



# South Kitsap Soccer Club

## Policies and Procedures

# South Kitsap Soccer Club Policies and Procedures

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## **Section 1 – Administrative Procedures**

### **100 Administrative Procedures**

#### **101 Changes**

Changes to the contents of these Policies and Procedures may occur at any time because of decisions by the SKSC Executive Board. The SKSC website ([www.sksoccer.com](http://www.sksoccer.com)) will always have the most current version posted.

## **Section 2 – General Procedures**

### **200 Authorities**

- a) These policies and procedures shall govern the members of SKSC in all cases to which they are applicable, and in which they are consistent with the club's bylaws and constitution.
- b) The following shall be subject to the policies and procedures contained herein:
  1. All Board Members within all levels of SKSC
  2. Any person seeking election or appointment as a SKSC officer
  3. A committee director and its committee members
  4. Every employee or volunteer of SKSC
  5. Any person who at any time could be expected, in the performance of their duties, to be entrusted with the supervision, guidance and care of SKSC members and players
- c) SKSC members are expected to follow these written policies and procedures as well as the intent of these policies. If a situation arises that is not covered herein, then the Executive Board shall provide the necessary administrative direction, consistent with the club's governing documents.
- d) Each team's staff shall be accountable for the conduct of its players, coaches, assistant coaches, team managers, parents, spectators, and any person who by their presence could be construed to have an affiliation with SKSC, to ensure that their actions on or off the field do not bring discredit upon the SKSC. At no time shall foul or abusive language be permitted at any field.

## **Section 3 – Registration Procedures**

### **300 Registration Procedures**

#### **301 Objectives**

The basic objectives of the SKSC registration program are:

- a) To establish records and a data management program for players, coaches and administrators.
- b) To establish teams and rosters fairly and equitably.

#### **301.1 Registration**

- A) OPEN REGISTRATION begins April 1 for all levels of play.
  - 1) All SKSC member players, coaches, club officials and volunteers shall be registered annually regardless of age, gender, or participation in developmental, educational, or competitive programs.
  - 2) Annual registration with SKSC for all Volunteers (i.e. Coach, Assistant Coach, Trainer, Team Managers, etc.) requires a current, fully completed WYS Application/Disclosure Statement, signed under penalty of perjury either in electronic format or in hard copy format, as well as any other documents required by SKSC.
  - 3) It is the responsibility of the SKSC Registrar to notify the Vice President of Administration of any registration irregularities
  - 4) Registration is defined as a member's written or electronic declaration of their intent to participate within SKSC; providing proof of age (as required); and, paying any required fees.

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- B) **COMPLETED REGISTRATION:** Completed registration includes completing the online registration form, making payment, having age verified (301.2), completed concussion review, completed medical release, photo release, and all completion of all applicable code of conduct. **Registration is not complete until payment is made in full by August 1 of the registration year.**
- C) **LATE REGISTRATION:** Same team placement deadline date is June 1. All players registering after this date will not be guaranteed same team placement. July 1 is late registration and not guaranteed a roster spot on a specific team or with a specific coach. Players registered after this date will be placed on the team with the greatest need, i.e..... the team with the fewest players on the roster and not at roster capacity. This does not guarantee a roster position on a team.
- D) **VOIDED REGISTRATIONS:** Falsifying birthdates or other information will result in the registration being voided.

## 301.2 Proof of Age and State Required Forms

**ACCESSING YOUR ACCOUNT:** Returning players can access their account using the same username and password as the previous year. If you forgot your username or password, the system can email you this information provided the email address on file is valid. You can also contact the club registrar who can provide that information to you. Do not create a new account if you already have an existing account with SKSC.

**BIRTH CERTIFICATES AND PROOF OF AGE:** If your child's age was verified last year and you register online using the same account number (username and password), SKSC will not need to re-verify your child's birth date. New players to SKSC will be required to show a birth certificate so the player's birth date can be validated.

- a) Each new player's proof of age shall be provided at the time of registration with SKSC. Any player may be called upon to provide said proof of age at any time and for any reason.
- b) Acceptable forms of proof of age shall consist of the following:
- 1) Original birth certificate and/or copy.
  - 2) Uniformed Services Identification and Privilege Card (DD Form 1173) issued by the uniformed services of the United States
  - 3) Birth registration issued by an appropriate government agency or board of health records
  - 4) Passport
  - 5) Alien registration card issued by the United States government
  - 6) Certificate issued by the Immigration and Naturalization Service attesting to age
  - 7) Unexpired federal, state, or local government identification card (if documentation of date of birth is required)
  - 8) Certification of a United States citizen born abroad issued by the appropriate government agency.

**Hospital, baptismal or religious certificates will not be accepted.**

**MEDICAL RELEASE FORM:** If you completely fill out the emergency contact and medical release information during registration, SKSC team coaches/managers can print out the information so that the parents do not need to fill out a separate Medical Release Form. All team coaches/managers must have a Medical Release Form for all players on the team, and shall have them with them at all times during practice and/or games.

**CONCUSSION COMPLIANCE:** the Zackery Lystedt Law requires that an informed consent must be agreed to by parents and youth athletes acknowledging the risk of head injury prior to practice or competition in any sport in the State of Washington. This must be done on an annual basis. If registering online this requirement is satisfied. If registration did not occur online then this requirement will be required prior to participating.

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## **301.3 Proof of Age Verification**

- a) Any form of proof of age as defined in 301.2 Proof of Age can be photocopied and mailed to the club at PO Box 23, Port Orchard, WA 98366.
- b) Any form of proof of age as defined in 301.2 Proof of Age can be emailed to the Registrar at [registrar@sksoccer.com](mailto:registrar@sksoccer.com).
- c) Any form of proof of age as defined in 301.2 Proof of Age can be verified, in person, by a member of the executive board and accepted at the Registrar's discretion.

## **302 Player Rostering**

- a) Rostering is the act of assigning a player with a completed registration to a team.
- b) A player may be rostered to only one SKSC team at any given time.
- c) IMPROPER REGISTRATION – Any team playing a player who is over age, or who is not registered or who is improperly entered on the team's roster shall forfeit the game(s) in which that player takes part. The coach of any team playing a player who is over age, or who is not registered or who is improperly entered on the team's roster may be subject to disciplinary action by SKSC.

## **302.1 Team Formation**

- a) Players may request to return to their previous year's team provided that their registration is completed by June 1<sup>st</sup> of the current registration year; and, that the previous year's team still exists.
- b) Players requesting to not return to their previous year's team will go back in the pool of players to be placed randomly on teams as needed to fill a roster.
- c) All players registering after the designated closing date will be randomly assigned to a team as needed to fill a roster.

## **302.2 Play Ups - Recreational Players**

- a) No play up requests will be accepted for U7 and below players.
- b) U8 through U14 players may play up a maximum of one (1) age bracket with Executive Board approval.
- c) Play up requests must be submitted to the Registrar in writing by the parent or guardian of the player.
- d) The board may request that the player requesting to play-up be evaluated by at least two (2) coaching directors, or persons as selected by the executive board.
- e) Play up requests, if approved, are only valid for the current year, and must be resubmitted for approval annually.
- f) U15 – U19 age groups will be rostered and registered within compliance with NSYSA and is considered high school age.
- g) Other play-ups may be made due to club operational needs.

## **302.4 Play Downs**

- a) Over-age play down waiver requests shall be submitted in accordance with the WYS medical play down policy.
- b) Waivers for over-age players shall be accepted only upon approval by WYS and must be received prior to the annual scheduling meeting.

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## **303 Registration Fees**

- a) Registration fees shall be established annually by the Executive Board.
- b) The Executive Board may also establish a maximum registration fee per family.
- c) Registration fees for club select players will not be reduced by any family maximum registration fee discount.
- d) Recreational fees include the purchase of a uniform, team affiliation fees (association, district, and state registration) field rental and maintenance fees, referees, insurance, administrative costs, equipment, etc.
- e) Select fees include team affiliation fees (association, district, and state registration), field rental and maintenance fees, referees (up to three per game), insurance, administrative costs, equipment, tournaments, etc. Uniforms will be purchased separately through the SKSC approved vendor and will be considered a private transaction between the member and the vendor.

## **Section 4 – Financial Procedures**

### **400 Financial Procedures**

#### **401 Treasurer Responsibilities**

- a) The Treasurer shall be the point of contact for all South Kitsap Soccer Club financial matters; including, but not limited to, deposits, withdrawals, accounts payable, accounts receivable, and team accounts.
- b) The Treasurer shall be the liaison with the outside accountant. The outside accountant will be limited to tax preparations and reconciliation of bank statements along with a yearly audit to be conducted at the conclusion of each calendar year or when a person leaves the position of treasurer. The Treasurer will provide the accountant the original copy of the bank statement. The Treasurer will maintain access to the online bank statement. The Treasurer will ensure that the President receives a copy of the Bank statement upon request.
- c) Credit/Debit cards shall be issued to the Treasurer and the VP of Administration. The VP of Administration shall refrain from using Club credit/debit cards except in emergency situations when the Treasurer is unavailable.
- d) The financial aspects of all Club-hosted events; including but not limited to all tournaments, camps, and clinics, shall remain the responsibility of the Treasurer.
- e) The Club's deposit accounts shall be reviewed periodically by the Treasurer to ensure that none of the assets in any one financial institution exceed the applicable FDIC insurance limits. The Treasurer shall make recommendations to the Executive Board to move Club assets to ensure that all assets are properly insured.
- f) Annually, the Treasurer shall conduct a review to determine the minimum checking account balance that should be maintained to cover normal, expected expenditures. Additionally, a minimum savings account balance should be identified for emergency purposes only. The Treasurer shall recommend to the Executive Board the minimum account balances to be maintained. The remainder of the Club's funds shall be deposited into longer-term deposit accounts to obtain the highest level of return possible while ensuring complete protection of the principal assets.
- h) Annually, the Treasurer shall ensure that a financial audit is completed by persons not having check writing authority, or account signature access. This audit may be conducted by a separate accounting/auditing firm upon approval by the Executive Board.

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## 402 Disbursements

- a) All Club disbursements shall be made by check. Cash disbursements shall not take place.
- b) The Treasurer shall be provided a minimum of two weeks' notice for tournament registrations to facilitate payment by check and/or electronic funds transfer.
- c) All disbursements over six hundred dollars (\$600) shall require a counter-signature by another authorized signer.
- d) Any new single purchase over one-thousand dollars (\$1,000) shall require a minimum of three (3) bids and approval by the Executive Board. This approval shall be entered into the written minutes of such meeting.
- e) Any NEW contract greater than \$10,000 shall be sent to the membership for a 30-day review and comment period. Notice will be by Bonzi e-mail, FaceBook , SKSC web site, etc.

## 403 Team Financials

- a) All SKSC team-related financial matters shall be handled through the club's financial accounts and in coordination with the Treasurer. No individual team shall be permitted to maintain separate banking or financial accounts outside of the club.
- b) No team affiliated with the SKSC shall be permitted to maintain a negative team account balance.
- c) All teams are required to utilize the Club's contracted vendors where applicable.
- d) No teams or club members shall be permitted to enter into contracts or incur financial obligations against the club's accounts without prior authorization.
- e) Any team funds not used or allocated by December 31<sup>st</sup> of the current year will be turned over to the respective general club account (recreational, or select) unless the club treasurer is notified in writing.

## 404 Refunds

### 404.1 Recreational

- a) A member may receive a refund equaling 100% of the registration fee until September 1<sup>st</sup>.
- b) After September 1<sup>st</sup> and until October 1<sup>st</sup> a member may receive a refund of 50% of the registration fee.
- c) After October 1<sup>st</sup>, no refund will be issued.
- d) In the event of an injury or other extenuating circumstance the member may appeal to the executive board for a refund for the affected player.

### 404.2 Select

- a) No refunds after 1<sup>st</sup> game played (tournament or regular season)
- b) In the event of an injury or other extenuating circumstance the member may appeal to the executive board for a refund for the affected player.

## 405 Returned Checks

- a) Checks returned for insufficient funds: the player will not be allowed to participate in any club activities and the player card will not be released until the NSF check is resolved.

## 406 Reimbursements

Expense reimbursement forms shall be required for every transaction. All reimbursement forms shall require separate approval from the board member responsible for the particular area of operation, prior to payment by the Treasurer. Approval can be provided directly on the form, or by separate email, as long as the approval is kept with the form. Expense reimbursements being sought by a board member shall require separate approval from either the Vice President of Administration or the President.

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## 406 Tournaments

- a) The club will assist with recreational team's tournament registration costs as follows:
  1. The club will pay \$100 per tournament for up to three (3) tournaments for U11 and above recreational teams.
  2. The club will pay half (1/2) of the tournament registration fee (not to exceed \$100) for up to three (3) tournaments for U10 and below recreational teams.
  3. The club will not provide financial assistance for club select teams.

## 407 Team Sponsorship

- a) Individual teams may obtain sponsors, the sponsorship form must be filled out and turned in to the club treasurer.
- b) Sponsorship funds received shall be deposited with the club treasurer.

The treasurer will credit the teams account with 100% of the sponsored amount unless the club incurs a cost with the sponsorship and up to 10% or \$100 will be deducted.

## 408 College Scholarships

Each year the SKSC shall decide at the January club planning meeting if it will award a scholarship to a SKSC player to be used towards a college of their choice. Application deadline will always be November 30<sup>th</sup>. Applications will be placed at South Kitsap High School and on the SKSC website. Interested parties should contact the club Secretary with any questions. Scholarships are presented at the annual awards ceremony.

## Section 5 – Financial Assistance

### 500 Financial Assistance Procedures

- a) The board shall establish a budget item to provide financial assistance to families requesting assistance with registration costs.
- b) Families shall request financial aid using Appendix A, SKSC Financial Aid Application. Email the completed form to the club VP of Administration ([admin@sksoccer.com](mailto:admin@sksoccer.com)) AND the Registrar ([registrar@sksoccer.com](mailto:registrar@sksoccer.com)). Financial assistance requests will be reviewed and approved or denied on a case by case basis.
- c) Families receiving financial assistance must pay at least \$50.00 per player and will be required to volunteer at least five (5) hours of service to the club which must be done or scheduled prior to August 1.
- d) Families not meeting their financial or service obligation will be ineligible for any future assistance and their registration shall be voided with the player removed from the team.
- e) The five (5) hours of club service must be verified, via e-mail to the treasurer, by a SKSC board member.



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## **Section 6 – Volunteers**

### **600 Volunteers**

#### **601 All Volunteers**

- a) Volunteers are defined as coach, manager, team parent, referee, trainer, or anyone who is in direct contact with a child not their own.
- b) All volunteers must have submitted and maintain on file with the WYS Risk Management Director:
  - 1) Any other documentation or background history deemed necessary by the WYS Risk Management Director.
  - 2) All volunteers are required to complete an annual background check through Affinity Sports.
- c) All volunteers and board members must comply with the WYS Code of Ethics
- d) Team staff volunteer applications (i.e. coach, anyone designated as a team manager, trainer, representative, assistant coach, or any other person seeking to officially represent a team) will be screened and are subject to approval by the SKSC Executive Board.
- e) Board members will pay \$30 for their children to play recreational and 50% of applicable fees for Select.
- f) An individual with a rejected background check will not be allowed to participate.

#### **602 Coaches**

Soccer presents an excellent opportunity to learn, develop, and establish group behavior, friendly relationships, fair competition, doing things in an organized manner, and enjoyment. Above all else it must be fun!

- a) All coaches must submit a fully completed and detailed coach application through the SKSC Registration system
- b) All coach applications will be screened by the age appropriate coaching director. Final team assignment is subject to SKSC Executive Board approval.
- c) Accepted coaches will be required to attend a pre-season coaches meeting before receiving their roster, field assignment or training equipment.
- d) It is encouraged that every coach attends coaching and referee clinics in order to acquire information that, in turn, can be passed on to their players. Coaches should attend an age/level appropriate coaching clinic. Upon successful completion of clinics, coaches will be reimbursed the registration fees based on the schedule below:
  1. USSF E license or NSCAA level I-IV, 100% reimbursement after one year of coaching with the club
  2. USSF D license or NSCAA level V - VI, requires a two (2) year coaching commitment to the club in which the coach shall receive 50% back at the completion of each year
  3. USSF C license or NSCAA National Diploma, requires a three (3) year coaching commitment to the club in which the coach shall receive 33% back at the completion of each year.
  4. USSF B and A license or NSCAA Advanced National Diploma or Premier Diploma requires a four (4) year coaching commitment to the club in which the coach shall receive 25% back at the completion of each year.
  5. All other training courses not mentioned above are subject to executive board approval for reimbursement schedule. All USSF and NSCAA courses are accepted by SKSC.

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- e) Coaches must attend all coach's meetings as scheduled and announced.
- f) The coach or designated adult (18 years or older) should attend every practice and every game.
- g) **There must be an approved adult volunteer at all functions.**
- h) The coach is responsible for his own behavior as well as that of his players and spectators. Remember this is just for fun.
- i) Every player will be given the opportunity to play in each game at least **50%** of the playing time unless they are not able to play due to illness or injury; this applies to recreational programs only.
- j) Coaching from the sidelines is permitted but not recommended. Coaching must be done in a civil manner and the tone of the voice must be informative and encouraging, not demeaning or critical.
- k) At home games, you are responsible for field preparation
- l) Apple Cup participation declarations need to be submitted in writing to the Registrar prior to August 1<sup>st</sup>. Once participation declaration has been submitted at the scheduling meeting it cannot be rescinded. Coaches accept the possibility that they will have a mandatory forfeit by attending the Apple Cup.
- m) Head coaches with more than one team must notify the VP of Competition of their preferences for am/pm games for each of their teams by August 1<sup>st</sup>.
- n) Recreational coaches receive a \$30.00 discount for each of their children that they are coaching; Select coaches shall receive a \$60 discount for each child they are coaching.
- o) Coaches with SKSC, regardless of program (select, or recreational), may not coach for another club simultaneously with their coaching season at SKSC. This does not preclude coaches from coaching with another club during a season that is not simultaneous with the SKSC season or with a school program.
- p) Coaches shall not coach more than two (2) teams simultaneously. Coaches are encouraged not to hold the two practices together to allow each team equal and fair opportunity to learn.
- q) Coaches are to ensure that players always are wearing the proper protective equipment (i.e. shin guards).

## **Section 7 – Discipline**

### **700 Discipline**

#### **701 Ejections– Adults**

Any adult who receives an expulsion that is upheld by the disciplinary committee of the applicable league or competition authority will be subject to additional sanctions as follows:

- a) First offense in a seasonal year may result in a 15-day suspension from all SKSC related activities.
- b) Second offense in a seasonal year may result in at least a 30-day suspension of all SKSC related activities and requires a mandatory appearance before the SKSC ethics committee prior to resuming any SKSC soccer related activities.

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## 702 Touchline Misconduct

- a) **SKSC has adopted a zero-tolerance policy regarding touchline misconduct.**
- b) Referees are charged with the responsibility of game conduct and with enforcing the Laws of the Game and the rules of a competition authority. Coaches, team staff, parents and spectators **do not have the right**, under any condition, to dispute a referee's call on the field. **Public dissent or arguing with a referee or with another coach, player or parent will NOT be tolerated and is grounds for removal from the game, and possibly from the program by the Executive Board.** A referee's judgment call -- good or bad -- **is final** and is not eligible for protest. Referee's calls involving application of the rules is subject to protest in accordance with the rules of the competition authority.
- c) If a friend or family members needs to be singled out by the referee for disputing calls, making negative comments, or other forms of touchline misconduct, the referee will consult with that team's Coach. The Coach will be responsible for asking the friend or family member of the player to refrain from further comments. Should this person persist with the offending behavior, the Coach will be required to ask the friend or family member to leave the field.
- d) Should a third incident involving the same person occur any time during a player's tenure with SKSC, the player and all of his/her siblings may be removed from the program permanently. Although it is the referee or Coach's decision whether to bench or expel a player or parent from a game, it shall be the prerogative of the club's President, Vice President of Administration and age-group Coaching Director to expel a player or parent from future game(s) or from the club.

## Section 8 – Complaints

### 800 Complaints

An official complaint requiring resolution must be submitted in writing within 30 days of the incident; signed by the complainant and mailed to the SKSC post office box. No other form of complaint shall be entertained.

## Section 9 – Fields

### 900 Fields

All use of designated SKSC fields shall be coordinated and pre-approved by the Vice President of Fields. Designated SKSC fields are all South Kitsap School District fields, Veterans Memorial Park (Retsil), South Kitsap Regional Park (SKRP), and Van Zee Park.

The VP of Fields shall submit all facility use applications to the appropriate entity. No member shall submit a facility use application under the SKSC name.

## Section 10 – Uniforms

### 1000 Uniforms

#### 1001 Recreational Uniforms

The official colors for South Kitsap Soccer Club recreational teams are green and white. The uniform shall consist of 1 green jersey, 1 white jersey, 1 pair of black shorts, and 1 pair of socks. All uniforms must have the club authorized emblem emblazoned on the front of the uniform. All uniforms will be worn during sanctioned games. Any modification to the uniform must first be approved by the executive board.

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## **1002 Select Uniforms**

The official colors for South Kitsap Soccer Club select teams are maroon and white. The uniform consisting of 1 maroon jersey, 1 white jersey, 1 pair of maroon and/or black shorts, 2 pair of socks and a soccer ball will be purchased by the player. An alternate uniform may be purchased in addition to the above listed maroon and white uniforms. The uniform may be a black jersey, black shorts, and black socks. This alternate uniform may not be purchased in lieu of the maroon and white uniforms. All uniforms must have the club authorized emblem and be purchased through a club authorized source. All uniforms will be worn during sanctioned games. The Club uniform becomes the property of the player upon purchase. Modifications to the uniform require executive board approval.

## **1003 Club Logos**

Club logos are the protected property of SKSC and can only be used with executive board approval at approved vendors. Unauthorized use of the logos is prohibited.

## **Section 11 – Select Program (South Kitsap United)**

### **1100 Select Program**

#### **1101 Program Administration**

The club select program will be administered by the club select committee which will be chaired by the Director of Club Select, with oversight by the Executive Board. The duties of this committee will include screening coach applications, selecting coaches to present to the Executive Board for approval, approving expenditures from the select program budget, overseeing the select tryouts, compiling the evaluations and making recommendations for select team formations.

The Director of Select will notify the Executive Board at least seven (7) days prior to any expenditures in excess of \$500 from the Select Program budget.

In order to ensure proper oversight and club-level program coordination, the Director of Club Select will provide the Executive Board with a summary of the Select Program's status and plans for program development. These updates should occur during the Executive Board meetings and must take place at least quarterly.

#### **1102 Season**

Select teams are permitted to play in WYS leagues within District IV, District III, or the North Puget Sound League (NPSL). Coaches may also choose to participate in the U.S. Club Puget Sound Premier League (PSPL). However, teams may not participate in more than one league without executive board approval.

Tryouts are to be held between February 1<sup>st</sup> and May 31<sup>st</sup> of each year and in accordance with WYS rules and tryout schedules. SKSC select program is for open to all players U11 – U19 for both boys and girls.

#### **1103 Playing Time**

Playing time at the select level is not guaranteed and is at the discretion of the head coach. Disagreements about playing time should be addressed to the head coach, or to the Director of Club Select for mediation.

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## 1104 Coaches

Persons wishing to coach a club select team shall submit a completed coach's application to the Director of Club Select. Club select coaches must annually resubmit an application and re-new their request to coach a SK United team. Select coach applications must be received by the Director of Club Select no later than 30 days prior to the scheduled tryout date. A copy of the coach's license and soccer resume must accompany the application. Coaches selected by the select committee shall be brought to the Executive Board for review and approval. Coaches must be approved prior to tryouts.

Coaches in the select program must possess a valid USSF or NSCAA license as listed below and have a minimum of two (2) years coaching experience.

License:

U11 through U14 – USSF 9v9 License, or USC 9v9 Diploma

U15 through U19 – USSF 11v11 License, or USC 11v11 Diploma

Exceptions to this requirement are to be evaluated and reviewed by the select committee then brought to the Executive Board for final approval.

## 1105 Tryouts

- a) The Director of Club Select in conjunction with the select committee shall be responsible for setting the tryout format and exercises to be used in each age group. Tryout formats, drills, and logistical support needs will be prepared in advance and copies of the plan provided to each evaluator and coach at least two weeks prior to the tryout. Evaluators and coaches will be assigned to specific player pools, and will run their assigned session in accordance with the plan.
- b) Tryout dates shall be decided by the select committee and brought to the Executive Board for final approval. Upon approval, the tryout dates will be posted on the website and emailed out to the club as a whole. At least two tryout sessions will be held between February 1 and May 31<sup>st</sup> of each year.
- c) A member of the Select Committee or designated Board member will be assigned to each tryout age group to oversee the registration and tryout process. All inquiries and issues are to be directed to this individual who will make themselves known to all coaches at the beginning of the tryout period.
- d) Evaluators shall be assigned to specific age groups and assignment shall be subject to the following conditions:
  - a. Evaluators shall not be family members of any player in their evaluation pool;
  - b. Coaches serving as evaluators shall not be assigned to an evaluation pool within the same age bracket as their team(s);
  - c. Minor-aged players may be asked to serve as evaluators provided:
    - i. They are assigned to work in conjunction with at least two (2) adult evaluators;
    - ii. They are at least three (3) years older than the players in their evaluation pool;
    - iii. They have played select-level soccer for at least three (3) years.

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## 1106 Team Formation Process

1. Team formation, as outlined below will be dependent upon the availability of talent and kept “age pure” as much as possible (with the exception on the U19 group)

a) All teams should stay age pure unless there is not enough talent within that age pure group to form a team. Any exceptions will be handled by the Club Select Committee.

b) If two age group coaches are considering making an offer to the same player, the age pure coach or coach closest to age pure division gets priority. Any exceptions will be handled by the executive board.

## 1107 Team Selection Procedures

1. Coaches must notify their players pool within 48 hours of the final tryout date to inform them of the decision made regarding team acceptance. Once coaches have filled their roster with players who have accepted offers, the head coach will provide the final roster (detailing offers made and offers accepted) to the Director of Select. The Director of Select will maintain copies of the final rosters for administrative purposes, and will post the final roster to the SKSC website.
2. Teams may be chosen only from players who have attended at least one (1) of the two (2) select tryout dates.
3. Every attempt will be made to coordinate amongst coaches in each age gender/age group to ensure an otherwise eligible and select caliber player is not restricted from playing in the South Kitsap Select Program due to conflict between coaches.
4. The age group specific select coach will be responsible for notifying all players who tried out if they were selected or not within 48 hours of the completion of the second tryout.
5. No player will be added to any Select Team roster without approval from the Director of Club Select. No player will be added to any select team roster without approval from the Director of Club Select. All players added to a select team must have participated in a club-sponsored tryout session, unless special consideration or alternative method is granted by the Director of Select. If additional tryout sessions are warranted during the year, the tryout date(s) will be publicized to the club at least seven days in advance, and open to all players within the age division.

## 1108 Additional Policies

1. All players must adhere to the Club uniform policy and only wear South Kitsap Soccer Club approved uniform kits (jerseys, shorts and socks) at any and all SKSC sanctioned events.
2. Select coaches shall supply an estimated team budget detailing expenses for the upcoming season to the Director of Club Select prior to the scheduled tryout. This budget will be shared with the parents of those players at the tryout.
3. Select teams will be required to purchase uniforms every other year or as needed.
4. Head coaches of select teams shall utilize available team funds to cover team-related expenses such as tournament registration fees, team activities, or team equipment needs. Equipment purchases shall be submitted to the Director of Select for review prior to purchase. Equipment purchased through the use of team funds shall be returned to the Director of Select for reassignment either upon dissolution of the team or a change in head coach.

## South Kitsap Soccer Club Policies and Procedures

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5. Prior to the first team meeting, coaches will provide parents and players with a copy of the SKSC United Prospectus which details coach/parent/player expectations and expected costs. Head coaches shall be required to maintain the following records for each player on their team, and must have these records on-site at all team activities:
  - a. A signed medical release
  - b. A copy of the player's birth certificate
  - c. A signed Concussion and Sudden Cardiac Arrest Awareness Form
  - d. A signed player and parent Code of Conduct
  - e. Emergency contact information for the player's parent/guardian
  - f. For PSPL play, a valid US Club Player Card.



## Appendix A: SKSC Financial Aid Application

# Privacy Act Data Cover Sheet

To be used on  
all documents  
containing personal  
information

### DOCUMENTS ENCLOSED ARE SUBJECT TO THE PRIVACY ACT OF 1974

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# Privacy Act Data Cover Sheet





# Appendix A: SKSC Financial Aid Application

## Low Income Support Statement

This form is for those who reported little or no income on your last year's income taxes and require financial aid from the South Kitsap Soccer Club so their child can play soccer this season.

\* If you lived with family and/or friends, indicate this in your statement. Report a total dollar amount of any monies given to you by any individual for the purpose of paying basic living expenses last twelve months; such as cell phone bill, transportation, insurance, etc.

Indicate total amount given to you, if applicable \$\_\_\_\_\_.

\* If someone else paid any bills on your behalf, indicate the total dollar amounts for last twelve months below. For example, if someone paid the rent for an apartment that stated your name as the leaseholder or paid the insurance for a car in your name.

Indicate total amount paid on your behalf, if applicable \$\_\_\_\_\_.

\* If you received assistance from any agency to help you with day-to-day costs towards housing or food, indicate such assistance and the source in your statement (i.e. SNAP, Link Card, WIC, Section 8 Housing, Urban League, Food Pantry, DCFS, etc.).

\* If you were hospitalized, incarcerated, or volunteering your services in exchange for living arrangements, indicate this in your statement.

\* If you received Social Security Benefits or Child Support, indicate how much you received last twelve months.

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# South Kitsap Soccer Club Policies and Procedures

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## Appendix A: SKSC Financial Aid Application

Describe how you met basic living expenses during the last twelve months on the lines below for yourself (and your family). You may provide any relevant information for your aid request here.

Note: If you are a DEPENDENT student, YOUR PARENT(S) must complete this form.

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Signatures:

Player's Name: \_\_\_\_\_

Parent: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

## Appendix X: Description of Changes

December 2017 (Treasurer Greg Russell, VP of Admin Slade O'Donnell) :

- 301.1 B & C: Changed payment due dates to August 1, clarified late registration policy.
- 302: Clarified rostering – only players who have completed registration are rostered.
- 401.b: changed responsibility from Secretary to Treasurer
- 401.c: deleted the requirement that SKSC maintain a Staples account
- 402.e: NEW – new SKSC contracts must notify the membership (Bonzi, Face Book, SKSC web page, etc.) and give a 30-day review period for input.
- 405: NSF checks rules modified.
- 408: Scholarships are determined at SKSC Planning meeting.
- 500.b: NEW – Financial Aid requests are made in writing using Appendix A financial aid form
- NEW - Appendix A, SKSC Financial Aid Application
- NEW – Appendix X, Description of Changes (explains the changes and identifies authors)

February 2018 (Select Director McDaniel)

- 1101: Added program administration oversight tasking.
- 1104: Updated license requirements
- 1105: Clarified and expanded tryout process requirements. New requirements for evaluators.
- 1106: Team formation exceptions now handled by Select Committee.
- 1107: Clarified the team selection process
- 1108: NEW - Added direction regarding use of team funds and player/team record keeping requirements.