable with bringing the complaint before the team management, a complaint may be brought to the Highline Premier FC Executive Board under the following procedures:

1. Said complaint will only be heard so long as the complaint is made in writing and in a timely manner. The written complaint should be submitted to any one or more of the Highline Premier FC Executive Board members within one calendar week of the occurrence of the alleged violation. The complaint should clearly state the date of the alleged violation, as well as provide a list of persons who may have witnessed the alleged violation when possible.
2. Upon receipt of a written complaint, the Officer receiving the complaint is to note the date received on the complaint and then notify the Highline Premier FC VP of Competition, who will (1) determine if there is sufficient cause to hear the complaint, and (2) schedule a hearing before the Highline

Premier FC Executive Board. Said hearing is to be held within two calendar weeks of the date of receipt of the written complaint.

3. If the Highline Premier FC VP of Competition determines that there is insufficient cause to hear the complaint, the individual(s) bringing the complaint will be notified, in writing, and no hearing or disciplinary action will be taken. This decision, however, may be appealed to the Executive Board of the Highline Premier Football Club and a hearing will be scheduled as provided herein.
4. The Highline Premier FC VP of Competition will notify the individual(s) bringing the complaint and the individual(s) against whom the complaint has been made of the date and time of the hearing, in writing, at least 72 hours before the hearing, and provide them with a copy of the complaint. Copies of the complaint shall also be distributed to the Executive Board prior to the hearing.
5. A quorum consisting of a majority of the Club Officers shall be required to hear and decide on the complaint. At the hearing, the complaint will be read by the Vice President of Competition. The individual(s) against whom the complaint has been made will then have an opportunity to address the Executive Board with their side of the story. The Executive Board, at their sole discretion, has the right to address questions for clarifications to either the individual(s) bringing the complaint or to the individual(s) against whom the complaint has been made. In addition, the Executive Board, at their sole discretion, has the right to call witnesses to the alleged violation.
6. In no event will allegations other than those specifically addressed in the written complaint be heard.
7. After having heard the complaint, the answer to the complaint and all other testimony that the Executive Board deems relevant and necessary to make a fair and reasonable decision, the Executive Board will determine whether a violation of the Code of Conduct has occurred.
8. If the Executive Board determines that no violation has occurred, the hearing will be terminated, and no disciplinary action will be taken.
9. If the Executive Board determines that a violation of the Code of Conduct has occurred, the Board may impose penalties using the following as a guideline:
 - For minor violations (such as violating team rules) or for first-time violations – a verbal warning.
 - For significant violations (such as violence towards others, possession of illegal drugs at any Highline Premier FC sponsored occasion or minors consuming alcohol at any Highline Premier FC sponsored occasion) or for repeated violations – a suspension of participation rights, with the length of the suspension dependent of the severity of the violation.
10. With the consent of the Executive Board, any individual who has received a suspension of their participation rights under this process may elect to perform service to the club as an alternative. The nature of the service must be deemed appropriate by Executive Board and must be performed within a specified time frame as outlined by the Executive Board. The Executive Board prior to the conclusion of the hearing shall present this alternative. An individual who subsequently elects to perform the designated alternative service to the club at may do so by notifying the Highline Premier FC VP of Competition. Upon completion of the alternative service, the suspension will be permanently lifted.

11. Any individual whose participation rights are suspended under these procedures will be reinstated upon completion of the suspension or the alternative service to the club and no further disciplinary action will be taken against them by the club or their team for this violation of the Code of Conduct. However, further violations of the Code of Conduct may be cause for further disciplinary action provided the procedures defined herein are followed.
12. Any player whose participation rights are suspended under these procedures and who chooses to leave the program without completing his suspension or alternative service will be placed in “Bad Standing” with the Club for the duration of the suspension. HPFC reserves the right to notify the Association, PSPL and US Club Soccer regarding the departure from the club prior to completing the designated suspension or service.
13. An appeal of the decision of the Executive Board may be made to the Highline Premier FC Commission (Highline Premier FC Executive Board at the next regularly scheduled Board meeting by written notification of the intent to appeal being delivered to the Highline Premier FC President. During the appeal process, all disciplinary action will be temporarily suspended.
14. At any point during these proceedings, depending on the severity of the complaint, the Highline Premier FC Club Officers may consult with or refer the matter to the Association, PSPL or US Soccer.

BUSINESS

Intra-Club Email Communications

Email communications to Club members (Staff, Board, players, parents) involving Club matters should not include non-Club members in the distribution list. If the content of the communication is relevant to non-members, and targets or addresses them as well, a separate communication should be sent to those outside of the Club, to avoid providing Club-sensitive or confidential information or feedback to non-member.

Highline Premier FC brand

The Club logos are the sole property of Highline Premier FC. Crests and wordmarks may not be altered in any way, shape, or form (except to scale) without the written consent of the Executive Board.

