



OREGON CITY SOCCER CLUB (OCSC) Policy Manual

The purpose of this manual is to provide a resource for everyone participating in Oregon City Soccer Club (OCSC). This manual will be a reference guide for the day-to-day operations of OCSC. The manual is not intended to detract from the power and effect of the Bylaws and in all matters where there is a conflict, the Bylaws shall prevail. This policy manual is designed to be changed as frequently as is necessary to be an accurate reflection of the way OCSC is managing its operations.

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1. Welcome

1. Who is Oregon City Soccer Club (OCSC)

Oregon City Soccer Club is a non-profit organization that provides the opportunity for children to play soccer within their community. OCSC is an inclusive organization that welcomes all athletes no matter their experience.

2. Mission Statement

The mission of Oregon City Soccer Club is to promote a community-based soccer program to provide development of skills for all levels of play. We strive to encourage integrity, sportsmanship and respect on and off the field, to prepare our young athletes to become good citizens and leaders in our community.

3. Club Culture and Values

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when competition reflects these “six pillars of character.”

- a. **Trustworthiness:** Mean what you say and say what you mean. Follow through on commitments and hold each other accountable to support the Club's mission by being a trustworthy and reliable member.
- b. **Respect:** Having regard for other people and their lives by showing compassion and empathy. We must be respectful of everyone. While OCSC celebrates the individual and club successes, we will always treat others as we wish to be treated. You are responsible for your actions and should be an inspiration to others.
- c. **Responsibility:** Club organization in a manner that provides superior fiscal controls and efficient mission-centered business practices in guiding all club matters. Demonstrating social and environmental responsibility to our community and membership.
- d. **Fairness:** Ensuring fair and considerate interactions with our community-based soccer program that the whole community respects and recognizes.
- e. **Caring:** We care about our families and community on and off the pitch. Always conduct yourself with integrity and grace when interacting with players, parents, opponents, officials and spectators. Members are ambassadors of the Club and game.
- f. **Good Citizenship:** Demonstrate responsible conduct consistent with the standards for good citizenship whether on the field, at school or in the community that reflects well on the club.

This manual is a living document that reflects a combination of best practices operations of the Club combined with appropriate governance on the part of the Executive Board. Members of the Club are encouraged make recommendations for changes to this manual by submitting those to the Club Secretary.

The Club Secretary forward the request with any commentary to the voting members of the Executive Board. If there is some urgency to the need for the change, then a vote will be taken electronically by email with the documentation of the vote recorded by the Club Secretary. If there is no urgency to the requested change then the matter will be addressed at the next scheduled board meeting.

2. Member Expectations

a. Oversight

OCSC players deserve the ability to enjoy a fun, safe and rewarding experience in their community. Reports of physical altercations and verbal squabbling among volunteer coaches, parents and players has dramatically increased over the last decade. As a member of OYSA and US Soccer, it is critical that OCSC provide consistent policies to ensure the emotional and physical well-being of the players/children involved.

i. Child Abuse Avoidance

It is the strict and unequivocal policy of Oregon City Soccer Club that this club will strongly condemn the abuse of children, both physically and sexually. In addition, through policy, Oregon City Soccer Club will direct all club members and volunteers to behave in such a manner that there will not be circumstances where such abuse will occur. If such abuse is discovered to have occurred, Oregon City Soccer Club will provide full cooperation to law enforcement and DHS to prosecute the abuse. After reporting has been conducted with law enforcement and DHS the club president should be notified as soon as possible.

Oregon City Soccer Club members and volunteers will affirmatively act to prevent all acts of hazing. Hazing is prohibited and will not be tolerated. Hazing can lead to abuse and this prohibition is part of the abuse avoidance policy.

Oregon City Soccer Club members and volunteers will ensure that they are not alone with a child and isolated in any manner. There is no circumstance where Oregon City Soccer Club members or volunteers should be in a conversation with a child alone except in the immediate vicinity of a practice in plain view of all. The exception is when the child is the child of the member or volunteer.

Oregon City Soccer Club members and volunteers will not develop relationships with children they coach outside of coaching, to include special friendships or dating. Inappropriate relationships will result in termination of the member or volunteer and reporting to law enforcement. For the purposes of the issue “inappropriate relationships” has its normal meaning and generally is a relationship which might lead to a violation of this club policy.

Oregon City Soccer Club does not permit any corporal punishment by any member or volunteer while they are acting in their professional or volunteer capacity.

Coaches and volunteers should NOT connect with their players on social media accounts unless it is through a social media account set up for a OCSC team, group or program.

ii. Reporting of Child Abuse

Many of the club’s volunteers are mandatory reporters. Those mandatory reporters should act in compliance with ORS 419B and other relevant statutes. Club members or volunteers will report child

abuse or neglect in order to protect our players consistent with the Oregon law. The phone number for Clackamas County police dispatch is 503-655-8211. The phone number for DHS is 971-637-7112.

iii. Criminal Histories of Volunteers and Staff

ORS 418.696 reads: Youth sports providers encouraged to perform certain activities related to qualifications of coaches or supervisors. Every youth sports provider is encouraged to:

(1) Create and adopt a list of crimes that disqualify a subject individual from coaching or supervising a youth sports activity for the youth sports provider if the subject individual has been convicted of the crime or has been convicted of a substantially equivalent crime in another jurisdiction;

(2) Complete a criminal records check on subject individuals who coach or supervise a youth sports activity for the youth sports provider; and follow through with action if any reports return with records of criminal activity.

(3) Require all subject individuals who coach or supervise a youth sports activity to complete a sports education program. [2001 c.550 §2] In compliance with sub (1) Oregon Premier specifies the following crimes under Oregon statute or the equivalent in another state, or under federal statute to include the Uniform Code of Military Justice or tribal law, as disqualifying: ORS 163 (Offenses Against Persons), any offense containing sexual components, any felony, any offense against an animal, any drug crime, any crime where the victim was a child or other vulnerable person such as the elderly or disabled, and any crime involving moral turpitude or fraud including financial crimes. The board will be notified if there are any instances of alcohol and drug abuse. Appropriate action will be taken based upon a case-by-case review. Additional crimes may be added as approved by the Executive Board.

iv. Parenting Issues

Oregon City Soccer Club is a youth soccer club that puts the welfare of children as the highest value. The vast majority of parents, regardless of their marital status, are cognizant of this at all times. However, it is important to remind every member that placing the child's welfare first must happen with every child.

We encourage parents share information with each other about their child's participation in soccer. Where possible, coaches, managers, and staff will send emails and similar communication to both parents, but this is a courtesy, and the club should not be placed in the middle of custody situations.

In cases representing a possibility of danger to a child or parent where there has been domestic violence with the release order, restraining order or staling protective order the club shall be notified immediately in writing with copies of documentation to the club president, head coach and the child's head coach. Consultation with local law enforcement should be considered in such situations.

While we hold the privacy of our players in high regard, we do ask parents to provide information that may impact our ability to keep your child, and other children safe. In the following situations, we ask

that parents provide the club appropriate information that may impact a child's physical and mental well-being or safety.

- Divorce (when impacting drop off and pick up) or is custody is an issue
- Special medical conditions
- Allergies
- Recurring behavioral issues

v. Email Behavior

Email represents an ever-increasing part of intra club communication. It is critical that this communication method be a positive addition to mail, calls and direct contacts. Parents and players are reminded that they should not send emails that are inappropriate or critical of coaches, players or the Club or its members. Issues of significant concern should be dealt with in person or by phone.

vi. Social Media Policy

As a member-based organization, OCSC recognized the benefits of social media as an important tool for engagement and outreach for our members. The intent of this policy is to include anything posted online where information is shared that might affect members, peers, sponsors or OCSC as an organization and the reputation of the sport in general. This policy covers all forms of social media, including but not limited to, maintaining a profile page on Facebook, Instagram, or Twitter, content sharing, commenting on blogs or message boards, leaving product or service reviews, taking part in conversations on public or private web forums.

Our priority, as a club, is to protect our members from inappropriate use of social media platforms when associated with OCSC. When someone identifies their association with OCSC in this type of forum, they are expected to behave and express themselves appropriately and in ways that are consistent with OCSC's values and policies.

In the event of an inappropriate post by a club member is deemed in violation of OCSC's values and policies, the club will eliminate any connection with the offending member's social media account(s). OCSC staff, coaches, and board members will face disciplinary action if inappropriate behavior or communication is found on social media platforms.

Due to the nature of OCSC, it is essential that staff, coaches and members make a clear distinction between what they do, think or say in their capacity as a staff member or member of OCSC. OCSC considers any member, coach or staff of the organization as its representatives.

OCSC members and staff when using social media must not contain, or link to, defamatory or harassing content, must not comment on or publish information that is confidential in any way, nor bring the organization or sport into an inappropriate position.

Appropriate permissions must be obtained for the use of logos or images. Images of minors may only be used if the child is a registered member of OCSC and their parents have given permission. If a

parent changes their mind, and later revokes permission to have their child appear on OCSC social media accounts, the club will make all efforts to remove the images in question.

OCSC will continually monitor online activity in relation to the organization. Detected breaches of this policy should be reported to OCSC Board President.

If a breach in this policy occurs, disciplinary action may be taken from OCSC. A breach of this policy may also amount to breaches in other OCSC governing documents including the Bylaws. This may include a verbal or written warning or in serious cases, suspension or termination of membership.

OCSC members and staff who are unsure of their rights, liabilities or actions online and would like clarification under this policy should contact the OCSC Board President.

b. OCSC's Codes of Conduct

Oregon City Soccer Club members are the club, whether they are players, parents, coaches or board members. All club members must conduct themselves in a way that properly represents the club and honors the game. Violations of the codes of conduct will be dealt with by the Board and any appeals will go to the club's Executive Board. The Board will use progressive discipline where possible but will have available actions ranging from verbal counseling to termination of club membership.

i. Coach Code of Conduct

The Oregon City Soccer Club Code of Conduct for Coaches is the most extensive because coaches must provide leadership at all times. This code has been developed to clarify and distinguish approved and accepted professional, ethical and moral behavior from that which is detrimental to the development of the sport of soccer. The term "Coach" includes, but is not limited to head coach, assistant coach(es) and managers. In general, the overall expectation is that the Coach performs his/her job in a way that supports the Club's Core Values, Organizational Objectives and Mission Statement.

1. It is the Coaches' job to promote an overall positive attitude and experience as it relates to the player's and parent's participation in Oregon City Soccer Club.
2. Respect and professionalism are expected towards referees, competitor coaches and other adults associated with the game, practice or event. There should be no instance(s) where a conflict is directly taken on during the course of a match or in front of the players. I understand that I am representing my community, my team and my club at all times.
3. The use of profanity around Oregon City Soccer Club parents and at Oregon City Soccer Club events is not tolerated under any circumstances.
4. I will demand a sports environment that is free from drugs, alcohol and tobacco and will refrain from their use at all games, exhibitions, practices and events. I will never coach a game or conduct a practice under the influence of drugs or alcohol.
5. The utmost respect for every individual within the organization as demonstrated by coaches' actions is expected.
6. I will learn and know the rules of the game and the policies of OCSC as defined in the OCSC Bylaws, Policy Manual and league rules. I shall uphold these rules at all times.

7. While coaching, comments about player's abilities and weaknesses should not be made while other players are present on the bench unless it is done in a way that is deemed as instructional teaching.
8. It is not acceptable that any Oregon City Soccer Club Coach receives a red card for any reason during the course of competition.
9. The Coach is expected to be punctual to games, practices and events that the Coach schedules with his/her Team.
10. I will always remember that my players are involved in OCSC Programs for fun and enjoyment, and I will do everything possible to keep the game fun and enjoyable. I am a youth coach and understand that the game is for the children, not the adults.
11. I understand that being a coach means being, first and foremost, a teacher. I will teach my players basic skills, techniques, and strategies, and will give all my players the opportunity to improve their skills, gain confidence and develop self-esteem at practice and in games. I will seek educational coaching opportunities to further my ability to teach the game.

ii. Player Code of Conduct

Every player who competes as a member of Oregon City Soccer Club is expected to follow a Code of Conduct that promotes healthy competition, sportsmanship, accountability, and overall good Citizenship within the community. To fulfill this expectation, every player and his or her parent(s) Are required to agree to the following:

1. Oregon City Soccer Club players will work hard to maintain good grades.
2. Oregon City Soccer Club players will not use alcohol or illegal substances at any time.
3. Oregon City Soccer Club players will not use profanity at any time, especially at practices and games.
4. Oregon City Soccer Club players will accept responsibility for all fouls and not talk back to the referee. This applies to referee warnings, regardless of whether a card is issued.
5. Oregon City Soccer Club players will not retaliate against any foul. Violators of this rule will be removed from the field, regardless of whether the player receives a yellow or red card.
6. Oregon City Soccer Club players will acknowledge the referees' efforts at the end of each game by and thanking them, regardless of the game's result.
7. Oregon City Soccer Club players will shake hands with their opponents after each game.
8. Oregon City Soccer Club players will stand respectfully with either their hands at their side or their right hand over their heart during play of the national anthem before any game.
9. Oregon City Soccer Club players will notify their coaches at least one day before their scheduled practice session if they are not able to attend.
10. Oregon City Soccer Club players are encouraged to participate in community service activities. Community service activities may be organized by the Club and/or the team managers, or service may be completed through a player's school or other organization.
11. Parents and friends of Oregon City Soccer Club players will refrain from talking to or yelling at the referees or other teams' players. Under no circumstances is this allowed within the Oregon City Soccer Club organization.

12. Parents and friends of Oregon City Soccer Club players will refrain from coaching any player from the sidelines. Cheering and encouragement are welcome at all times

iii. Parent Pledge

1. I pledge to get my child to practice and games on time. This also sets the example for my child and the coach(es) that my child understands the time commitment involved. I will be on time to pick up my child from all games and practices. This shows respect for the coach and tells my child that he or she is my top priority.
2. I pledge to inform the coach of any absences, vacations or expected tardiness for practices, scrimmages and games.
3. I pledge to use positive encouragement to fill my child's Emotional Tank because athletes do their best when their "Emotional Tank" is full. I understand that less than 1% of youth sports participants receive college scholarships and that the top three reasons kids play sports are a) to have fun, b) to make new friends, and c) to learn new skills. I understand that the game is for the players, and I will keep sports in the proper perspective.
4. I pledge to reinforce the ELM Tree of Mastery with my child (E for Effort, L for Learning and M for bouncing back from Mistakes). Winners are people who make maximum effort, continue to learn and improve, and do not let mistakes, or fear of making mistakes, stop them. I understand that mistakes are an inevitable part of any game and that the true measure is not how my child compares to others but how he/she is doing in comparison to his/her best self.
5. I pledge to "Honor the game." I understand the importance of setting a good example for my child, no matter what others may do. I will show respect for all involved in the game including coaches, players, opponents, opposing fans, and officials. I understand that officials make mistakes. If the official makes a call that I disagree with or think is incorrect against my team, I will Honor the Game and be silent!
6. I pledge to refrain from yelling out instructions to my child. I understand that this is the coach's job. I understand that games are chaotic times for children trying to deal with fast-paced action and respond to opponents, teammates and coaches. I will limit my comments during the game to encourage my child and other players for both teams.
7. I pledge to refrain from making negative comments about my child's coach in my child's presence. I understand that this plants a negative seed in my child's head that can negatively influence my child's motivation and overall experience.
8. I pledge to wait a minimum of 24 hours (preferably will make an appointment with the coach / staff to discuss my concerns by phone, email or privately and will not air my concerns in a public setting in front of my child, other players or their families & not confront the coach(es) on the field immediately after a game.

3. Administration

a. Office Management

- a. Phone Calls: Whenever possible the Club's board will ensure that no phone message or email goes more than two business days without being answered.

- b. Web Site: Oregon City Soccer Club’s website is the primary tool to advertising programs and disseminating information through postings and emails. The Club’s website coordinator is the central clearing house for posting information on the website for all manner of information from new programs to cancellations.
- c. Chain of Communication: With regard to the administrative matters club members should begin by communicating with the Oregon City Soccer Club Board. However, it is critical that coaches and approved volunteers communicate effectively with their teams at formation to reduce avoidable demands upon the club board members.
- d. Outgoing Emails to Membership: Outgoing emails to OCSC membership is the primary way of communicating information to all players. Emails must be precise, proofread and approved by one other board member prior to sending. In the case of an emergency, the President or Vice President may send out an email without prior consent. When an email request has been sent, it will be posted, upon Board approval, by the date and time requested; or within a 24hr period.

b. Fundraiser Guidelines

Fundraising is an integral part of operating a successful non-profit youth sports program. OCSC utilizes several methods to raise funds for the program such as raffles, bingo, auctions, sponsorships, donations etc. As a non-profit organization, OCSC may be exempt from paying federal income taxes. In order to qualify for the tax exemption, OCSC may be required to apply for a charitable gaming license through the Oregon Department of Justice (DOJ). For more information on how to apply for a gaming license refer to: <https://www.doj.state.or.us/charitable-activities/charitable-gaming/charitable-gaming-faqs/>.

Prior to any fundraising event or campaign, the Board must be notified and approve the event.

c. Privacy and Identity Theft Protection

As a matter of conducting the business of the club, Oregon City Soccer Club gathers the personal and financial information of parents and children. It is critical that the club act to prevent the unauthorized disclosure of this information.

- a. The Board will implement measures to ensure the physical and electronic security of records maintained by the club.
- b. The Board will implement measures to secure the financial information from members from unauthorized access to a standard that is accepted throughout the industry.
- c. The Board will use either an in-house shredding capability or contract with an outside vendor to the shredding of all documents containing personal information.
- d. The Board will develop a policy should a member or members become the victims of identity theft due to an error on part of the club.

d. Sale of Personal Information

Oregon City Soccer Club will never sell email databases or other contact information. However, we cannot be held responsible for our partners, including Oregon Youth Soccer Association, US Club Soccer, US Youth Soccer, and United States Soccer Federation, in this matter. We are required to

provide information to our certifying organizations, and they have their own such policies on these issues. Complaints about such releases of information should be communicated direct to the management of that organization with a copy to the Executive Board of Oregon City Soccer Club.

e. Whistle Blower Policy

OCSC seeks to conduct its activities in a responsible, legal, and ethical manner. All officers, directors, employees, and volunteers of this corporation must practice integrity and honesty in fulfilling their responsibilities and must comply with all applicable laws and regulations.

The purpose of this Whistle Blower Policy is to provide a mechanism to report irresponsible, illegal, or unethical behavior.

1. Whistle Blowing Complaints

If an officer, director, employee, or volunteer should discover information leading him or her to believe that a serious wrongdoing or illegal or unethical behavior has occurred in OCSC, he or she shall report this information to the President. If the President is not available or is implicated in the wrongdoing, he or she shall report the information to the Vice President, and if the Vice President is not available or is implicated, to another Executive Board officer. The President or Executive Board officer shall investigate. Reports of violations will be kept confidential to the extent possible, consistent with the need to investigate the allegations. If the reports indicate actions that could be considered a felony, a crime of moral turpitude, or a violation of the SafeSport Code, the OYSA Risk Management Coordinator will be made a part of the investigation. Appropriate corrective action will be taken if warranted by the investigation.

- a. If the investigation finds that the improper behavior could be considered a felony, a crime of moral turpitude, or a crime that would be permanently disqualifying under OYSA's Risk Management guidelines, the action must be reported to the appropriate law enforcement agency for potential criminal proceedings.
- b. If the investigation finds that the improper behavior is within the exclusive jurisdiction of the US Center for SafeSport (Center), the behavior must be reported to the Center for further proceeding.
- c. The President or Executive Board will take the necessary steps to suspend the individual pending the completion of investigation, criminal proceedings or pending the determination of the Center, as appropriate.

No officer, director, or employee of the club may enter into an agreement that is, or could be construed to be, a civil compromise of a felony committed against the Association.

2. No Retaliation

- a. An officer, director, or employee of the Association may not prohibit, or otherwise attempt to prevent, an employee of the Association from reporting to a law enforcement officer information regarding the commission, or possible commission, of a crime defined under state, federal, or local law.

- b. An officer, director, or employee of the Association may not prohibit, or otherwise attempt to prevent, an employee of the Association from reporting to the Center information regarding a possible violation of the SafeSport Code that is within the exclusive jurisdiction of the Center
- c. An officer, director, employee or volunteer of this corporation shall not, with intent to retaliate, take any action harmful to any person, including interference with the lawful employment or livelihood of any person, for providing to a law enforcement officer, or to the Center, any truthful information relating to the commission or possible commission of any federal, state, or local offense, or violation of the SafeSport Code, or for reporting a complaint pursuant to this Policy.
- d. In the event that an officer, director, employee or volunteer intends, for any reason, to take any action harmful to any person who has provided information to the President, Executive Board member, law enforcement officer or to the Center relating to the commission or possible commission of a federal, state, or local offense, or violation of the SafeSport Code, or for reporting a complaint pursuant to this Policy, the officer, director, employee, or volunteer must obtain the approval for such action from the President, Executive Board member prior to taking action. If the President, Executive Board member intends to take such action they must obtain the approval of the Board of Directors prior to acting. Such approvals must be obtained even if the officer, director, employee, or volunteer believes that the person who provided information to the law enforcement officer provided untruthful information.

f. **Extreme Weather Safety**

Guidelines provided by the US Soccer Federation regarding weather safety of participants in competitions sponsored by the Association. OYSA expects all its member clubs to apply the same standards to their competitions sanctioned by OYSA. The Federation's guidance is provided through its Recognize to Recover program.

- a. Recognize to Recover (A) USSF has provided a website that provides guidance for player safety. That website is <http://recognizetorecover.org>.
- b. The Recognize to Recover website provides downloadable documents that contain guidance for protecting participants from the adverse effects of environmental conditions such as heat, cold, and lightning.
- c. The Recognize to Recover site also provides information and guidance on many other safety topics. OYSA recommends that its member clubs, as well as their coaches, players, and parents, use the site to obtain safety information and to provide guidance in managing competitions and training that maintain player safety.

g. **Weather Policy**

Oregon City Soccer Club requires that coaches always consider the effects of the weather on the safety and health of their players. It is critical that coaches, whether during a game or during practice remain cognizant of efforts they should take to mitigate the effects on the players.

- a. **Heat:** Heat causes players to become dehydrated and sunburned. Coaches should supervise that their players have sufficient intake of water and that additional water be available as the temperature increases. Temperatures could reach a point where safety cannot be assured in which case activity should stop. If there is a heat related emergency, emergency medical response should be activated immediately, and first aid applied. Coaches also need to monitor that their players are

wearing protective sunscreen to prevent sunburn. Clothing, hats and shading should be considered as components to sun protection efforts. The Board will implement measures to secure the financial information from members from unauthorized access to a standard that is accepted throughout the industry.

- b. **Cold:** Coaches must monitor dropping temperatures to ensure that cold injuries are not incurred. Especially when exercising players come off the field for a break or end of session, proper transition to clothing to protect the player should be ensured. Teams playing during the winter should ensure that all players have hats, gloves, and other equipment so that they can stay warm as needed.
- c. **Lightening:** If lightning is seen or thunder is heard, play must be immediately suspended. Participants and spectators should immediately move to a safe location, in a substantial building or a hard-topped metal vehicle. Wait 30 minutes after last seen lightning or hearing thunder to continue to the match. The team coaches and Referee should call the gameday hotline to inform the league and given further information on procedures to continue or cancellation of the game
- d. **Severe Rain:** Heavy rain over a long period of time can cause water-logged fields, which if played upon could damage fields beyond repair. In some cases, OCSC may cancel practices to preserve the integrity of the fields and for the safety of our players.
- e. **Other Fields:** OCSC does not own usage rights to all fields in the area and may not control the fields. In some instances, fields owned by the school district, city or parks and recreation may be closed without OCSC's knowledge. Please respect the closure of those fields and do not play/practice when instructed.

The President or Vice President will notify coaches and membership by 3p.m. the day of if practices or games are cancelled by email and social media.

f. **Uniforms**

All Oregon City Soccer Club participants must wear a club approved uniform. The uniform lifespan is estimated to be two years. At the end of this two-year period, new uniforms will again be a required purchase. Players are required to wear the most current version of uniform to games. Players not adhering to these requirements may not be able to participate in games. No uniform may be altered, sponsored or advertised. (Examples: names, sponsors, patches, etc.)

Tursi's is the official vendor for OCSC uniforms. Uniforms should be purchased at The Tursi store 10831 SW Cascade Ave, Tigard Oregon 97223 503-635-2202. OCSC players will be responsible for their uniforms, and if lost, will be required to purchase a replacement. Players are required to have all of their equipment at each game.

Little Pioneer (PK-2nd) uniforms will consist of one red jersey, one pair of shorts and socks (black), shin guards, soccer cleats and a size 3 ball.

Recreational uniforms (3rd -8th and coed HS) will consist of two jerseys (one red and one white), one pair of shorts and socks (black), shin guards, soccer cleats and age-appropriate ball.

- a. 3rd-6th grade ball size 4
- b. 7th -8th grade ball size 5

4. Registration

The registration process involves obtaining completed registration information from each player. This information includes, but is not limited to, verification of date of birth (birth certificate), parent/guardian consent to play, and a release to obtain emergency medical treatment. All players must be registered in accordance with the rules of the club.

Players are eligible to register for play in OCSC if they meet the following age requirements:

1. Are in pre-kindergarten or grades kindergarten through 8th grade in fall/spring or in High School in fall.
2. Are at least 4 years old and not more than 19 years old.

Prior to any player being assigned to a team, the player must be in good standing with the club and all fees paid. Coaches are not allowed to add players to their roster without written permission of either the registrar or a board member. Coaches will not allow any players to practice with their team unless they are registered as a player with OCSC.

a. General Registration

General registration is by online registration and opens at least 6 weeks prior to Spring and Fall recreational season, as determined by meetings within Soccer 5 and ends until about 10-15 days prior to the first practice.

Please see website for current registration fees, deadlines, and late fee dates. No guarantees of team placement are made at any time, but after the close of regular registration, team placement becomes more difficult. Players will not be placed on a team, until all player fees have been paid.

b. Late Registration

In some cases, players become interested or available to play after registration has closed. Players registered prior to the deadline will be given priority. OCSC will give priority consideration to children that have moved to the area after registration has closed. If there is enough room, OCSC will add players up to the first game. Registrations after the third game will not be considered.

c. Payment Policy

Payment is due at the time of registration. If you have indicated on your registration that you would like to pay by check, please make sure to submit payment as soon as possible. We will not consider your player(s) registration complete until payment has been made in full. Team placement requests will only be honored, if possible, at the time of payment not registration.

d. Refund/Cancellation

- i. **Refunds for Games Cancelled:** If any games are cancelled due to circumstances beyond the club's control, including but not limited to, weather, field closures, dangerous conditions such as air quality etc. no refunds will be given. The club will make a reasonable effort to reschedule any cancelled game but if a game cannot be rescheduled due to circumstances out of the club's control there will be no refunds.
- ii. **Player Refunds:** If a player cancels before registration closes, a full refund minus the \$28.00 administrative fee will be issued. After registration closes, no refunds will be issued except when due to an injury or an unforeseen circumstance with relevant documentation provided. Additionally, a full refund will be granted if OCSC is unable to place the player on a team.

All refund requests must be made in writing:

By email: registrar@ocsoccerclub.org

By mail:

Oregon City Soccer Club
c/o Refund Request
P.O. Box 307
Oregon City, OR 97045

e. Scholarship Policy

Oregon City Soccer Club believes that no player should be turned away due to financial hardship. The club offers several vehicles to provide financial assistance. The following document outlines the policies surrounding the Oregon City Soccer Club Scholarship Program.

It is the mission of Oregon City Soccer Club (OCSC) to provide financial assistance for players in need. An application for scholarship assistance is a certification that the player will not be able to participate in the program without scholarship assistance due to severe family financial situations. All applications will be reviewed in strict confidence by a panel of three board members consisting of the OCSC, President, Treasurer, and Registrar. Applicants will be notified in a timely manner of the review panel's decision.

Submit a completed scholarship application in a sealed envelope marked "scholarship application". It is extremely important that scholarship applications are handled timely. Remember turning in an application does not guarantee approval. Applicants that are approved will be asked to volunteer as able.

- Scholarship amounts awarded will be based on the needs of the individual.
- Scholarships will be reviewed on a season-by-season basis.
- If there is a need to cover more than the club fees (uniforms, shoes, etc.) a written request should be sent to the club stating what the need is and why you cannot cover those fees. These additional requests will be handled on a case-by-case request and will go through the same process as the scholarship listed above.
- It is the parent/guardian responsibility to keep the club notified of current phone number, address and email contacts. Failure to do so may result in future scholarship request denied.
- A parent/ guardian will be asked to sign a contract stating the number of volunteer hours needed to be fulfilled. By signing the contract, you agree that you have read the contract and agree to the terms.

A signed copy of the scholarship policy will be kept on file.

f. Multi Child Discount

We do offer a multi-child discount, please see current season registration for fees and family maximum. Currently there is NO family discount for participation in Developmental Programs.

g. Board Member Reimbursement

If board members have attended 7 of 11 meetings for the calendar year and are in good standing with the club, they will receive a reimbursement equal to no more than the cost of recreational registration.

h. Coaching Selection

The Executive Board has final say on whether a coach is selected to coach for OCSC. Once a coach is selected, the registrar will have final say on assigning teams. The OCSC Board is the final arbiter if needed. Registered adult coaches must be at least 18 years of age.

5. Financial Controls

The purpose of this policy is to describe the financial controls policy for the organization known as Oregon City Soccer Club, which will be hereafter referred to as the “Club”. This policy provides details not covered in the Bylaws about financial operation and management of the club and must always be kept consistent with the Bylaws of the Club. The Bylaws of the Club take precedent over this policy in case of conflict.

The Board shall have sixty (60) days to bring the Clubs Bylaws and Financial Controls into alignment from the time a discrepancy is acknowledged by the Board. These financial policies may be amended by the Board using the same process established amending the Club’s Bylaws.

a. Bank Accounts

- i. The Club shall maintain only one checking account for paying club expenses.

- ii. A savings account may be established for capital purchases and must be approved by the Board prior to its establishment.
- iii. The Board may approve the use of safe, short-term interest-bearing financial instruments for the purpose of achieving long-term project goals. These may not include stock purchases or other risky investments. The total amount allocated to those interest-bearing accounts shall not exceed 10% of the total expenses expected for the current fiscal year.
- iv. Any new accounts must be approved by the Board prior to opening.
- v. All bank accounts must be held by FDIC insured institutions.

b. Operational Expenses

- i. All club expenses shall be paid by either direct deposit or electronic payment through the club's bank, checking account.
- ii. Cash may be withdrawn via check for a maximum of \$100.00 only with prior approval from the Board. The cash must only be used for making change and must be re-deposited with the other received funds.
- iii. All payments will be submitted by the Club Treasurer. In the event, the Club Treasurer is out of town, the Club President or Vice President may submit payments.
- iv. A recipient and submitter may never be the same individual. Likewise, a submitter may never submit to a direct family member.
- v. All non-budgeted expenses must be approved by the Board.
- vi. All capital or larger dollar expenses must be approved by the Board.
- vii. Budgeted expenses are to be pre-approved and do not require explicitly board approval.
- viii. All expense reimbursements shall be approved by the Board and must be accompanied by transaction receipts on the Club approved reimbursement form.
- ix. The Board will review and approve the previous month's Account Payable statement at its monthly board meetings.

c. Payroll Expenses

- i. Persons paid to carry out duties on behalf of the club shall be treated as employees. This does not apply to referees who are viewed to be independent contractors.
- ii. Person will need to complete payroll and tax paperwork with the club's bookkeeping service provider and set up a direct deposit for payments.
- ii. All paid employees must submit an OCSC timesheet that records work hours, descriptions of jobs performed and must be sent by email or hand delivered to the President, Vice President and Treasurer for approval.
- iii. OCSC reimbursement forms must be submitted along with receipts and details as outlined on form and must be sent by email or hand delivered to the President, Vice President and Treasurer for approval.
- iv. All timesheets are to be submitted by the 10th of the following month worked and will be paid by direct deposit on the 17th of that month.

d. Deposits

- i. All funds received shall be recorded on club deposit slips and deposited by the Club's Treasurer.

- ii. All funds shall be counted, recorded and verified by at least two board members. Verifying board members names must be recorded.
- iii. All funds shall be held in a secure lock box or other secure contained until they can be deposited by the Club Treasurer.
- iv. Deposit slips for received funds must be kept with the Club financial records.
- v. The Club shall provide an invoice or receipt to any customer who requests one. These receipts must also be kept with Club records.
- vi. The Club deposit policies apply to all funds received by mail or in person.
- vii. Funds received by electronic deposit shall be categorized as such and reviewed and approved by the Board at its monthly meeting. Examples of this might be direct payment or registration through online website or PayPal/Venmo account.

e. Check Cashing Policies

- i. The Club shall not deposit checks which have been held for more than ninety (90) days without written consent from the check drafters. The general rule for timely deposit is described in Policy E, Section b. of the Financial Controls section.
- ii. The Club shall not request photo ID – most notably a driver’s license – for cashing checks unless this is requested from all customers for a particular event, e.g., Fall Registration. Other forms of ID shall never be requested.
- iii. The Club shall not allow customers to post-date checks.
- iv. In the event a deposited check should be returned as non-sufficient funds (NSF), the Club Treasurer will contact the debtor by phone during the hours of 9:00am to 5:00pm within five (5) business days of receiving notice from the Club’s bank. This shall be made in a non- threatening, informative manner. There will also be a \$25 fee for all returned checks.
- v. In the even the funds are not received from a debtor, the Board may approve secondary measures to recover the lost funds including writing a collection letter, contacting the bank, going to small claims court or hiring a collection agency.

f. Fundraiser and Special Events Policy

- i. The Community Outreach Coordinator/Events Director (COC/ED) will coordinate special events or fundraisers and shall be responsible for preparing an initial yearly budget to be approved.
- ii. The COC/ED shall present a final accounting of all funds received and fees paid to the Club Treasurer within 30 days of the close of each event.
- iii. An event or fundraiser shall never just report the profit as Club income or pay any of its expenses from the event revenue received. All expenses shall be paid out of the Club operating account (debit card) as described in Policy e and I, of the Financial Controls section.
- iv. All organizers and volunteers shall abide by money handling procedures as defined in Section e above.
- v. The COC/ED may appoint an event chair and organizers who shall be responsible for managing the event.

g. Reports

- i. The Treasurer shall provide the Board budget versus actual income and balance sheet statements for the previous month and the current fiscal year.
- ii. The Treasurer shall provide the Board with monthly bank reconciliation statements for review and approve at its monthly board meeting.
- iii. The Treasurer shall provide the Board an itemized Accounts Payable and Income statement for the Board to review at its monthly board meeting.
- iv. The Treasurer shall provide the Board any ad-hoc financial report it requests.
- v. The Club shall provide its parent organization – Oregon Youth Soccer Association (OYSA) with any financial report or information it requests. The Treasurer will have 30 days to provide this information to the Board for it to forward to OYSA.

h. Annual Budgeting and Timeline

- i. The Board shall prepare and approve an annual budget prior to the start of its fiscal year as defined in the Club Bylaws. This budget shall be used as a guide to predict income and control expenses.
- ii. A separate budget shall be established and maintained for each independent program as determined by the Board. These shall be known as P/L entities. This shall be done to examine profitability of each program as well as to help set fees appropriately.
- iii. Budgets for each P/L entity shall include a 5% contingency line item for all expenses.
- iv. The Board shall periodically review its programs and projects publishing both short-term and long-term goals for the Club which will be used to guide the annual budget process. An open comment session shall be held at the Club's AGM.
- v. At its meeting four (4) months prior to the start of the next fiscal year, the Board shall approve the programs targeted for funding in the next annual budget cycle.
- vi. The Treasurer shall present the initial draft of budget three (3) months prior to the start of the next fiscal year.
- vii. The Treasurer shall modify the budget as directed by the Board and present these modified drafts to the Board at its request.
- viii. The Treasurer shall present the final budget to the Board for its approval six (6) weeks prior to the start of the upcoming fiscal year. This will give the Board at least fourteen (14) days to review the budget prior final meeting in the current fiscal year.
- ix. The budget shall be created using the approved software for the Club. The Club Treasurer may recommend changes to the software used.

i. Bonding

- i. The Club's officers and check signers shall be covered by a fidelity bond as part of the overall risk management plan.
- ii. The amount of bond shall be determined by averaging the highest monthly revenue for the past three (3) years. The bond shall be renewed prior to the start of each fiscal year.

j. Fiscal Oversight

- i. The Club shall undergo an independent financial review once every two years. It is recommended that this review is performed by a Certified Public Accountant.
- ii. The Club finances shall be maintained using account software to be used by the Club to manage its finances. The Club Treasurer may recommend changes to the accounting software used.
- iii. The Board shall require the Treasurer and check signers to review cancelled checks at least once per year for correct signatures and recognized vendors and endorsements.
- iv. The Treasurer shall back up the Club's financial records at least once per month.
- v. All general, payroll and other checks will be kept under lock and key. This includes both signed and unsigned Club checks. The keys are to be kept in the possession of the Club Treasurer.

k. Tax Reporting – IRS and State

- i. The Club's fiscal year shall be from June 1 – May 30.
- ii. The Club's Treasurer shall be responsible for filing all appropriate IRS forms with the required timeframe.
- iii. To maintain the Club's 501(c)(3) status, the Treasurer shall file the required IRS tax form by the 15th day of the 5th month after the end of the Club's fiscal year. For example, August 15th is the filing deadline for the fiscal year the fiscal year ending March 31st.
- iv. The Club's Treasurer shall file the annual CT-12 report with the Oregon Department of Justice when the IRS tax form is filed.

l. Debit/Credit Card

- i. OCSC operational account shall hold 2 debit/credit cards:
 - a. One debit card to be held by President.
 - b. One debit card to be held by Vice President.
- ii. Prior approval of Executive Board for use is mandatory.
- iii. Debit card may be used by approved board members for specific items instead of applying for reimbursement checks.
- iv. Items include but not limited to fuel, field maintenance supplies, event supplies, equipment, supplies, administration supplies.
- v. All receipts must be turned into Treasurer.

6. Recreational Program

a. Program Overview

The purpose of recreational soccer is to provide an opportunity for the participants to have fun, learn the sport and develop life skills including a lifelong love of the game.

b. Little Pioneers

The Little Pioneers program is an in-house program for grades Pre-K through 2nd. All games are held locally. This is the beginning level of soccer. Teams are co-ed at PK and Kindergarten; 1st and 2nd grade are gender based. Games are 3v3 and played on smaller fields.

c. Recreational Program

The Recreation program is for grades 3rd through 8th. It is primarily devoted to the enjoyment and development of soccer players without the emphasis on travel or high-level competition. OCSC also offers co-ed teams for high school students.

d. Developmental Program (*under development*)

The developmental program is for players ages 7-10 who are no longer challenged in the recreational program but are too young for competitive soccer. The developmental program focuses on small-sided games that aims to provide a fun and concentrated learning environment where players can progress and prepare for competitive soccer.

e. Playing Up

A player may "play up" in the next age division if space is available on a team. No player may "play up" two age divisions. *No exceptions.*

f. Playing Down

A player may not play down an age group. They must at least play in the age division where their birth date falls, regardless of where they were last assigned.

g. Playing Time

It is the goal of our recreational program to provide each player with the opportunity to learn and enjoy the game. Each player should play a minimum of 50% of the game. This does not mean equal playing time for all players. In some cases, less than 50% is acceptable due to larger than recommended team size, to injury, sickness, or lack of participation or attendance of scheduled practice times.

h. Team Assignments

While it is our goal to accommodate as many requests as possible, it is not always possible. The following criteria will be used in placing players on teams. It is the responsibility of the registrar with the Board help to form teams prior to the beginning of the season.

1. Grade (age group)
2. Gender
3. School attending in the fall of the given season
4. The previous year's team will serve as a starting ground (template)
5. Teammate requests (car-pooling/siblings)

i. Team Names

Recreational team names are selected by the team coaches. Recreational coaches are encouraged to use naming to reflect their team and the sport. Team names that negatively represent the club are forbidden. Common sense should suffice, but questions may be sent to the Board.

j. Practice Field Assignment

Teams must not practice on any soccer field without permission from the field manager. Practice times are assigned after coaches meeting, background and OYSA compliance is completed.

k. Discipline Within the Recreational Program

Communication is key regarding sportsmanship and player expectations. Coaches will discuss with their team's parents and players the implications of misconduct and the possibility that a child might be sent home from practice or benched during a game due to poor behavior, lewd or inappropriate language, discrimination or harassment of players, coaches or officials

Final disciplinary actions remain under the control of the Board.

l. Team Size

Teams will initially be formed with the minimum size per OYSA and US Soccer regulations. This will allow later registrants the ability to bring a team to maximum size if necessary.

Efforts will be made to make as many teams as reasonably practicable to allow optimal play time and consideration for coaching technique. If all teams have reached maximum size prior to the close of registration, then the registrar may create additional teams and move players between rosters as necessary; AND only if coaching staff is available and willing to manage these team dynamics.

The table below shows the team size concepts for OCSC.

Age Group	Game Format	Roster Minimum	Ideal Roster #	Roster Maximum
Little Pioneers	3v3	4	6	8
Grade 2	4v4	4	6	8
Grades 3&4	7v7	7	10	12
Grades 5&6	9v9	9	12	16
Grades 7&8	11v11	11	16	18
Grades 9-12 (co-ed)	11v11	11 (min 4 girls)	16	22

m. Special Rules for Recreational Soccer

1. No slide tackling allowed.
2. Fair Play Rules (Formerly known as the Blow Out Rule):
 - a) All coaches shall honor the spirit of the recreational game and any team leading by five (5) goals must adjust to attempt to even the play. Suggestions to achieve this goal:
 - a. Rotate players to unfamiliar positions. misconduct
 - b. Require your players shoot only from outside the 18-yard box.
 - c. Put "conditions" that must be met before a shot, such as:
 - i. Requiring multiple passes.
 - ii. Shooting left footed only. (Right for left footed players).
 - b) Adding a player to the field for the non-leading team is a good option.
 - c) Removing a player from the field from the leading team **is not an option!**
 - d) Use your good judgment to make sure the game is fun for all players on both teams.

n. Tournaments

Some recreational teams may choose to participate in tournaments outside of the club. There are several very positive recreational oriented tournaments in the area both during the regular season and outside of the regular. Care should be taken to avoid conflicts with regularly scheduled games.

The additional events will need to be paid for by the team's families. Coaches should learn the special registration requirements of those events and communicate the requirements to the club's registrar as soon as possible. If player cards are needed for the tournaments, it is the responsibility of the coach to arrange for the completion and lamination of those cards. Parents, guardians are responsible to transport to and from any event, tournament, games when traveling.

7. Coach Administration

a. Coaching in the Recreational Program

The Board works hard to recruit and register volunteer coaches. All coaches must fill out background checks, complete SafeSport and concussion certifications in order to be confirmed as a team coach. The Head Coach and club's Executive Board reserve the right to refuse coaching assignments to anyone it deems not fit to coach in the program.

The Board will schedule training as necessary for volunteer coaches. Coaches of recreation teams will not be allowed to choose their teams, nor will they be paid for their time coaching their team.

b. Coach Training

In order to provide the best possible coaching experience, the Club provides training opportunities to coaches that include licensing. Ideally every coach would have training through OYSA Grassroots training program for the ages of children they are currently coaching.

OCSC will reimburse for your Grassroots training after completion of your first year of coaching. If you choose to obtain the next level of coaching, we will support you in accruing this training. For questions for reimbursement for any license fees, please contact the board in an email.

Coaches wishing to attend classes that have a cost not automatically covered must contact (email) the board before attending the training to verify it is approved for reimbursement.

c. Coaching During Games

The coaching that occurs during games is something of a matter of style. However, some coaching issues are not flexible:

- a. Coaching will occur from the center line to the top of the penalty box except in younger age games where the coaches serve as referees.
- b. Coaches will not enter the field to assist a player until the referee has called them onto the field.
- c. Coaches will keep all referee and fellow coach contacts at a very high level of professionalism.
- d. Coaches will not allow any persons not on the roster in their bench area.

Generally, the Club prefers coaching during games is refrained from. Coaching points are best made to players on the sideline who are not playing when coming off the field or going onto the field. They will learn most when they make their own decisions based on what they learned in practice.

d. Coach/Parent and Team Communication

It is the responsibility of the coach to ensure each team member is contacted prior to the beginning of the season. This should be completed within 72 hours of receiving the roster at the annual coaches meeting of the given season.

All coaches will have a minimum of one coach parent meeting per season. This meeting should occur shortly after the team is formed. Additional meetings should be scheduled as needed and are encouraged. Coach/parent meetings provide an excellent way for parents and coaches to communicate if they are properly managed.

Communication with parents is very important at Oregon City Soccer Club. Coaches should inform players and parents the following:

- Goals for the upcoming season
- The coach's philosophy for the team and individuals
- Parent conduct and support expectations
- Tournaments and other team functions, with the greatest possible detail about critical dates.
- Player commitment expectations

Coaches must ensure that parents are notified of any changes as soon as the information becomes available.

Parents should first confer with their coach about concerns wherever possible before contacting the Head Coach, with the expectation of misconduct on the part of the coach. Parents must remember that coaches cannot resolve issues of which they have not been made aware.

e. Coaches and Social Media Communication

OCSC Coaches will not contact with children directly on ANY social media platforms. If a player wants to connect with a coach through social media those children should be directed to "like" or "follow" the club's official social media accounts. Preferred preference is to post any pictures of any child/player on the club's official social media accounts. Coaches will not post any pictures of any child/player on their personal social media pages without written consent from the child/players parents.

f. Coach Considerations with Regards to Medical Emergencies and First Aid

Oregon City Soccer Club strongly encourages all coaches to pursue first aid and CPR training.

- a. In the event of a medical emergency, appropriate action must be taken immediately. Coaches are strongly encouraged to have a phone nearby in order to quickly activate the emergency medical system.

- b. It is recommended that each coach and/or program administrator have a first aid kit on the field at all times. First aid kits will be provided to the coach by the Equipment Manager.
- c. All Medical Release forms must be on the field at all times during practices and games. Make sure that emergency phone numbers are listed.

g. Coaching Procedures Related to Blood

Oregon City Soccer Club requires that coaches act to prevent exposure of players to other player's blood.

- a. The first concern is always to make sure the player is not seriously injured. Never move a player that may have internal injuries. If serious injury is suspected, clear the field and summon medical help. It is recommended that standby medical help be present at all tournaments.
- b. If it will not hurt the player more, remove him/her from the field to the sidelines away from spectators.
- c. Carry plastic bags at all times in the coach's bag. These bags should be large enough to carry a uniform and shoes. It is also recommended that rags be carried and a spray bottle containing a 1:10 solution of chlorine bleaches and water for wiping up surrounding areas. All tainted grass should be sprayed with the solution. A separate bag should include all contaminated articles including bandages, rags, wipes, etc. This bag should be tied off and placed in a covered container.
- d. Referees will not allow a player on the field with a uniform that has at blood on it. It is recommended that extra clothing be carried as precautions. Many referees will allow a t-shirt of the same color as the jersey to be worn should an accident happen.

h. Assistant Coaches

Assistant coaches are responsible for helping head coaches lead their teams. This is done by providing support in a variety of ways, including practice planning, training and game preparation. Expectations for an OCSC assistant coach are as follows:

- a. **Leadership:** As an assistant coach you may not have the same level of authority as the head coach. However, you are expected to demonstrate leadership skills by being a positive role model for the team.
- b. **Teamwork:** Teamwork skills will help you set the tone for the team by working with the head coach to develop a successful strategy for the season. It is critical that the assistant coach and head coach work together on communications, practices, team meetings, team philosophy and team goals to ensure leadership is unified.
- c. **Communication:** The assistant coach is the secondary line of communication for team emails, unless otherwise directed by the head coach. Before communicating with the team, players or parents, the head coach and assistant coach will discuss how they will approach the team regarding changes in schedules, playing time, practice plans etc. to make sure there is no overlap or a disconnect in any outgoing messages.
- d. **Knowledge of the Game:** As the assistant coach, you should have a thorough understanding of the game and be able to support the head coach.
- e. **Sportsmanship:** An assistant coach sets the example for the team on how to accept defeat graciously and be a good sport. It's imperative that all coaching staff model good sportsmanship

by congratulating the opposing team, thanking the officials and encouraging players to do their best.

8. Referees

a. Purpose

It is our goal at Oregon City Soccer Club to help support our local teens, especially those who have grown up in the OCSC program by offering local referee classes in order to increase the local referee pool.

b. Referee Sign-up

To become a referee, contact our referee coordinator at – referee@ocsoccerclub.com.

Oregon City youth who are licensed referees can log into [RefTown](#) to locate current referee openings for Oregon City Soccer Club local games.

c. Referee Classes

The Grassroots Referee Courses are offered throughout the year around the state and is the starting point for new referees. The minimum age for referees is 13 years old.

Oregon City Soccer Club hosts one per year in the local area. To find out more about when referee classes are held, contact OYSA at: <https://oregonyouthsoccer.org/referees/>