



Policy and Procedures

Adopted April 18, 2006
Addendum Adopted November 19, 2006

Club Overview

The United Futbol (TUF) is the new classic soccer club serving the Milwaukie, Gladstone, and North Clackamas areas. This new club, whose name means Strength, Want, and Desire, represents a merging of Milwaukie/Gladstone United-MGU and the North Clackamas Soccer Club Classic programs. TUF will continue to work with the local recreation programs in promoting soccer at all levels.

Club Goal

Our goal is to provide a quality classic soccer program in the Milwaukie, Gladstone, and North Clackamas area at an affordable price. TUF was developed with the intent of providing players and parents with a local, convenient and affordable opportunity to play competitive soccer. The average player costs in both of these merged classic programs have been well below the typical annual cost per player found in most other classic clubs.

Purpose

The purpose of the club shall be to promote the development of youth through soccer to teach all aspects of soccer skills including sportsmanship and fair play. The club provides opportunities for its youth players and parents to learn and experience the game of soccer at a higher level. The club shall develop, promote and administer a youth soccer program for players, teams, coaches, parent and administrators consistent with bylaws, polices and procedures of Oregon Youth Soccer Association (OYSA).

Financial

The Treasurer shall keep a financial record of all monetary transactions, including all incoming and outgoing monies. This shall include a record of the Club's finances as well as a ledger for each team registered with the Club. All monies received from registration fees, fundraisers, donations and sponsors are deposited by the Treasurer and documented on each teams' ledger. A financial statement will be available upon request by the Head Coach or registered Team Manager.

Team and Player Finances and Distribution:

Registration Fees:

Players are responsible for paying the club's registration fee. The registration fees cover OYSA (Oregon Youth Soccer Association) fees, Qualifying Tournament, Premier Qualifying Tournament (if applicable), field expenses and club expenses. No part of the Registration fee will be used towards team balances.

Team Monies:

The coach and managers will determine if team monies are tracked on a team basis or individual basis. The club will track monies on a per team basis. All transactions with the Treasurer will be submitted using the club's designated form; supporting documentation will be required for all transactions.

All Sponsorship/Fundraising dollars may be used for the following purposes:

- Thelo United Futbol endorsed activities:
 - o Academies/Clinics
 - o Tournaments
 - o Small Sided Soccer

- Equipment
- Uniforms
- Apparel
- Team Celebrations
- Trophies

All Sponsorship/Fundraising dollars are to be applied towards future expenses. Fundraising dollars may not be applied to past expenses.

Any monies remaining in team accounts after March 31st will be transferred to Thelo United Futbol's general account.

Registration Forms

All registration forms are to be completed and submitted to the Club prior to the designated tryout.

Fees

All player fees are due to the Club no later than the date specified by the Club. The Club does not offer payment plans at this time. All player fees are due in full.

Scholarships

Each fiscal year, the club will determine the number of scholarships available to eligible players. The availability of scholarships will be determined upon the financial status of the Club. Full scholarships (\$10.00 try-out fee required) may be available to players enrolled in the State of Oregon's Free Lunch Program; partial scholarships (\$10.00 try-out fee and the cost of the uniform) may be available to players enrolled in the State of Oregon's Reduced Lunch Program.

Players must submit documentation indicating enrollment in the State of Oregon Lunch Program to the Registrar prior to the Club established date in which fees are due. If a player is unable to provide documentation their request for a scholarship will be denied.

All scholarship recipients are required to participate in all team fundraising events and are required to volunteer at a club event.

Refunds

All refund requests must be submitted to the Registrar in writing no later than five (5) business days prior to Oregon Youth Soccer Associations player registration date.

Fundraising/Donations

The Club will provide each team with fundraising opportunities and a sponsorship letter. All monies received from the individual teams will be documented on the teams' ledger. Company and individual sponsorship must be approved by the board of directors to ensure there is no conflict with another sponsor and the integrity of the Club is not compromised. Sponsorship information is not allowed on the TUF uniform without the written consent of the board. All checks are to be made payable to Thelo United Futbol and submitted to the Treasurer for deposit.

Process for Coach Selection

Coaches for each age level team will be selected based on their applications to the club and evaluations by the Director of Coaching, Head Coach Coordinator, and the selection

committee. This committee will be selected by the President. The committee will consist of board members not actively coaching a team. The selection committee will be chaired by the Director of Coaching with the assistance of the Head Coach Coordinator and will make all offers for coaching positions to interested individuals on behalf of the club. Coaches, assistant coaches, and team managers will be assessed throughout the fall, winter, and spring seasons. The assessments will be considered for all future coaching positions.

Process for Player Selection

Players will be selected for the Fall Classic Season based on their performance during an open tryout process. Players will be assessed on their individual and team skills by independent evaluators. Only players who have gone through this open tryout process will be considered for possible placement on an age appropriate team. Players will only be considered for teams for which they have tried out. Players not chosen for a club team are encouraged to continue to play at the recreational level through one of the local recreational soccer programs. The tryout process as well as the criteria for evaluation will be overseen by the Director of Coaching and Head Coach Coordinator.

If a player decides to leave their designated team for another Club; the player is responsible for any and all monies owed to the club and payment in full payable to the Club for any TUF uniform purchased on behalf of the player. The player card will not be released until all monies have been received.

Uniforms

The Clubs designated uniform colors are Forest Green and White. Players are required to wear the Club issued uniform at all TUF and OYSA games and events. Uniforms are to be ordered through the Uniform/Equipment Coordinator. There are to be no variations in Club uniforms.

Warm-up suits and equipment bags are mandatory and part of the TUF uniform.

Emergency Procedures

After the injury has been assessed, medical treatment may be deemed necessary. If medical treatment is sought, contact the parent/guardian immediately; inform them of the injury and the location in which the player has been transported. Players must be transported by a medical professional only.

If the player has suffered a severe injury such as back, neck or head injury or is having trouble breathing, 911 is to be called immediately and the player must be transported by a medical professional only.

The coach is to follow up with the player via telephone and notify the Director of Coaching or the Head Coach Coordinator of the incident.

Code of Conduct Expectations

The expectations for coaches, players, parents and board members are outlined in the:

- Coaches Code of Conduct
- Managers Code of Conduct
- Players Code of Conduct

- Parent Code of Conduct
- Board Member Code of Conduct

All individuals requesting membership must sign the applicable code of conduct and complete all other necessary steps in becoming a member.

Guest Players

Any coach requesting a guest player to participate in a game or tournament must first seek the permission of the guest players' head coach and the permission of the Director of Coaching. The intent of a guest player is to fill an empty position for a team. The guest players must meet the eligibility requirements for Oregon Youth Soccer Association and/or the tournament in which they are guest playing.

Enticement of Players

At no time may any member of the Club entice a player and parent/guardian to leave his or her registered team during the current soccer season. No member of the club may entice a player and parent/guardian with the intent of offering material items, monetary compensation and guaranteed scholarships. Any alleged enticement of players will be subject to review by the board of directors.

Grievance Procedures, Protests & Appeals

The Club and its Board of Directors shall enforce procedures for handling protest and appeals in accordance with the principles of due process.

Submission of a Grievance, Protest or Appeal shall be in writing and shall indicate the specific charges or alleged violation, and resolution desired. Oregon Youth Soccer Policies and Procedures shall be adhered to.

- I. Hearings shall begin within 30 days of receiving a formal written notice of the grievance, protest, or appeal. The hearing date and time shall be publicized to all parties involved, and all parties shall have a chance to be heard.
- II. Hearings shall be conducted by an impartial group of 3-5 fact finders.
- III. Persons involved in the incident shall be provided ample opportunity to be heard, to present witnesses and confront witnesses through written and oral testimony.
- IV. All rules will be fairly and evenly applied.
- V. A written finding shall be issued to all parties within 90 days of receiving the initial notice, or within 15 days of completing the formal hearing process, whichever is first.
- VI. Hearing results shall be sent via registered mail with a return receipt requested to the primary parties involved.
- VII. The Club President or Director of Coaching may request the advice of others who have no affiliation with the outcome of the decision to participate.

- VIII. Laws of the Game, Tournament Rules, or other rules that apply shall be used in making a determination on the eligibility of the player(s) to participate in the competition.
- IX. The decision of the review President or Director of Coaching shall be final and shall be verified in writing and retained in the club records.
- X. Appeals of hearing results must be submitted within 14 days of receiving results of the hearing. Appeals of club findings shall be made to Oregon Youth Soccer per Oregon Youth Soccer Bylaws and Policies.
- XI. The decisions or sanctions imposed shall remain in effect until the time limit of the sanction has expired, or the decision is overturned by an appeal.

Hearing Procedures - Concerning matters of Player Eligibility at a Tournament

- I. Where the matter involves a dispute regarding eligibility to participate or where continuing to participate in play during a tournament, hearing the dispute and reaching a resolution in a timely matter is critical. The intent is to reach a solution before any restriction in play would result.
- II. The Club President or Director of Coaching shall conduct a review and reach a decision prior to the next scheduled match.

Addendum

Original document adopted April 18, 2006

Addendum to the original document adopted November 19, 2006 – Add section “Team and Player Finances and Distribution”