



FAIRBANKS YOUTH SOCCER ASSOCIATION POLICY MANUAL

Revised and Adopted January 2016

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PREFACE

This manual contains policies adopted by the Board of Directors of the Fairbanks Youth Soccer Association (FYSA), which establish rules and guidelines to be followed by the Board and membership in the course of fulfilling the duty imposed by the Association's bylaws to manage the business and affairs of the Association. Where masculine pronouns are used in this manual, it is for the sole purpose of promoting clarity and readability, and they shall be understood to include both men and women. These policies are not necessarily applicable in every instance. The Board of Directors reserves the right to deviate from any of the policies if it deems appropriate. The Board of Directors reserves the right to change, modify or amend policies stated herein at any time and/or provide for exceptions as deemed appropriate at the Board's sole and exclusive discretion.

Policy #1 - POLICY FORMULATION

- I. OBJECTIVE: It is the intent of the Board to establish clear and concise written policies for the Association in order to facilitate efficient and effective operation, and to specify the manner in which policies are adopted or revised.
- II. POLICY
 - a. Development: The Board shall develop and approve policy additions and deletions.
 - b. Approval: All policies approved by the Board shall immediately be included in this manual.
 - c. Adoption and Revision of Policies: All new or revised policies adopted by the Board shall bear on the first page the date of the Board meeting at which the policy was revised or adopted. A Copy of the policy shall be attached to the minutes of the meeting at which the policy is adopted or revised, and maintained in the permanent minute's book of the association.
- III. RESPONSIBILITY
 - a. Development: Policy development and approval is the responsibility of the Board.
 - b. Execution: Policy execution is the responsibility of the Board.
 - c. Distribution: The Board Secretary will distribute the approved policies to each board member and appropriate committee chairs.

Policy #2 - ASSOCIATION MISSION AND GOALS

- I. OBJECTIVE: To state the minimum goals of the Association.
- II. POLICY
 - a. It shall be the mission of the Association to promote youth soccer in the Fairbanks area at the lowest cost consistent with sound economy, wise use of resources and good management.
 - b. In order to accomplish this mission, the Association shall endeavor to attain the following goals:
 - i. To promote youth soccer in the Fairbanks District.
 - ii. Promote youth soccer at the lowest cost consistent with sound management and wise use of resources.
 - iii. To provide for the election and development of an effective Board with current knowledge of Association principles and objectives.
 - iv. To provide for knowledgeable and effective management at all levels of FYSA.
 - v. To attract, develop and maintain a pool of informed, effective and motivated volunteers, including coaches, committee members, etc.
 - vi. To provide for good relations between the Association and the community.
 - vii. To promote and insure the financial health of the Association by establishing and maintaining appropriate fees to provide a quality program.
 - viii. To obtain funds for capital improvements from whatever sources are appropriate to the needs of the Association.
- III. RESPONSIBILITY: It shall be the responsibility of the Board to assure that the policies of the Association enhance its ability to attain the stated objectives and goals.

Policy #3 - AUTHORITY AND FUNCTIONS OF BOARD MEMBERS

- I. OBJECTIVE: To describe the major functions and authority of the FYSA Board.
- II. POLICY
 - a. The business and affairs of the Association shall be managed by a Board of not more than 12 members which shall exercise all of the powers of the Association, except those mandated by law, the articles of incorporation or the bylaws conferred upon or reserved to the members.
 - b. Except as otherwise provided by the bylaws, the Board may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name and on behalf of the Association, and such authority may be general or confined to specific instances.
 - c. The Board shall have the power to make and adopt such rules and regulations, not inconsistent with law, the articles of incorporation or the bylaws, as it may deem advisable for the management of the business and affairs of the Association.
- III. FUNCTIONS
 - a. To maintain a legal entity charged with:
 - i. Ensuring that the Association complies with all applicable legal requirements, including, but not necessarily limited to:
 1. All federal, state and local statutes and ordinances.

2. The rules, regulations and legal requirements imposed by the United States Soccer Federation (USSF), the United States Youth Soccer Association (USYSA) and the Alaska Youth Soccer Association (AYSA).
 3. The rules, regulations and legal requirements imposed by federal, state and local tax and regulatory agencies and commissions having jurisdiction over the Association.
- ii. Selecting and appointing general counsel, if needed.
 - iii. Studying, considering and approving amendments to the bylaws and articles of incorporation to be recommended to members.
 - iv. Reviewing and approving major contracts such as material contracts, service contracts and construction contracts, in excess of \$5000.00. Purchases under this amount will be handled by the Executive Director within budgetary guidelines.
 - v. Ensuring that complete and accurate minutes of the Board and the annual membership meetings are prepared, approved and maintained.
- b. To act as trustees of the members' interests with respect to:
- i. Conducting well-planned membership meetings at which members are adequately informed, their ideas and suggestions are obtained, and which promote understanding of the Association's objectives, goals, policies, plans and programs.
 - ii. Keeping well informed about changing member needs and how the Association might assist in meeting these needs.
 - iii. Ensuring that the members are informed of the results of operations through periodic publications, annual reports, membership meetings or other communications.
 - iv. Complying with Board policies and the bylaws.
 - v. Keeping informed and growing in their own skills and understanding as Board members.
 - vi. Assisting new Board members to develop a greater understanding of the Association and their basic responsibilities and authority. An orientation will be arranged for new Board members on the Association's objectives, goals, plans, policies and programs.
 - vii. Ensuring that a continuous program of member, public and governmental relations are carried out to obtain understanding and support for the Association's objectives, policies, plans and programs.

IV. RESPONSIBILITY

- a. The Board may delegate any or all of these responsibilities to an officer or committee of the Board so long as such action is consistent with the bylaws and other legal requirements.
- b. It shall be the responsibility of the President to ensure that the foregoing functions are carried out.
- c. If a Board Member asserts that another Board Member has a conflict of interest, he may request that the Board Member refrain from participating in discussions or debate concerning the issue as to which a conflict is claimed to exist, and refrain from voting on that issue. If the member in question denies that a conflict of interest exists, the question of whether or not that member may participate in discussions or debate concerning the particular issue, or vote on the issue, shall be resolved by a majority of the Board of Directors and/or the President.
- d. For the purpose of this policy, a Board Member's "immediate family" includes persons who, by blood or marriage, including half, foster, step or adoptive kin, are a spouse, child, grandchild, parent, grandparent, brother, sister, aunt, uncle, nephew or niece of the Board Member in question.

Policy #4 - BOARD MEMBERS & MEETINGS

- I. OBJECTIVE: To establish a regular meeting date for the Board and to set forth the guidelines for conduct of the meeting.
 - a. POLICY
 - i. A regular meeting of the Board shall be held monthly, the time, date and location to be determined no later than the conclusion of the previous meeting.
 - ii. Board meetings shall be open to members.
 1. A members' comments period shall be provided for on the agenda. Testimony shall be for no more than a 3 minute duration followed by questions for the testifying person by the board members only. The public comment period may be closed after 30 minutes at the discretion of the Chair, unless a majority of the board overrules this decision.
 2. Members desiring to address the Board during board meetings on matters of business appropriate to a board meeting should arrange with the Board President to be placed on the agenda.

- iii. The Board may go into executive session only in those instances specified in Policy #5-‘Executive Sessions During Board Meetings’.
- iv. Board meetings shall be conducted with the Roberts Rules of Order.
- v. Board meetings shall be adjourned no later than 11:00 p.m. unless the Board members present vote unanimously to continue the meeting.
- vi. The Board may reschedule regular meetings or schedule additional monthly meetings.
- vii. Minutes shall be entered in the minute’s book after approval at the following meeting.
- viii. The Board shall review and approve minutes of annual meetings of the members so that they may be included in proper order in the official minute’s book.

II. RESPONSIBILITY

- a. It shall be the responsibility of the President of the Board, or in his/her absence, the Vice President, to conduct the meetings.
- b. The President shall be responsible for preparation of the agenda.

Policy #5 - EXECUTIVE SESSIONS DURING BOARD MEETINGS

I. OBJECTIVE: To establish a policy governing the use of executive sessions and the dissemination of information concerning matters discussed during the executive session.

II. POLICY

- a. Use of Executive Session
 - i. The Board may go into executive session only to discuss:
 - 1. Matters which if immediately made public would clearly have an adverse effect on the Association’s finances;
 - 2. Subjects that tend to prejudice the reputation and character of a person; however, that person may request a public discussion;
 - 3. Matters discussed with an attorney for the Association, which, if immediately made public, could have an adverse effect on the Association’s legal position.
 - ii. The Board shall enter into executive session only after a motion for executive session, which specifies the subject, and the appropriate justification is made and passed. Only the specified subject, and necessary auxiliary subjects, may be discussed in executive session. No formal action may be taken during an executive session.
 - iii. The Board shall determine who may be present during an executive session.
- b. Information Disclosed in Executive Session: No Board Member or member of the Association present at an executive session shall release or disseminate to unauthorized persons information disclosed in executive session.

III. RESPONSIBILITY: The Board shall be responsible for compliance by Board Members with this policy.

Policy #6 - ORIENTATION OF NEW BOARD MEMBERS

I. OBJECTIVE: To ensure that each new Board Member receives soon after his election or appointment an appropriate orientation concerning his duties and obligations as a Board Member.

II. POLICY

- a. New Board Members shall be given the orientation described in this policy.
- b. Each new Board Member shall; within one month following his/her election or appointment; be provided copies of the following documents:
 - i. Policy Manual
 - ii. Bylaws
 - iii. The most recent Annual Report
 - iv. Other such documents and materials as may be appropriate.

III. RESPONSIBILITY: The President shall be responsible for ensuring that orientation of new Board Members occurs in the manner specified in this policy. The Past President shall be responsible for orientating the new President.

Policy #7 - STANDING OR SPECIAL COMMITTEES

I. OBJECTIVE: To provide for the establishment of committees and to ensure that there functions are clearly defined and reviewed periodically.

II. POLICY

- a. The Board may establish or abolish such standing or special committees, as it deems desirable.

- b. Each committee shall have such powers and duties as may be delegated to it by the Board. Functions of the committees shall be defined in a written statement of functions that shall be reviewed annually by the Board to determine if revisions are needed or if the committee is still required.
- c. The Board shall appoint the Chairpersons of committees.
- d. The Vice-Chairperson shall be selected by the Chairperson.
- e. The Board committees shall meet as needed. A majority of the committee may call a meeting of the committee.

Policy #8 - OUTDOOR POLICY

- I. OBJECTIVE: To provide guidelines for the operation of the outdoor season.
- II. POLICY: FYSA shall recognize teams in two leagues: competitive and recreational.
 - a. Outdoor Recreational Team Formation, Registration and Play
 - i. Prior to the start of each outdoor session, an Outdoor Program Handbook will be published which will contain specific information such as guidelines pertaining to team formation, age division organization, game length, roster/team size, ball size and local modifications to the Laws of the Game for the use in small-sided/recreational leagues.
 - ii. Recreational teams shall be formed in grade-based age divisions and into gender specific teams, whenever feasible.
 - iii. Teams shall be formed based on geographic zones, whenever feasible.
 - iv. Recreational players may not double roster on to another regular recreational team. This does not apply to recreational players participating on a 'Recreational All-Star Team' (see Policy 8.II.C "Recreational All-Star Teams").
 - v. Age Guidelines
 - 1. The minimum age for PreK-3 programs is 3 years old at the start of the session.
 - 2. The minimum age for PreK-4 programs is 4 years old at the start of the session.
 - 3. A player's grade is determined by the grade they will be entering in the following school year.
 - 4. Any requests for a participant to 'play up' into an older age group must be made in writing prior to the close of the registration window. A parent or legal guardian must submit a waiver of acknowledgement of the inherent risks of children 'playing up'. These waivers are to be submitted to the Executive Director and are valid for one year. 'Play up' waivers are subject to approval of the Executive Director and in no case may a player be allowed to play in an age group where the youngest natural player is more than one year older than the requesting participant.
 - 5. Players who have recently graduated may still participate provided they do not turn 19 prior to the start of the session.
 - 6. The FYSA Executive Director reserves the right to make adjustments to any individual player's age division placement.
 - 7. To better serve the needs of the program, age brackets may be repartitioned after the close of the registration window based on final participant numbers of each division.
 - vi. Players are not considered fully registered until payment for their respective program has been received by FYSA either online or in person. If payment is not received prior to the close of the registration window, a player is placed on a waitlist and will be eligible to be rostered once payment is made.
 - vii. Players registering after the deadline will be assigned a late fee and will be placed on rosters last when teams are being formed. Date of registration will be used as final determination on player placement in the event that a given geographic area has more players registered than there are teams available. Late fee details will be posted online by the end of the registration window and are at the discretion of the Executive Director.
 - viii. After the close of the registration window, participant numbers will be used to create a total number of teams in each age bracket. Space will be allotted for late registrants, but this may vary with each age bracket. Once all available teams in a particular age bracket have been filled, a waitlist will be created for any additional players wishing to participate. In the event of a withdrawal of an existing registrant, waitlisted players will be contacted in the order they registered to be given an opportunity to pay the applicable program fees and be placed immediately on a team. Waitlisted players will not be charged program fees unless a place on a

roster becomes available. It is FYSA's desire that every youth desiring to participate in our programs be provided the opportunity to do so. However, due to the nature of organizing teams, coaches, schedules and uniforms, at some point in the process of preparing for a season, there may be no space available for late registrants.

- ix. Requests for refunds must be submitted in writing or by email prior to the close of the registration window. Refund requests submitted after this time are at the discretion of the Executive Director. All refunds are subject to an administrative fee.
- b. Outdoor Competitive Team Formation, Registration and Play
 - i. Any teams in which FYSA has surrendered the right to form the roster shall be ruled a developmental, competitive or select team. FYSA will recognize competitive teams in both boys and girls divisions and in those age divisions U10 through U19 inclusive.
 - ii. Competitive players will register online with FYSA and pay all fees directly to FYSA by the date designated by the FYSA Executive Director. Club managers/registrar must turn a current roster into the FYSA Executive Director by the date designated by the Executive Director. Late additions must register online and a new roster must be turned into the FYSA Executive Director. Clubs failing to meet the registration deadline may be charged a late fee of \$250.00 per team.
 - iii. Policies regarding roster and game play for competitive clubs will mirror the established state-level policies found at www.alaskayouthsoccer.org including, but not limited to:
 1. AYSA Policy No. PP40105 "22 Player Roster" (for teams U16-U19)
 2. AYSA Policy No. PP032413 "U12 Roster Size"
 3. AYSA Policy No. PP50706 "Youth Players in Adult League"
 4. AYSA Policy No. PP092400 "Player Playing Up in Age Bracket"
 5. AYSA Policy No. PP060307 "Competitive Team U-10 and Younger"
 6. AYSA Policy No. PP061999 "True Age Players on Roster for Younger Comp Teams"
 7. AYSA Policy No. 50706A1 "Club Pass for Competitive Leagues"
 - iv. Transfers
 1. Any competitive players wishing to transfer from one team/club to another team/club must complete the AYSA Player Release and Transfer form and submit to FYSA with the transfer fee of \$35 payable to AYSA. During this 7-day waiting period, a player cannot play or practice with either team. The waiting period begins from the date AYSA approves the transfer
 2. Any players wishing to transfer from one Intra Club Team (within club) to a new club team must complete the AYSA Player Release and Transfer form and submit to FYSA for AYSA to approve the transfer. This is for situations not covered in the Club Pass' program. There is no transfer fee or wait period for intra club transfers.
 3. Recreational players may transfer to a developmental or competitive team but will not be refunded the recreational fee. When the competitive team submits the updated roster with the new player information to FYSA, the player must then submit to FYSA the transfer fee of \$20.00 payable to FYSA. There shall be no waiting period.
- c. Recreational All-Star Team Program
 - i. In addition to its regular recreational programs, FYSA may create Recreational All-Star teams for those players who may have a higher level of skill, but are not involved with any competitive team/club.
 - ii. Recreational All-Star teams may be created for select age divisions, with a separate team for each gender, whenever feasible.
 - iii. Participation in a RAS team may be in addition to a player's regular involvement with a recreational team. Only those registered with FYSA for the current session are eligible to participate. Any exceptions to this policy are at the discretion of the Executive Director.
 - iv. Registration for consideration for these teams will be open to any interested participants. Based on the number of registrants, there will be a skill-assessment session near the start of the season to determine those who will be rostered prior to any games. While team roster sizes will follow the guidelines for regular team formation, additional reserve players may be kept on record to be contacted for participation on a game-by-game basis to allow for greater involvement.
 - v. Registration costs will be lower than regular programs, as the number of nights of RAS events will be limited based on regular summer program schedules. Because of the 'tryout' nature of this

program, registrants will not be required to pay any fees until after placement on a roster has occurred.

- vi. Games will be played against existing competitive teams with the following guidelines
 1. RAS Teams will only play against similarly-aged or younger competitive teams
 2. Games will be considered scrimmages
 - a. Referees will be provided
 - b. All regular gameplay guidelines will be followed with the understanding that these are not competitive matches, but for the purpose of player development for both teams, i.e. there may be modifications for games determined by FYSA, coaches and/or referees prior to or during a match
 - c. Regarding potential misconduct, Cautions and Send-Offs (yellow and red cards) will be used for the purpose of game management for the All-Star division matches only. However, serious offenses as outlined in Policy #14-Discipline and Appeals, may be grounds for sanctions that carry over to a player's primary division.
 - vii. Participation in RAS programs will always come secondary to a player's primary team/division with scheduled events on non-conflicting nights from their regular games.
- III. Sanction/Discipline: With the acknowledgement that the integrity of coaches and Clubs is a crucial part of the success of our programs, specific disciplinary results will not be spelled out. However, any incident where an individual or team is found to be violating either the spirit or letter of these policies may be reviewed by the FYSA Disciplinary Committee.
- IV. Responsibility: The Board of Directors, through the Executive Director, shall be responsible for implementation and enforcement of these policies.

Policy #9 - INDOOR POLICY:

- I. OBJECTIVE: To provide guidelines for the operation of the indoor soccer season.
- II. POLICY: FYSA shall recognize teams in two leagues: competitive and recreational.
 - a. Indoor Recreational Team Formation, Registration and Play
 - i. All policies such as team formation by grade and geographic zone, restrictions on double-rostering, 'playing up', registration deadlines, late fees, refunds, waitlists, etc. as found in Policy #8.II.a, where applicable, shall also be followed for FYSA indoor sessions with the following exceptions:
 1. All recreational indoor teams shall be co-ed.
 2. Youth who have already graduated from high school may not participate, unless they are under 18 prior to the start of the session.
 - ii. Prior to the start of each session, an Indoor Program Handbook will be published which will contain specific guidelines regarding team sizes, types/size of balls used, game length, and local modification to the Laws of the Game for FYSA indoor soccer activities.
 - b. Indoor Competitive Team Formation, Registration and Play
 - i. Recognizing that the local competitive activities during the winter months do not involve outside teams/clubs and are primarily for training purposes, the indoor competitive programs will also be considered recreational in spirit.
 - ii. Teams will be comprised of players from established competitive teams, with recreational players permitted to participate at the invitation of individual coaches and the approval of FYSA.
 - iii. Each session, the FYSA Executive Director will coordinate with club officials to determine the preferred format of program offering for the competitive player divisions.
 - iv. All other applicable items from Policy #8.II shall be followed, with additional guidelines available in the Indoor Program Handbook published each session, as referenced above.

Policy #10 - COMPETITIVE GAME SCHEDULING

- I. OBJECTIVE: For FYSA to allow competitive teams input into the scheduling of games.
- II. POLICY: A committee of not more than two representatives from each club will meet to complete the competitive game schedule. Clubs shall submit the names of their committee representatives to FYSA a minimum of two weeks prior to the registration deadline. Scheduling will start immediately after the deadline for teams to turn in rosters to the FYSA Executive Director. The FYSA Executive Director will provide the committee with a list of registered teams. A date to meet and complete the schedule will be made.
 - a. Competitive Game Scheduling

- i. Competitive teams will play against similarly aged teams based on the following guidelines
 1. All scenarios as outlined by AYSA Policy No. PP092400 Player and Team play-up (see www.alaskayouthsoccer.org)
 2. Recreational All-Star teams as outlined in FYSA Policy 8.II.C
 3. Additionally, U13 and up girls may play up one age group with boys teams and two age groups with other girls teams
 4. U13 and up boys may play up two age groups
- ii. The FYSA Executive Director will do a final review of the schedule to make sure that games and teams are following all FYSA and AYSA policy regarding play. If there are any problems, the FYSA Executive Director will make adjustments to the schedule.
- iii. Because of the complicated nature of competitive game scheduling, any teams formed and attempting to register after the roster turn-in deadline will not be able to play in the competitive league program.
- iv. The committee will take into account the out of town schedule for each team but teams will be responsible for following these guidelines. The FYSA Executive Director shall request the travel dates from the teams to assist in this scheduling.

Policy #11 - FEE WAIVER POLICY

- I. OBJECTIVE: To provide funding to support recreational soccer opportunities to those with economic need.
- II. POLICY
 - a. A partial FYSA fee waiver may be provided to recreational players if an economic need is documented and approved at the discretion of the Executive Director.
 - b. Fee waivers are subject to availability of funding within FYSA budgetary allowances.
 - c. A parent or guardian of the recreational player shall submit a statement of economic need to the Executive Director prior to the registration deadline for the session the applicant is seeking the waiver.
 - d. While fee waiver amounts may vary, there is a minimum \$30 individual family contribution required towards any recipient's program fees.
 - e. FYSA is an organization that thrives because of the involvement of countless volunteers each year. Approved fee waiver recipients are encouraged to contact the Executive Director for volunteer opportunities within our program. Such volunteer opportunities may include:
 - i. Assisting with organization of uniforms and balls
 - ii. Office tasks such as bulk mailing or advertising
 - iii. Serving as a Coach, Assistant Coach, or other team/league roles
 - iv. Assisting with PreK soccer programs
 - v. Officiating as a referee for games in the youngest age brackets
 - vi. Field related tasks such as painting lines, emptying trash, putting up signs
 - vii. Any other projects that a member may be interested in contributing towards
 - f. At no time may a competitive player be awarded a fee waiver through FYSA
 - g. The Board may hear appeals to Executive Director decisions.

Policy #12 - FYSA FIELD USAGE AND RENTALS

- I. OBJECTIVE: To offer opportunities for player and coach development while ensuring appropriate field use.
- II. POLICY
 - a. Field Usage
 - i. FYSA, through the Executive Director, is responsible for a Master Field Use Schedule.
 - ii. FYSA's regular Recreation and Competitive summer programs have scheduling priority over all other activities. Clinics and rental usage will be added where space is available.
 - iii. Only the Executive Director is authorized to rent field space. Any unresolvable conflicts pertaining to field usage will be brought to the Board of Directors for resolution.
 - iv. The Executive Director will update the schedule on a regular basis.
 - v. Reservations for field rentals must be submitted on a FYSA Field Rental Request Form and will be reviewed on a first come, first serve basis.
 - vi. The lesser of a 50% or \$60 deposit will accompany each application with the remainder of the fee being paid prior to usage.
 - vii. Approval must be acquired in writing prior to field usage. Violations of prior approval may result in the removal of the Coach and Players from consideration for field rental usage for the remainder of the current summer session.

- viii. FYSA will attempt to accommodate the time requests of applicants; however field rentals shall not interfere with regular session activities
- ix. Field rental use shall not interfere with field maintenance activities and goals shall not be moved. Goals are anchored for safety purposes, moving and un-anchoring goals may cause injury during the course of play. The removal of goals is expressly forbidden.
- x. Areas of the complex designated by the Executive Director or designated field maintenance personnel that are in need of rest will be off limits to rental usage.
- xi. No activities that are deemed unsuitable for FYSA fields or complex will be permitted. This pertains to appropriateness of activity as well as potential impact on field health.
- xii. Smoking, alcohol and pets are not permitted anywhere at the FYSA field complex.
- xiii. Proof of insurance appropriate to the intended activity is required prior to usage.
- b. Rental Fees
 - i. Soccer Camps
 - 1. Open or exclusive enrollment clinics or camps, typically no more than 5 consecutive days in duration, offered to FYSA recreational or competitive registered players, are permitted to apply for field usage.
 - 2. Fees for clinics/camps over 5 days will require Board approval.
 - 3. All participant player fees will be \$10.00 per player each week. This amount constitutes the FYSA field usage fee for these clinics/camps.
 - ii. Team practices or scrimmages for FYSA recreational and competitive teams shall be:
 - 1. Half field or youth-sized fields: \$30 per hour
 - 2. Full field: \$40 per hour
 - iii. Field usage rental fees for all other youth sports, non-profit organizations and adult soccer leagues will mirror those outlined for FYSA registered teams. However, scheduling and availability of fields will be considered after all FYSA program needs have been provided for.
 - iv. All other users, such as adult non-soccer sports, for-profit groups, etc. are subject to the following fees:
 - 1. Half field or youth-sized fields: \$40 per hour
 - 2. Full field: \$50 per hour
 - v. Any individuals or groups reserving field usage in bulk may be eligible to receive a 25% discount off the above usage fees, provided payment for all reserved times is made in full prior to first usage.
- c. Cancellations and Refunds
 - i. Requests for cancellations or re-scheduling must be in writing and submitted to the FYSA office 7 days prior to the cancelled event to receive a full refund.
 - ii. An administrative fee will be applied to all refunds at the discretion of the Executive Director.
 - iii. For activities cancelled less than 7 days in advance, user will be refunded 50% of fees.
- d. Local teams bound for Regional or President's Cup play are allowed up to 8-hours per week free use of the fields prior to regional play. All 8-hours must be scheduled through the Executive Director ahead of time or free usage shall be cancelled. Guest players and or teams may be invited to scrimmage. In addition to the scrimmage, guest activities are limited to a 20-minute pre scrimmage warm-up and 20-minute post scrimmage cool down. Guest teams are not allowed to conduct independent practices at the fields. Guest play is limited to 4- hours per week. Violation of guest limitations will result in loss of field use for the team.
- e. Users are responsible for any damage resulting from their usage of fields.
- f. All decisions regarding field usage rentals are at the discretion of the Executive Director as outlined above. In the event of a conflict of interest, individuals or organizations desiring to rent field space should submit a request through the Board of Directors for approval.

Policy #13 - FYSA CODE OF ETHICS

- I. OBJECTIVE: To provide guidelines to prevent abuse to and from officials, coaches, parents, players and spectators. To make officials, coaches, parents and players and spectators responsible for their actions, to clarify and distinguish approved and accepted professional, ethical and moral behavior from that which is detrimental to the purposes of the Fairbanks Youth Soccer Association (FYSA).
- II. POLICY
 - a. FYSA BOARD OF DIRECTORS
 - i. DIRECTIONS: As a board member, you need to be aware that more is expected of those in leadership roles. Review the following statements. Signing this Code of Ethics solidifies your commitment to board service.

- ii. As a member of this board, I will:
 1. Represent the interests of all people served by this organization, and not favor special interests inside or outside of this nonprofit.
 2. Not use Director Positions to personal advantage or for the advantage of family, friends or associates.
 3. Keep confidential information confidential.
 4. Respectfully accept the majority decisions of the board.
 5. Approach all board issues with an open mind, prepared to make the best decisions for everyone involved.
 6. Do nothing to violate the trust of those who elected or appointed me to the board or of those we serve.
 7. Focus efforts on the mission of the nonprofit and not on personal goals.
 8. Never exercise authority as a board member except when acting in a meeting with the board or as delegated by the board.
 9. Work to ensure FYSA is well maintained, financially secure and always operating in the best interests of soccer players and parents.
- b. FYSA COACHES
 - i. Responsibilities to Players
 1. The coach shall never place the value of winning over the safety and welfare of players.
 2. Coaches shall continue to educate themselves not only in the sport of soccer but also first aid and risk management issues
 3. Coaches shall teach players to play within the spirit and within the letter of the written rules and laws of the game.
 4. Coaches shall not seek unfair advantage by teaching deliberate unsportsmanlike behavior to players.
 5. Coaches shall not tolerate inappropriate behavior from players regardless of the situation.
 6. Coaches shall, under no circumstances, authorize, encourage or condone the use of performance enhancing substances.
 7. Coaches shall never offer or pay monetary rewards, for individual or team performances.
 8. Coaches shall limit demands on players' time should soccer participation interfere with academic goals or progress.
 9. Coaches must never encourage players to violate AYSA, FYSA recruitment, eligibility or player rules and policies.
 10. Coaches shall direct players to seek proper medical attention for injuries and to follow physician's instructions regarding treatment and recovery.
 - ii. Responsibility to FYSA and Member Associations
 1. Adherence to all FYSA and Member Association rules and policies, especially those regarding eligibility, team formation and recruiting are mandatory and should never be violated. It is the responsibility of each coach to know and understand these rules.
 - iii. Responsibility to Officials
 1. Officials must have the support of the coaches, players and spectators. Coaches must always refrain from criticizing officials in the presence of players or spectators.
 2. Professional respect, before, during and after the game, should be mutual. There should be no demeaning dialogue or gestures between official, coach or player.
 3. Coaches must not incite players or spectators or attempt to disrupt the flow the game.
 4. Comments regarding an official should be made in writing to the appropriate organization assigning the official.
 - iv. Responsibilities to the Laws of the Game
 1. Coaches will strive to know, understand, and demonstrate all applicable local, state, and national rule, regulations and policies.
 2. Coaches are responsible to assure their players understand the intent as well as the application of the Laws.
 3. Coaches must adhere to the letter and spirit of the Laws of the game.
 4. Coaches are responsible for their players' actions on the field and must not permit them to perform with intent of causing injury to opposing players.
 5. The coach must constantly strive to teach good sporting behavior.

- v. Responsibility regarding Scouting and Recruiting
 - 1. All FYSA rules pertaining to recruiting shall be strictly observed by coach, manager or any team representative.
 - 2. It is inappropriate to recruit player(s) currently rostered on a current team.
 - 3. It is unethical for a player to be recruited or enticed from the Olympic development Program (ODP) setting, either by his ODP coach or any coach, manager, player, parent or team representative.
 - 4. When discussing the advantages of his/her organization, the coach has an obligation to be forthright and refrain from making derogatory remarks regarding other coaches, teams and organizations.
 - 5. It is unethical for any coach to make a statement to a prospective athlete which cannot be fulfilled; illegal to promise any kind of compensation or inducement for play; and immoral to deliver same.
 - 6. Coaches shall not scout any team or player, by any means whatsoever.
- vi. Responsibility to Public Relations
 - 1. Coaches have a responsibility to promote the game of soccer to the public.
 - 2. Coaches have the responsibility to assist their players in conducting themselves properly when in public when representing their team, member association and FYSA.
 - 3. Coaches must not attempt to influence member associations or FYSA in political or financial dealings outside the framework of their own rules and bylaws.
- vii. Other Responsibilities
 - 1. Coaches' behavior must be such as to bring credit to himself, his organization and the sport of soccer.
 - 2. While the concept of rivalry is wholly embraced, it cannot take precedence over exemplary professional conduct.
 - 3. The attitude and conduct of the coach towards officials, players, spectators and coaches should be controlled and undemonstrative.
 - 4. It is unacceptable for a coach to have any angry, attacking or otherwise threatening verbal altercation with an opposing coach or bench before, during or after the game.
 - 5. Coaches must use their influence to restrain or prevent his/her spectators that demonstrate intimidating and/or unacceptable behavior towards officials, player(s) and opposing team members
- viii. PARENTS
 - 1. Responsibility to Athlete
 - a. The parent shall never place the value of winning over the safety and welfare of the athlete.
 - b. The parent shall encourage athlete to play by the rules at all times.
 - c. The parent shall not seek unfair advantage by allowing athlete to play in an unsportsmanlike behavior to other players.
 - d. The parent shall not force athlete to participate in sports or allow demands on athlete's times to be so extensive as to interfere with academic goals or progress.
 - 2. Responsibility to Officials
 - a. Officials must have the support of parents. Parents must always refrain from criticizing officials in the presence of athletes or spectators.
 - b. Respect before, during and after the games should be mutual. There should be no demeaning dialogue or gestures between parent, official, coach or athlete.
 - c. Parents must not incite athletes or spectators or attempt to disrupt the flow of the game.
 - d. Comments regarding an official should be made in writing to the appropriate organization assigning the official.
- ix. PLAYERS
 - 1. Responsibilities
 - a. Strive to maintain integrity within our sport.
 - b. Know and follow all rules and policies set forth by clubs, leagues, state and national associations.

- c. Work in the spirit of cooperation with officials, administrators, coaches and spectators to provide the participants with the maximum opportunity to develop.
- d. Be a positive role model.
- e. Set the standard for sportsmanship with opponents, referees, administrators and spectators.
- f. Keep sport in proper perspective with education.

Policy #14 - DISCIPLINE AND APPEALS

- I. OBJECTIVE: In order to assure both fair play and promote the competitive challenge offered by youth soccer as a team sport, it is essential that all players, coaches, game officials and spectators cooperate in the creation of a game spirit. To this end, and consistent with the existing policies of the USYSA, USSF, and the AYSA, Fairbanks Youth Soccer Association has adopted the following policies and protest procedures, which will be in force in all games and tournaments conducted under its supervision.
- II. POLICY
 - a. Protest and Appeals Procedure:
 - i. Only violations of the Articles of Incorporation, By-Laws, Rules and Procedures of this Association, or misapplication of the "Laws of the Game" shall be subjects to be considered for protest and appeals. A "judgment call" of a referee cannot be appealed.
 - ii. The following shall be the line of authority for protest and appeals. Until this authority has been completed and/or adverse decisions rendered on the matter in question, may an individual proceed to the higher line of authority. Under no circumstances may legal counsel or use of the courts be used until this line of authority has been completed:
 - 1. FYSA Board of Directors (\$250.00 for appeal actions - money order/cashier's check)
 - 2. AYSA Board of Directors (fees as required)
 - 3. USSF (fees as required)
 - iii. Should any hearing body choose not to hear a protest, that body may, if they desire, refer the matter directly to the next higher authority.
 - iv. Upon receipt of any adverse decision, appeal may be made to the next higher authority.
 - v. Definitions:
 - 1. PROTESTS
 - a. Are usually related to a specific game or administrative action, and are filed by one of the involved team officials. Only those teams involved are permitted to protest a game result. Third parties such as coaches from another team or league/state administrators cannot file protests, on a specific game.
 - b. Protests submitted to a competition authority (league, tournament, etc.) must be filed in accordance with the protest procedure and rules of that competition. The protest must be based upon violation of the published rules of the competition, FYSA Bylaws, FYSA Policies or FIFA Laws of the Game.
 - c. The rights of protest and appeal within the rules of the competition must be exhausted before proceeding to the next level of authority defined herein.
 - 2. APPEALS
 - a. Arise as the results of an adverse decision from a protest action, administrative action, disciplinary action, or lower-level appeal. Only those parties to the original action, who are adversely impacted by such decisions, shall be allowed to appeal.
 - b. An appeal shall not have the effect of "staying" a previous ruling. Previous decisions remain in force, pending the result of the appeal.
 - 3. DISCIPLINARY HEARINGS
 - a. Result from allegations of misconduct. Such misconduct must be a violation of a published rule, regulation, or procedure or ethics.
 - b. The Discipline Committee shall only hear allegations of misconduct which are lodged against individuals or entities within the jurisdiction of the convening authority
 - c. Only the elected and/or appointed officials of duly constituted clubs, leagues, tournament committees, or FYSA administration may bring charges of misconduct. Referees are recognized as officials of such organizations in matters regarding game misconduct.
 - 4. GENERAL GRIEVANCES

- a. A “grievance” is a complaint of a general nature, which is not based upon specific rule violations or upon a specific administrative decision (or lack of decision). General grievances are not handled through protest, appeal or disciplinary processes. Grievances of misconduct of Risk Management shall be handled through the discipline process.
 - b. Grievances may be heard on an informal basis by the appropriate competition authority, the Member Organization, and/or the FYSA Board of Directors.
- vi. Filing Procedure:
 - 1. Protests or disciplinary allegations are to be submitted, typed or printed, post marked or delivered to the chairperson of the Discipline Committee or the FYSA office within five (5) calendar days (Sundays and holidays excluded) following the date of the allegations of misconduct.
 - 2. A Protest, appeal or allegation of misconduct must be filed in writing, and shall include:
 - a. The nature and specifics of the complaint.
 - b. A listing of the rules or procedures, which have been violated, including rule number.
 - c. Proper filing fee, if applicable.
 - 3. In the case of an appeal, the appeal must be placed in the Registered or Certified US Mail or hand delivered to the FYSA office within three days of the receipt by the appellant of the prior adverse ruling (Sundays and holidays excluded, unless the rules of the competition state otherwise)
 - 4. Upon receiving the appeal, the FYSA office shall immediately submit all retained evidence and documentation to the FYSA Board of Directors.
 - 5. For an appeal to the FYSA Board of Directors, the filing fee shall be \$250.00 by means of a money order or cashier’s check. The appeal fee shall be returned if the appeal is upheld. This fee shall be retained if the appeal is denied, unless the ruling is overruled by a higher authority
 - 6. For an allegation of misconduct, the Discipline Committee shall consider all pertinent information arising out of the allegation. The Discipline Committee has the right to hold a hearing and make the appropriate action or dismiss the allegation. The Discipline Committee will convey in writing to all parties within five (5) calendar days (Sundays and holidays excluded) of its decision.
 - 7. If the Discipline Committee elects to hold a hearing, notification of the hearing shall be accomplished by one of following methods:
 - a. Telephone, with written follow-up sent by US Mail
 - b. Certified US Mail, return receipt requested.
 - 8. Notification should contain the following:
 - a. A condensed restatement of the cause of action.
 - b. The date, time and place of the hearing.
 - c. What limits or restrictions (if any) will be imposed on testimony.
 - d. Whether or not testimony must be in written form, and the date by which such written testimony must be received.
 - e. Any other special requirements.
 - 9. Sufficient time should be allowed for the parties to prepare and appear. Unless the rules of the competition dictate sooner, the Discipline Committee shall schedule the hearing within a minimum of seven (7) days following notification of a hearing.
 - 10. Any decision rendered by the FYSA Discipline Committee may be appealed to FYSA Board of Directors
 - 11. No State Association, Official, Team, Referee, or Player may invoke the aid of the courts of any State or of the United States without first exhausting all available remedies within the body of the organized associations. For violations of this rule, the offending party or parties shall be subject to suspension from this organization and be liable for all legal expenses incurred and the time of the officials of the organization. These include court fees, attorney fees, compensation for time spent by FYSA, AYSA, USSF officers and employees, travel expenses and expenses for special meetings necessitated by court action.
- vii. A Claim of ignorance of these policies and procedures shall not be satisfactory grounds for the altercation or waiving of such policies or procedures.

III. PENALTY CODE

- a. Judiciary Committee for this purpose will be the FYSA Board of Directors. This committee will administer the corrective penalties as set forth.
- b. Objective: To establish a recommended, but not mandatory, set of guidelines for uniform enforcement of “reported” infractions by use of corrective penalties. To eliminate, or greatly reduce, the intolerable actions, attitudes, and activities of some soccer players, coaches, parents and others. To place on notice the FYSA Membership (i.e. players, coaches, assistant coaches, trainers, team managers, parents and all other interested parties) that the infractions outlined in this guideline will no longer be tolerated without corrective action in the form of standardized penalties.
- c. The objective of this guideline will not be realized unless ‘reports of infractions’ and/or other Improper activities from referees, coaches, players and parents reach FYSA Discipline Committee
 - i. Reports of Infraction defined as:
 1. Caution – yellow card
 2. Ejection – red card
 3. Letter of information or inquiry
- d. The FYSA Board of Directors will take action on all properly reported matters.
- e. PLAYERS
 - i. CLASS OF INFRACTION
 1. Class I – Verbal
 - a. Swearing (profanity on the field)
 - b. Arguing with Referees or Linesman
 - c. Harassing or criticizing Referee or Linesman
 - d. Yelling at players, coaches or fans
 2. Class II – Physical
 - a. Continued tripping, jumping, kicking, handballs or pushing
 - b. Retaliation to above
 - c. Other
 3. Class III – Physical – Violent Intentional
 - a. Assault on Referee or Linesman
 - b. Assault on player
 - c. Assault on coach
 - d. Assault on spectator
 - e. Retaliation “beyond defense” of his person
 - ii. PENALTIES FOR INFRACTIONS
 1. Class I
 - a. Minimum: Referee caution or removal of player during reported game
 - b. Maximum: (1st Report) One (1) game suspension.
 - c. Maximum: (2nd Report) Three (3) game suspension.
 - d. Maximum: (After 2nd Report) One (1) year suspension from date of misconduct
 - e. Exception: Unusual circumstances may dictate a stronger or lighter penalty.
 2. Class II
 - a. Minimum: Referee caution or removal of player during reported game
 - b. Maximum: (1st Report) Three (3) game suspension.
 - c. Maximum: (2nd Report) Suspension for remainder of current season: to include all ASYSA administered competitions.
 - d. Maximum: (After 2nd Report) Two (2) year suspension from date of misconduct.
 - e. Exception: Unusual circumstances may dictate a stronger or lighter penalty.
 3. Class III
 - a. Such assault shall suspend the offender automatically for a period of one (1) year from the time of such assault, no shorter suspension will be allowed, but if circumstances warrant a longer suspension will be imposed. The provisions of this rule will be executed within thirty (30) days of the offense, in case of failure to do so; original jurisdiction shall then immediately vest in the United States Soccer Federation to adjudicate the matter, to which the same provision as to the terms of suspension shall apply.
- f. COACHES (includes Assistant Coaches, Trainers, Team Managers, parents of players on team, etc.)
 - i. CLASS OF INFRACTION

1. Class I – Technical
 - a. Swearing (profanity on the field)
 - b. Verbal abuse of Referee or Linesman
 - c. Verbal abuse of coaches, assistant coaches, team managers, club officials, parents, or any other persons.
 - d. Allowing Ineligible players
 - e. Inciting or encouraging others to commit or engage in items a-d
 - f. Others
 2. Class II – Physical
 - a. Coach assault on player (his team or opposing team)
 - b. Coach assault on game officials – Referee/Linesman
 - c. Coach assault on other coaches, assistant coaches, team managers, club officials, parents, or any other persons
- ii. PENALTIES FOR INFRACTIONS
1. Class I
 - a. Minimum: game immediately forfeited by team of offending coach
 - b. Maximum: (1st Report) Suspension from coaching for 3 consecutive league games
 - c. Maximum: (2nd Report) Suspension for balance of season, to include all ASYSA administered competitions
 - d. Maximum: (After 2nd Report) 1 year suspension from date of misconduct.
 - e. Exception: Unusual circumstances may dictate a stronger or lighter penalty.
 2. Class II
 - a. Such assault shall suspend the offender automatically for a period of one (1) year from the time of such assault, no shorter suspension will be allowed, but if circumstances warrant a longer suspension will be imposed. The provisions of this rule will be executed within thirty (30) days of the offense, in case of failure to do so; original jurisdiction shall then immediately vest in the United States Soccer Federation to adjudicate the matter, to which the same provision as to the terms of suspension shall apply.
- g. Notes:
- i. The term “game(s)” is defined as all competitions, which fall within the jurisdiction of FYSA or AYSA.
 - ii. If no league or tournament games remain for persons assessed game suspension penalties the penalty assessed shall apply to games in the following season.
 - iii. In the event any caution or ejection, refusal of the individual to give his/her correct name to the referee may be cause for additional disciplinary action.
 - iv. If misconduct is identified after the end of an individual’s period of active involvement with FYSA, such as after a session has ended, the Executive Director and/or Disciplinary Committee may make a detailed record of the individual’s actions and preemptively and temporarily suspend them from future involvement such as volunteering, employment etc. If the individual returns and requests further participation, whether directly or indirectly (such as via volunteer registration), they may be temporarily prevented from placement or consideration until and unless the past details of misconduct have been discussed and resolved, including, if necessary, the application of a formal process of Discipline and Appeals as outlined in this policy.

Policy #15 - SCOUTING AND RECRUITMENT POLICY

- I. The intent of the Fairbanks Youth Soccer Association’s soccer program is to provide an avenue for the development of players throughout its jurisdiction. It is not in the best interests of the player to be recruited to play for a particular club or team at the detriment of another member of the association. FYSA will adhere to the established Alaska Youth Soccer Association Policy No. AYSA5182014 “Anti-Enticement/Anti-Recruitment Policy” available at <http://www.alaskayouthsoccer.org/home.php>

Policy #16 - BUDGET AND EXPENDITURES

- I. OBJECTIVE: To provide for the review and approval of annual work plans and budgets for the purpose of achieving desired results in the business operations of the Association
- II. POLICY

- a. The executive committee shall formulate and recommend operating budgets and present them to the Board for approval, modification or rejection. Also, they shall provide to the Board monthly progress reports concerning expenditures and budgets.
- b. the committee chairperson shall request from the Board approval of all items exceeding budgeted cost by 10%
- c. Board Members may not encumber FYSA for non-budgeted items exceeding \$100.00.
- d. Emergency expenditures may be authorized by the Executive Board Members, who must be other than the person requesting the expenditure.

Policy #17 - INVESTMENT AND BANK ACCOUNTS

- I. OBJECTIVE: To insure an optimum balance between the security and rate of return for all invested Association funds.
- II. POLICY
 - a. The Association's primary financial institution and its banking agreement with that institution shall be subject to approval by the Board.
 - b. All accounts shall require that all withdrawals be authorized by two of the following: Board President, Vice President, Secretary, Treasurer or Executive Director. Note: Unless unavailable, the Treasurer shall be one of the two signors from the aforementioned list on all outgoing funds.
- III. RESPONSIBILITY
 - a. The Board President shall be responsible for compliance and administration of this policy.
 - b. The Board is responsible for approving the financial institutions with whom the association deals.

Policy #18 - TRAVEL

- I. OBJECTIVE: The Association recognizes the necessity of travel within and outside Alaska to conduct Association business and to attend educational seminars and courses. The Association further recognizes the necessity of controlling travel expenses by closely monitoring the frequency of travel and the expense incurred.
- II. POLICY
 - a. The Board shall approve in advance payment of all travel on behalf of FYSA outside the Association's district.
 - b. Normally, travel by air shall be by coach class.
- III. RESPONSIBILITY: The Board shall review travel expenses on an annual or more frequent basis, if appropriate.

Policy #19 - UNCOLLECTIBLE ACCOUNTS

- I. OBJECTIVE: To establish guidelines and reporting requirements for bad debt write-offs.
- II. POLICY
 - a. Uncollectible bad debts shall be accompanied by the specific explanation from the Executive Director.
 - b. Upon approval by the Board of any list of uncollectible bad debts to be written off.
 - c. Such list shall be made a part of the official minutes of that meeting.
 - d. When the Association's collection efforts are unsuccessful, outside agencies or court action may be utilized.
- III. RESPONSIBILITY: The Executive Director shall present a list of uncollectible bad debts to the Board of Directors.

Policy #20 - SMALL CONSTRUCTION CONTRACTS

- I. OBJECTIVE: To establish policies for negotiating and awarding small construction contracts which will provide for expeditious and economical service while maintaining fair business practices and sound policies.
- II. POLICY: Contracts should be initially drafted by each committee and submitted to the Board for review, modification and acceptance. Contracts or contractors who performed successfully do not have to be reviewed the following year unless the contract is altered or review is requested by a board member.

Policy #21 – RISK MANAGEMENT

- I. PROGRAM
 - a. OBJECTIVE: To identify and mitigate the risks facing the Fairbanks Youth Soccer Association (FYSA) and facing the soccer youth who participate in its programs or who utilize its facilities.
 - b. POLICY
 - i. FYSA shall strive to adhere to and participate in any and all health and safety related programs relevant to our association as promoted and published by US Youth Soccer at <http://www.usyouthsoccer.org/HealthandSafetyResourceCenter/> including, but not limited, guidelines regarding Field/Outdoor Safety, Head/Concussion Information, Heat/Water Information, Sports Injuries and more.

- ii. FYSA shall arrange liability insurance for itself and its members, including medical coverage where appropriate.
- c. RESPONSIBILITY
 - i. All members of the Association are participants in the risk management program and as such are expected to report behavior and information that represents a threat to the Association or to the health, safety and protection of soccer youth.
 - ii. The board of directors is responsible for FYSA's risk management program.
 - iii. The FYSA Executive Director is responsible for subscribing the Association and its members to insurance policies approved by the FYSA board of directors.
 - iv. Coaching and officiating personnel are jointly responsible for noticing and appropriately responding to suspected head injury events. This responsibility includes gathering testimony from credible witnesses. Head injuries shall be reported to the Association in enough detail to enable longitudinal data analysis, and to prevent any misuse of this policy.

II. REPUTATION

- a. OBJECTIVE: to categorize the public perception risks facing the Fairbanks Youth Soccer Association (FYSA) and describe the organization's risk mitigation strategies.
- b. POLICY
 - i. FYSA shall maintain a reputation for being an absolutely safe custodian for all participating youth.
 - ii. FYSA shall maintain a reputation for providing recreational players an equal opportunity for development.
 - iii. FYSA shall maintain a reputation for providing recreational teams an equal chance of success.
 - iv. When responding to complaints, concerns or issues, FYSA reserves the right to protect, enhance and/or repair the association's reputation locally, regionally and nationally, using methods appropriate to each circumstance.
 - v. FYSA shall maintain a reputation for supporting the mission and objectives of competitive soccer including, but not limited to, competitive/elite/select/united teams and clubs, Olympic development, U.S. national pool programs, collegiate and professional soccer:
 - vi. Governance of competitive soccer in the Association's district shall be conducted in a manner that provides the district's competitive soccer constituency an equal chance of success within Alaska and the U.S.
- c. RESPONSIBILITY
 - i. All members of the Association are participants in the risk management program and as such are expected to report behavior and information that represents a threat to the Association or to the health, safety and protection of soccer youth.
 - ii. The FYSA Executive Director is responsible for identifying, tempering and correcting circumstances that represent imbalanced development of recreational soccer youth, including training and game play opportunities.
 - iii. The FYSA Executive Director is responsible for identifying, tempering and correcting circumstances that represent imbalanced opportunities for success for recreational teams.
 - iv. The FYSA Executive Director is responsible for enabling the mission & objectives of competitive soccer.

III. FACILITIES

- a. OBJECTIVE: To categorize the facilities related risks facing soccer youth and describe the organization's risk mitigation strategies.
- b. POLICY
 - i. The greatest inanimate risk to youth soccer players is injury from unsecured soccer goals that fall on players. FYSA shall adhere to a practice of primary and secondary personnel validating that soccer goals are appropriately secured during use, maintenance, transportation and periods of non-use.
 - ii. The Association shall maintain its facilities, structures, equipment and properties to be in a safe condition.
 - iii. The Association shall employ access controls and training as required to prevent injury to persons who use or maintain its facilities.
- c. RESPONSIBILITY
 - i. All members of the Association are participants in the risk management program and as such are expected to report behavior and information that represents a threat to the Association or to the health, safety or protection of soccer youth.

- ii. The board of directors shall appoint an FYSA Field Crew Supervisor who will be responsible for the safety of the Association's fields and equipment

IV. NATURE

- a. OBJECTIVE: To categorize the natural risks facing soccer youth and describe the organization's risk mitigation strategies.
- b. POLICY
 - i. Preventing injury from electrical storms: FYSA shall adhere to a practice of canceling soccer activities whenever lightning is visible in the atmosphere and the associated thunderclap occurs in less than 30 seconds. In such instances, games are immediately cancelled and all individuals should seek shelter. Cancelled games are not resumed after a waiting period, however games that take place later in the evening may still be held if lightning has subsided.
 - ii. Preventing injury from airborne particulate: FYSA shall adhere to the practice of cancelling outdoor soccer activities whenever the Air Quality Index is at a rating of Unhealthy or worse. AQI information will be obtained via established borough, state and federal websites, as well as on-site at the FYSA field complex using available air quality monitoring equipment. This data will be used for reference, with ultimate decisions being made by FYSA staff on-site. Game cancellation decisions will be made and communicated to members in the 4 o'clock hour for all scheduled games that night.
 - iii. Preventing injury from adverse winter weather conditions: FYSA shall adhere to a practice of canceling soccer activities on days whenever the Fairbanks North Star Borough School District cancels classes.
 - iv. It is important to note that when soccer activities have been cancelled for any nature-related risk management purposes as outlined above, any players, teams, coaches, etc. that elect to hold their own events are doing so at their own risk. Such activities are not FYSA-sanctioned and thus are not covered under program insurance.
- c. RESPONSIBILITY
 - i. All members of the Association are participants in the risk management program and as such are expected to report behavior and information that represents a threat to the Association or to the health, safety or protection of soccer youth.
 - ii. The FYSA Executive Director shall be responsible canceling soccer activities.
 - iii. The FYSA Executive Director shall be responsible for communicating changes to schedule soccer activities in a manner that effectively reaches the Association's membership in a timely manner. To the extent practical, forecasts for resumption of activities shall be included with cancellation notices:
 - 1. Schedule changes due to risks shall be prominently displayed on the Association's websites, including administrative sites, social media sites and other online outlets regularly utilized by the membership
 - 2. Schedule changes due to risks shall be included in the Association's voicemail message.
 - 3. Schedule changes due to risks shall be broadcast via email.
 - 4. Schedule changes due to risks shall be communicated using signage at the Association's facilities, located and sized so as to not require members to exit their vehicles.

V. BEHAVIOR

- a. OBJECTIVE: To categorize the behavior related risks facing soccer youth and describe the organization's risk mitigation strategies.
- b. POLICY
 - i. The Fairbanks Youth Soccer Association respects, appreciates and wholly relies on volunteers to govern and operate its many programs. As part of the qualification process the Association screens all persons interested in membership
 - ii. FYSA shall collect a risk assessment fee from all applicants, in an amount that underwrites the readily identifiable costs for assessing behavior related risks to soccer youth. To assess people-based risk, consideration shall be given to all credible indications of a person's judgment and behavior
 - iii. Past behavior is a high fidelity indication of possible future behavior
 - iv. In the U.S. legal system, convictions are negotiated to be the smallest subset of behaviors for which accountability to society will be obtained. Thus legal convictions can represent a subset of evidence-supported illegal behavior.
 - v. Following prevailing best practices, the Association shall go beyond legal convictions when assessing people-based risk. Public domain and public records searches and/or fee-based national background checks relating to criminal, financial, sexual or other category shall be conducted as warranted.

- vi. All coaching personnel, volunteers, governing, program and operations staff is required to submit a Risk Disclosure Form PRIOR to serving in any youth soccer role.
- vii. Volunteers who serve in roles having direct contact with youth shall be subject to more detailed and more frequent risk assessments.
- viii. If an applicant is required to become active prior to the risk screening process being completed, the Risk Management Officer may choose to allow a temporary variance for the applicant.
 - 1. This variance shall only be available to those applicants who have submitted a Risk Disclosure Form and who have previously participated without incidence in the Association's programs.
 - 2. New applicants shall not be granted a variance, nor allowed access to their position until the risk screening process has been completed.
- ix. Submission of false, incomplete or inaccurate information on the Risk Disclosure Form is sufficient grounds for disqualification from service with youth soccer and any of its member leagues, associations, clubs or teams.
- x. Answering YES to any disclosure inquiry will not necessarily disqualify someone from participation with youth soccer, but will require the Risk Management Officer to make further inquiries before they are permitted to begin their activities.
- xi. Disqualifying Offenses: The following offenses disqualify a person from membership which, in this context, means any role in youth soccer within the Association's district. Roles include, but not limited to, recruiter, player, coach, assistant coach, trainer, advisor, referee, lines person, manager, field maintenance staff or management, board member or officer, executive or program director, or other positions not listed but deemed appropriate by the FYSA Board of Directors. The primary purpose for publicizing a list of disqualifying offenses is to enable self-selection of members; a secondary purpose is to transparently characterize the values of the Association. This list is not the totality of offenses regarded by the Association as preventing membership. This list is subject to change at the discretion of the FYSA board of directors:
 - 1. Murder
 - 2. Manslaughter (involuntary and/or voluntary)
 - 3. Assault (felonious and/or aggravated)
 - 4. Assault I (Class A Felony)
 - 5. Assault II (Class B Felony)
 - 6. Failing to provide for a functionally impaired person
 - 7. Felony, Class A
 - 8. Aggravated menacing
 - 9. Patient abuse; neglect
 - 10. Kidnapping
 - 11. Abduction
 - 12. Criminal child enticement
 - 13. Placing harmful objects in food or confection
 - 14. Drug abuse beyond minor drug possession
 - 15. Illegal administration or distribution of anabolic steroids
 - 16. Funding and/or trafficking of drugs or marijuana
 - 17. Corrupting another with drugs
 - 18. Illegal manufacture of drugs or cultivation of marijuana
 - 19. Compelling and/or promoting prostitution
 - 20. Prostitution
 - 21. Rape
 - 22. Sexual Battery
 - 23. Unlawful sexual conduct with a minor
 - 24. Sexual imposition and/or Gross sexual imposition
 - 25. Pandering obscenity (to include involving a minor)
 - 26. Pandering sexually oriented matter involving a minor
 - 27. Illegal use of minor in nudity-oriented material or performance
 - 28. Dissemination (obscene) matter harmful to minors
 - 29. Importuning
 - 30. Voyeurism
 - 31. Public indecency

32. Sex Offender registry listing
 33. Procuring
 34. Robbery and/or aggravated robbery
 35. Burglary and/or aggravated burglary
 36. Endangering minor
 37. Contributing to unruliness or delinquency of a minor
 38. Domestic violence
 39. Carrying concealed weapons illegally
 40. Possession of weapons while under disability
 41. Improperly discharging firearms at or into habitation; school related offenses
- xii. Partially disqualifying offenses based on recency of offense. The following offenses, when combined with their dates of occurrence, suspend a current member from membership and delay an applicant from qualifying for membership. This list is not the totality of offenses regarded by the Association as suspending or delaying membership:
1. Driving Under the Influence
 - a. Single conviction waits 4 years
 - b. Second conviction waits 6 years
 - c. Third conviction waits 8 years
 - d. If child involved waits 3 additional years
 2. Possession of drugs
 - a. Single conviction waits 4 years
 - b. Second conviction waits 6 years
 - c. Third conviction waits 8 years
 - d. If child involved waits 3 additional years
 3. Assault III/IV (Class C Felony)
 - a. Single conviction waits 8 years
 - b. Multiple convictions wait 15 years
 - c. If sex or child involved wait 3 additional years
 4. Assault IV (Class A Misdemeanor)
 - a. Any conviction waits 5 years
 - b. If sex or child involved waits 3 additional years
 5. Felony, Class B
 - a. Any conviction waits 10 years
 - b. If sex or child involved waits 3 additional years
 6. Felony, Class C
 7. Any conviction waits 7 years
 - a. If sex or child involved waits 3 additional years
 8. Misdemeanor, Class A
 - a. Any conviction waits 4 years
 - b. If sex or child involved wait 3 additional years
 9. Misdemeanor, Class B
 - a. Any conviction waits 3 years
 - b. If sex or child involved waits 3 additional years
 10. Misdemeanor, Class C
 - a. Any conviction waits 2 years
 - b. If sex or child involved waits 3 additional years
- xiii. It is recommended that no less than two adults shall be present at team functions involving soccer youth. Team functions include, but are not limited to, games, practices, training, picnics, birthday parties, car washes, fund raising, and transportation to/from team functions as well as accommodations, meals or activities whenever any player is on travel status. While the focus of this policy is the child, it also provides protection for the volunteers in the event of misunderstandings.
- xiv. Adults shall not communicate verbally or correspond with a soccer youth in any inappropriate manner. Correspondence includes, but is not limited to, electronic mail, electronic messaging, website postings, texting, tweeting, and any form of written communication including, but not limited to, greeting cards, notes, letters, annotated photographs/ books/ publications. Whenever possible, a second adult should be included in the communication and/or the delivery of the communication.

- xv. Soccer youth shall not be compensated for their participation in soccer. Compensation includes, but is not limited to, currency, items that could readily be converted to currency, products, fee based services, coupons, vouchers, cost waivers, scholarships, grants, gifts, playing time, field position, or the promise of such items:
 - 1. Adults shall refrain from arranging or conveying compensation to soccer youth, their household members, relatives or guardians.
 - 2. Adults shall refrain from arranging or conveying compensation to groups of soccer youth without the consent of the Association.

c. RESPONSIBILITY

- i. All members of the Association are participants in the risk management program and as such are expected to report behavior and information that represents a threat to the Association or to the health, safety or protection of soccer youth.
- ii. The board of directors shall support specialized training for the Association's risk management personnel.
- iii. The board of directors shall appoint a Risk Management Officer.
- iv. The Risk Management Officer shall educate FYSA's per session membership including, but not limited to, players, their guardians, coaches and referees, about risk identification and response.
 - 1. To contain costs email-based communication and use of websites will be preferred.
 - 2. Mitigation of risk requires recurring education of all participants.
- v. The Risk Management Officer shall coordinate and collaborate with U.S. youth sports risk management officers, board members, specialists or consultants as needed to assess risks to soccer youth.
- vi. The Risk Management Officer shall review the disclosure form data and prepare a list of persons whose identities will be submitted for a more detailed risk assessment.
 - 1. The Risk Management Officer shall request any necessary follow-up documentation and/or information from each applicant as he/she feels is necessary to assess risks.
 - 2. For a typical risk review process at most three people will be aware of an issue with a volunteer application; the Association's Risk Management Officer, its Executive Director and the state Association's Risk Management Officer. It is extremely important that this information remain protected, not only for the applicant, but for the protection of the Association as well.
 - 3. The Association shall limit the collection, replication, distribution and storage of sensitive information regarding applicants and members.
 - 4. Records and information associated with each risk review process, paper-bound or electronic, shall be destroyed within three (3) business days following process completion.
- vii. The Alaska State Youth Soccer Association (ASYSA) shall conduct criminal history checks for recreational and competitive coaching staff, including head, assistant and specialty coaches, and assess all results. If the State's designated Risk Management Officer has concerns regarding the results of any checks then he/she will work with the regional Association's Risk Management Officer to assess the risk to soccer youth.
- viii. The Risk Management Officer shall recommend disqualification of applicants or members to the Association's board of directors, including disqualification of board members themselves. Disqualification due to risks shall be discussed during board executive session only.
- ix. Upon being named for disqualification, the basis for disqualification shall be communicated to the affected person in a confidential manner by the Risk Management Officer.
 - 1. The applicant or member shall have the opportunity to respond and provide anything that he/she feels is relevant to the matter within seven (7) working days of being notified.
 - 2. The Risk Management Officer shall have five (5) business days to assess newly received information.
 - 3. Persons named for disqualification shall be banned from participation upon being notified by the Association. The notification shall specify the role(s) for which participation is prohibited.
 - 4. The ban on participation shall continue during disqualification appeals process.