
PELADA FOOTBALL ACADEMY

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PELADA FOOTBALL ACADEMY



CLUB POLICY HANDBOOK

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PFA CLUB POLICY HANDBOOK

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SECTION 1: GENERAL CLUB ADMINISTRATION

PFA POLICY 101 | MISSION STATEMENT & DEVELOPMENTAL GOALS

Section 1. Pelada Football Academy Mission Statement

- A. Promote the development of young people through soccer.
- B. Provide exemplary teaching and competitive player development.
- C. Foster values of positive leadership, team ethics, and fair play.
- D. Keep kids loving and playing the game of soccer.

Section 2. Player Development Goals

- A. Ages U5-U8: Help players acquire balance, coordination, physical awareness, and socialization skills along with a basic set of techniques and a love of soccer.
- B. Ages U9-U10: Build the foundations of soccer technique and team play while establishing good habits in the areas of learning, work ethic, deliberate practice, and group cooperation.
- C. Ages U11-U12: Intense focus on achieving technical proficiency across skill sets while introducing fundamental tactical themes and terminology.
- D. Ages U13-U14: Build game reading skills and tactical understanding while seeking an increased range of technical ability.
- E. Ages U15-U16: Cement tactical understanding and create team leaders while improving decision making and seeking consistency in execution of technique.
- F. Ages U17-U19: Cement a style of play that takes full advantage of individual skill sets while pursuing advanced tactical understanding, game reading ability, and competitive player impact.

PFA POLICY 102 | COMMON TERMS AND DEFINITIONS

Section 1. Conformance. Pelada FA will conform to the language and practices used by OYSA, USYS, and USSF as outlined in [OYSA POLICY 802-1 PLAYERS AND COMPETITION](#).

PFA POLICY 201 | OYSA MEMBER CLUB COMPLIANCE

Section 1. Compliance. Except as otherwise required by Oregon law, Pelada FA will comply with OYSA's bylaws, policies and other requirements, as well as all Bylaws, policies and requirements of USYSA, USSF, and all statutes, regulations, directives and decisions of FIFA and CONCACAF, each as they may be amended or modified from time to time, and to the extent applicable to PFA.

Section 2. Conformance. Pelada FA will conform to the language and practices used by OYSA, USYS, and USSF as outlined in [OYSA POLICY 201-1 REQUIREMENTS OF MEMBER CLUBS](#).

PFA POLICY 202 | BOARD MEETINGS

Section 1. PFA officers and directors are required to attend the AGM, plus all meetings of the board and assigned committees, unless excused by the President for board meetings or Committee Chair for committee meetings. The maximum number of allowable excused meetings is one-fourth annually for either the board meetings or committee meetings.

PFA POLICY 203 | ELECTRONIC MEETINGS AND VOTING

Section 1. Per 2019-20 revisions to Oregon laws governing non-profits, an electronically hosted meeting (e.g. Zoom, GoToMeeting, Microsoft Teams, etc.,) is the same as an in-person meeting as long as the directors may simultaneously communicate during the meeting.

Section 2. Per 2019-20 revisions to Oregon laws governing non-profits, PFA officers and directors may put forth initiatives, debate them, and vote electronically in place of an in-person meeting and vote. An electronic vote under the revised statutes differs from the previously approved steps for action without a meeting in that an email vote has the same effect as a vote at a meeting and does not require unanimous approval by the board.

Section 3. When voting electronically, the Academy must honor the following protocols required by law:

- A. There must be a valid email address for every director;
- B. An announcement of the proposed action and item to be voted on must be sent to every board member by email;
- C. The email must:
 - a. Describe the proposed action in detail;
 - b. State that a vote will be taken by email;
 - c. Give a deadline for a vote to be submitted by each director;
 - d. Be sent to all board members a minimum of 48 hours prior to the deadline;
- D. A director may change their vote at any time before the deadline for a response;

E. A vote of a majority of the directors in office is sufficient to constitute an approved action.

Section 4. When voting electronically, the following protocols are recommended to ensure proper discussion and participation in the action:

- A. The officer(s) putting forward the proposal should send a group email to all officers and directors outlining the initiative and opening it up for discussion;
- B. Allow a minimum of 48 hours for discussion via the email thread before a movement is made to open voting;
- C. Once the initiative has been discussed, any board member may move to open voting via the email thread;
- D. Voting may be carried out by email or via an electronic form or ballot shared via the email;
- E. Set a deadline for board members to submit their votes that is 48 hours from the time the movement to open voting is approved;
- F. Once voting has closed, any board members who have not submitted a vote will be counted as abstaining;
- G. A board member who wishes to change his or her vote must do so via the email thread prior to the close of voting.

Section 5. Actions that require a vote by the general membership (e.g. actions taken at the Annual General Meeting) may be carried out by written or electronic ballot in lieu of voting in person at a meeting. The total number of ballots returned constitutes a quorum for any such vote, and a majority vote in favor shall be required for approval. The ballot must:

- A. Provide details of the action to be voted on;
- B. Provide the option to vote for or against;
- C. Be sent to every eligible voter.

PFA POLICY 204 | BOARD MEMBER NOMINATION, ELECTION, AND ELIGIBILITY

Section 1. Nomination Process

- A. The work of the Board Development Committee will begin within 45 days following the AGM and generally follow the guidelines as stated in Policy 303-2, Section 4. The Committee will seek to have more than one candidate per position for the election. The Committee will present its slate of nominees to the membership 30 days prior to the upcoming AGM. This deadline is for making candidates known prior to the AGM so that interested parties may contact candidates in preparation for the elections.
- B. The Committee will meet prior to the AGM to review nominees.
- C. Any eligible person whose name is not included in the Board Development Committee's slate of nominees may be nominated for positions on the Board of Directors from the floor at an

AGM.

D. A person not elected to the position for which they were initially nominated, may be nominated for another position from the floor at an AGM (with the individual's consent).

Section 2. In the election for any position at an AGM, if three or more candidates are running for a position and one candidate has not obtained the required majority of votes after two ballots, only the top two candidates with the highest number of votes will appear on ballot three.

PFA POLICY 205 | BOARD MEMBER CODE OF ETHICS

Section 1. Board Members will:

- A. Listen carefully to fellow board members and member clubs.
- B. Respect the opinion of fellow board and staff members.
- C. Respect and support the decisions of the board.
- D. Recognize that all authority is vested in the board when it meets in legal session and not with individual board members.
- E. Keep well informed of developments that are relevant to issues that may come before the board.
- F. Participate actively in board meetings and actions.
- G. Call to the attention of the board any issues that will have an adverse effect on the Academy or our constituents.
- H. Attempt to interpret the needs of constituents to the Academy and interpret the action of the Academy that impact constituents.
- I. Refer constituent or staff complaints to the proper level on the chain of command.
- J. Recognize that a board member's job is to ensure that the Academy is well managed, not to manage the Academy.
- K. Vote to hire the best possible person to manage the Academy.
- L. Represent all constituents of the Academy and not particular geographical or special interest groups.
- M. Act as a "trustee" of the Academy and ensure that the Academy is well maintained, financially secure, adhering to its mission statement and always operating in the best interest of the Academy and its constituents.
- N. Always work to learn more about a board member's job and how to do the job better.
- O. Declare any conflicts of interest and avoid voting on issues that appear to be a conflict of interest.

P. Not be critical, in or outside of the board meeting, of fellow board members.

Q. Not use the Academy or any part of the organization for personal advantage or the personal advantage of my friends or relatives.

R. Not discuss the confidential proceedings of the board outside the board meeting.

S. Not promise to anybody prior to a meeting how they will vote on any issue in the meeting.

T. Not interfere with the duties of the Executive Director or undermine the Executive Director's authority.

U. Not accept, or give, any cash, gifts, special accommodations or favors from or to a person with whom PFA transacts or expects to transact business. Occasional meals, mementos or entertainment of nominal value when given or received in the course of accepted social and/or business practice will not generally be considered violation of this policy.

Section 2. Any person who runs for an elective position on the Board or who is proposed to be appointed to the Board, must provide written certification of acceptance of this code of ethics and agreement to adhere to its provisions before the election or appointment occurs.

Section 3. All Board members must annually review and certify to the PFA president their agreement to comply with the provisions of this code of ethics.

I, _____, certify that I have read and agree to comply with the provisions of this code of ethics.

Signature : _____

Title: _____

Date Reviewed: _____

PFA POLICY 206 | ADVISORY COMMITTEES

Section 1. The Board of Directors may establish advisory committees for such purposes as it determines to be appropriate.

Section 2. Advisory Committees are formed to help staff identify opportunities and design methodologies to improve the operations and governance of PFA's programs, priorities and services. The president of PFA shall also have the authority to appoint people to advisory committees.

PFA POLICY 207 | FINANCE AND BUDGET COMMITTEE

Section 1. The PFA Secretary/Treasurer will serve as Chair of the Finance and Budget Committee. The Committee will consist of a minimum of three members. The President shall appoint, and the Board of Directors shall approve the members of the Committee.

Section 2. The term of the members of the Committee is for one year. Members of this Committee may be appointed to successive terms.

Section 3. Meetings of this Committee will require a quorum of three members and decisions of the Committee will be made by majority vote. The Chair, any two members, or the Board of Directors may call meetings of the Committee.

Section 4. The Committee will review the financial operations of PFA; will develop the annual budget with the Executive Director; will meet at least quarterly to review financial statements and report any deviations in revenues and expenses; will assist the board and Executive Director in communicating financial matters to the Academy; and will assist the Executive Director and the Board with any third party financial review or audit; an audit will occur at least every three years.

PFA POLICY 208 | BOARD DEVELOPMENT COMMITTEE

Section 1. The PFA Vice President will serve as Chair of the Board Development Committee. The Committee will consist of a minimum of three members. The President shall appoint, and the Board of Directors shall approve, the members of the committee.

Section 2. The term of the members of the Committee is for one year. Members of this Committee may be appointed to successive terms.

Section 3. Meetings of this Committee will require a quorum of three members and decisions of the

Committee will be made by majority vote. The Chair, any two members, or the Board of Directors may call meetings of the Committee.

Section 4. The Committee will seek out and receive nominees to the positions of officers and directors; request a background profile (resume style) from nominees; interview nominees to seek interests in youth soccer and what they might bring to the Association by their service; ask all nominees to submit to and have processed completed background checks; present nominees with documents and expectations that outline the duties of the position they may serve in if elected; gain nominee's signature on the conflict of interest statement adopted by the board; and present a slate of nominees for elections prior to an AGM.

Section 5. In addition, the Committee will seek out and receive candidates who are interested in serving on the advisory committees and will make this list of candidates from the districts available to the Board of Directors.

Section 6. The Committee will not serve as a screening out process.

PFA POLICY 209 | THE POSITION OF AN "EXECUTIVE" AND ITS DUTIES

Section 1. The Board of Directors will from time to time determine whether PFA shall have a position titled "Executive" and what this position's duties will be, in keeping with the Board of Director's responsibilities in the Bylaws, Article 301, Section 2. If it is determined to hire an "Executive", the Executive Board will develop a recommendation as to all details of the position, the process for hiring, and seek approval of the Board of Directors prior to any such hiring.

Section 2. The position of an "Executive," as noted in the bylaws and the policies, may be titled as "Executive Director" or "Chief Executive Officer" or any other title assigned to the position by the Executive Board. The duties of this position will be determined by the Executive Board. [When bylaws and policies were previously adopted, the use of Executive Director was used to title the position. It shall be recognized that the position, if it exists, may have varying titles but is deemed to be the same position/office.]

Section 3. If it is determined not to have an "Executive," the Executive Board will develop a staffing plan that may include portions of the duties of an "Executive" and will make assignments to other staff in their job descriptions of these duties.

Section 4. In the absence of an "Executive" position, the Executive Board, through the leadership of the President, will give direction, guidance, and assignments to the staff of PFA for its day to day functioning, meeting with staff and coordinating with staff to direct policies and procedures for the best interest of PFA and its relationships, partnerships, supporters, and members. The Executive Board will report to the Board of Directors at least quarterly on the staff and its functioning on behalf of PFA.

Section 5. Any reference to an “Executive” [note Section 2 above] in the bylaws and the policies of PFA will remain in place so that if there is such a position it will function as set forth in the bylaws and at the direction of the Executive Board. Any required actions of an “Executive” in the bylaws and the policies will be handled and assigned as needed under Sections 1 through 4 above.

PFA POLICY 210 | CONFLICTS OF INTEREST

Section 1. Purpose. The purpose of the conflict of interest policy is to protect the tax-exempt interest of Pelada Football Academy when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. The purposes of this policy are to ensure that directors, officers and key employees act loyally to the corporation and that the people who exercise substantial influence over the corporation do not use their influence to obtain benefits in excess of fair market value in transactions with the corporation. This policy seeks to ensure that the corporation maintains high ethical standards and observes state and federal law concerning conflicts and excess benefit transactions. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interests applicable to nonprofit and charitable organizations.

Section 2. Definitions

A. Conflict of Interest. A conflict of interest arises when an Interested Person (defined below) may benefit financially from a transaction with or by the organization, including direct or indirect benefits to family members or businesses with which the Interested Person is closely associated. A conflict of interest arises in any such transaction between the corporation and an Interested Person, except for:

1. Transactions in the normal course of operations that are available to the general public under similar terms and circumstances, and
2. Expense reimbursements to an Interested Person made pursuant to an accountable plan under I.R.S Regulations.

B. Interested Person. An Interested Person includes any of the following:

1. Insider. Any person who is in a position of authority over the corporation or who exerts substantial influence over the corporation, including directors, officers, key management employees such as the Executive Director and the Chief Financial Officer and other key employees, the founders of the corporation, and major donors, or a member of an Executive Committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below. An insider described in this section remains an insider for five years after their influence over this corporation ends.

2. Family Members. Family members of insiders are also Interested Persons. Family members include a spouse, a partner in a civil union recognized by state law, or a person in a significant relationship living with an insider; children, grandchildren and great-grandchildren; whole and half-blooded siblings; the spouses of any of these people; and parents, grandparents and great-grandparents.
3. Entities. An entity in which a director is an insider, as defined above, is an Interested Person. Corporations and limited liability companies in which an insider owns more than 5% of the voting power, partnerships in which the insider owns more than 5% of the profits, and trusts or estates in which the insider owns more than 5% of the beneficial interest are Interested Persons.
4. Other Nonprofits and For-Profits. Another nonprofit or for-profit entity is an Interested Person if:
 - a. (1) One of the directors of this organization is also a director or officer or the other entity, and
 - b. (2) This organization and the other entity are engaged in a transaction that is significant enough that the transaction is, or should be, approved by the boards of both organizations.

C. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

1. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
2. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.
 - a. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

D. Conflicts that Fall Outside of Scope of Definition. The board recognizes that this policy may not describe all of the transactions or arrangements which an Interested Person, or an individual or business closely connected with an Interested Person, may enter into with the corporation that creates divided loyalties, or the possibility or perception of a conflict of interest, or of unfair advantage to the other party. In such cases, the board shall determine whether the transaction should be treated as a conflict of interest under this policy or should otherwise be scrutinized. A financial interest is not necessarily a conflict of interest. Under Section 4 (2), a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3. Prohibited Conflicts

A. Loans to Directors or Officers. The organization cannot make a loan or guarantee an obligation to, or for the benefit of, any of its directors or officers.

Section 4. Procedures For Approving Permissible Conflicts. In order to ensure that permissible transactions with Interested Persons are fair to the corporation and comply with state and federal laws, the following procedures must be followed:

A. Duty to Disclose. In connection with any actual or possible conflict of interest, an Interested Person must promptly and fully disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement, at the time the conflict of interest transaction is considered.

B. Determining Whether a Conflict of Interest Exists. The board or committee members may ask questions of the Interested Person prior to beginning its discussion. After disclosure of the financial interest and all material facts, and after any discussion with the Interested Person, the Interested Person shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

C. Procedures for Addressing the Conflict of Interest.

If it is determined according to [B] above that a conflict of interest exists:

1. An Interested Person may make a presentation at the governing board or committee meeting, but after the presentation, the Interested Person shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
2. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to obtain independent and reliable information regarding the fair market value of the goods or services involved in the conflict of interest transaction under consideration, and to investigate alternatives to the proposed transaction or arrangement.
3. After exercising due diligence and considering independent and reliable information regarding the fair market value of the goods or services involved in the proposed transaction, the governing board or committee shall determine whether the organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of all the disinterested directors in office at the time of the vote whether the proposed transaction or arrangement is fair and reasonable and in the organization's best interest for its own benefit. In conformity with the above determination it shall make its decision as to whether to enter into the transaction

or arrangement.

5. If the conflict of interest involves compensation, the Board shall gather appropriate data to ensure that the compensation for each Interested Person is reasonable. In the case of employment compensation packages, the Board shall utilize reliable surveys of compensation for comparable positions or shall utilize data for at least three similar situated employees in comparable positions. The Board shall not use the employee whose compensation is under consideration to collect comparability data. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement by a vote described in [4], above.

D. Violations of the Conflicts of Interest Policy.

1. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 5. Compensation

- A. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- B. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- C. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 6. Record Of Proceedings. The minutes of the governing board and all committees with board delegated powers shall contain:

- A. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, the comparability data and how the data was obtained, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- B. The names of the persons who were present for discussions and votes relating to the

transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

C. The records must be prepared before the latter of the next Board meeting or sixty (60) days after the final action is taken. Once prepared, the records must be reviewed and approved by the Board within a reasonable time.

Section 7. Periodic Reviews. To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

A. Whether compensation and other benefit arrangements with employees, independent contractors, and others are reasonable, based on competent survey information, and the result of arm's length bargaining.

B. When employee compensation packages are established each year, the Board shall identify those employees who are Interested Persons under this policy. The Board shall monitor the compensation packages of Interested Persons in accordance with the procedure in this policy.

C. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Section 8. Use Of Outside Experts. When conducting the periodic reviews as provided for in Section 7, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Section 9. Compliance With This Policy. In order to ensure compliance with this policy:

A. Annual Disclosure Statement. The officers, directors and key employees shall each year disclose interests that could give rise to a conflict of interest under this policy. Such disclosure shall be made on the organization's Conflict of Interest Disclosure Statement form and shall be filed with the Secretary or the Secretary's designee.

B. List of Potential Interested Persons. On an annual basis, the Secretary of the corporation or the Secretary's designee shall develop and maintain a list of Interested Persons who engage in, or are reasonably likely to engage in, transactions that constitute conflicts of interest with the corporation during the year.

C. Ongoing Disclosure Obligation. Officers, directors, and key employees shall have an ongoing obligation to notify the Board promptly of interests that subsequently arise that could give rise to a conflict of interest under this policy.

D. Monitoring by Secretary. The Secretary or the Secretary's designee shall monitor and enforce

compliance with this policy by reviewing the list of Interested Persons and the Disclosure and Acknowledgment forms each year and by bringing potential or actual conflicts to the attention of the President of the Board. The President shall disclose conflicts to the Board as they arise and ensure that the procedures in this policy are followed.

E. Conveyance to the Executive Director. The Secretary or the Secretary's designee shall convey the list of Interested Persons identified above to the Executive Director and shall instruct the Executive Director to notify the Board if the Executive Director or any employee plans to engage in a transaction with an Interested Person that constitutes a conflict of interest. The Board shall monitor any such transaction to ensure that it complies with this policy.

Section 10. Delegation To Committee. The Board may delegate its responsibilities under this policy to a committee of the Board. The committee shall comply with this policy and shall report its decision to the Board in a timely fashion.

PFA POLICY 211 | WHISTLE BLOWER POLICY

Section 1. GENERAL POLICY. It is the policy of Pelada Football Academy to require all directors, officers, employees, and volunteers to conduct the affairs of Pelada Football Academy in a legal, ethical, and transparent manner. This Whistleblower Policy is intended to encourage and enable employees and others to report any unethical or illegal activities of which they become aware.

Section 2. REPORTING RESPONSIBILITY AND CONFIDENTIALITY

A. It is the responsibility of all directors, officers, employees, and volunteers to ensure the legal and ethical operation of Pelada Football Academy and to report violations or suspected violations of any local, state or federal laws or regulations or unethical behavior.

B. If a director, officer, employee, or volunteer discovers information that leads them to believe that illegal or unethical behavior has occurred, or is occurring, they shall report this discovery to the President of Pelada Football Academy. If the report involves the President, or the President is unavailable, the report shall be made to any other officer. If a whistleblower report is made to any person other than the President or an officer, that person shall bring it to the President or other officer.

C. Any good faith report, concern, or complaint is fully protected by this policy, even if the report, question or concern is, after investigation, not substantiated. Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of local, state or federal law or regulation.

D. The act of making allegations that prove to be unsubstantiated and that prove to have been

made maliciously, recklessly, or with the knowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

E. Upon the request of the complainant, Pelada Football Academy will use its best efforts to protect the confidentiality of the complainant for any good faith report. Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation and take appropriate corrective action.

Section 3. INVESTIGATION AND TIMELINE. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The following process will be used:

- A. The officer receiving the report shall notify the reporter acknowledging receipt of the report within five (5) business days of receipt.
- B. A meeting of the Officers shall be called to determine the proper course of investigation.
- C. Within thirty (30) days of receipt of the report the investigation will be completed by a committee of the Board, and any appropriate corrective action will be commenced. Additional time may be needed in some cases.
- D. Pelada Football Academy will notify the reporter of the results of the investigation and any corrective action that has been or will be taken.

Section 4. NO RETALIATION

- A. If a director, officer, employee, or volunteer reports in good faith a violation, or suspected violation, of any local, state or federal laws or regulations they shall not suffer any discrimination, harassment, retaliation or adverse employment consequences. Any director, officer, employee, or volunteer who discriminates or retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or volunteer status.
- B. Retaliation includes, but is not limited to, any harmful action, interference with the lawful employment or livelihood, discharge, demotion, suspension, any manner of discrimination with regard to promotion, compensation or other terms, conditions or privileges of employment.

PFA POLICY 301 | RISK MANAGEMENT

Section 1. Conformance. Pelada FA will conform to the language and practices used by OYSA, USYS, and USSF as outlined in [OYSA POLICY 801-1 RISK MANAGEMENT](#).

Section 2. The Academy will comply with the provisions of the [OYSA Risk Management Manual](#).

Section 3. The PFA President shall be the Academy's Risk Management Coordinator.

Section 4. The PFA President shall have authority to enter into a Conditional Approval Agreement with the OYSA Risk Management Coordinator only upon approval of the Board.

Section 5. The PFA President will consult with the OYSA Risk Management Coordinator regarding any concerns about the criminal history of any person who is, or has applied to become, a registered Adult Participant in the Academy.

Section 6. The PFA President shall promptly notify the OYSA Risk Management Coordinator upon learning that any Adult Participant in the Academy has been formally charged with, or has been convicted of, a crime.

Section 7. The PFA Board may adopt a risk management policy that provides guidance to the Academy regarding the suitability of accepting a person to be an Academy Administrator. Any such policy shall not allow acceptance of a person who is disqualified by OYSA, but it may provide for the disqualification of a person who has been Approved by OYSA.

PFA POLICY 302 | SAFE SOCCER POLICIES AND COMPLIANCE

Section 1. Compliance. Pelada FA will adopt as its own and comply fully with US Soccer Federation's Safe Soccer Protocols as outlined in:

- A. [OYSA POLICY 801-3 SAFE SOCCER FRAMEWORK](#)
- B. [OYSA POLICY 801-4 PROHIBITED CONDUCT](#)
- C. [OYSA POLICY 801-5 TRAINING AND EDUCATION](#)
- D. [OYSA POLICY 801-6 REPORTING](#)
- E. [OYSA POLICY 801-7 LIMITING ONE-ON-ONE INTERACTIONS BETWEEN ADULTS AND YOUTH](#)
- F. [OYSA POLICY 801-8 ENFORCEMENT](#).

PFA POLICY 303 | GRIEVANCE, PROTEST, APPEALS, AND DISCIPLINE

Section 1. Complaints

- A. The Academy and its Board of Directors shall follow procedures for handling complaints in accordance with the principles of due process.
- B. Submission of a complaint shall be in writing and shall indicate the specific charges or alleged violation, and resolution desired.
- C. All Academy procedures shall comply with [OYSA's Grievances, Protests and Appeals \(GPA\) Procedural Manual](#).
- D. The Board shall adopt policies that specify any additional procedures not provided in applicable OYSA manuals, including any fees that will apply to initiating claims with the Academy.

Section 2. Hearing Procedures

- A. Hearings will be conducted in accordance with the rules of the [OYSA GPA Manual](#).
- B. The Board will adopt policies as needed to supplement applicable OYSA manuals.
- C. Grievances will be heard by the Board as scheduled by the President. Procedures for conducting the hearing will be set by the Board based upon the nature of the issues presented in the Grievance.

Section 3. Hearing Procedures - Sponsored Competition

- A. The Board shall approve Rules of Competition for any tournaments or leagues sponsored by the Academy.
- B. Copies of the Rules will be distributed to participating teams when they register for the event.
- C. Any protests or complaints arising from the sponsored event will be heard by the event director (or designee) in accordance with the Rules.
- D. The decision of the event director shall be final and shall be verified in writing and retained in the Academy records.
- E. Complaints of referee abuse or assault will be promptly forwarded to Oregon Youth Soccer Association.
- F. The event director shall submit a complaint to the Academy regarding the conduct of any Academy member participating in the event if the event director believes that the conduct that is the basis of the complaint merits disciplinary action greater than a ban from participation in

the current event session. Referrals from the event director will be handled as a misconduct complaint in the manner specified in the [OYSA GPA Manual](#).

Section 4. Appeals Process

A. Appeals of the results from any hearing conducted by the Academy must be submitted to Oregon Youth Soccer Association as required by the [OYSA GPA Manual](#). Hearing decisions made by the Academy cannot be appealed to the Academy itself.

B. 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.

Section 5. Discipline. The Academy will follow OYSA's Protest, Appeals, and Discipline (PAD) manual or refer to [OYSA's GPA Manual](#) for guidance with disciplinary action.

PFA POLICY 304 | SOCIAL MEDIA & ELECTRONIC COMMUNICATIONS

Section 1. Purpose. This policy covers the use of employee social media and official PFA social media accounts. Social media accounts include, but are not limited to Facebook, Instagram, Twitter, LinkedIn, and other digital media systems. Official PFA social media accounts will be used to promote Pelada programs, communicate information to parents, further player development, and engage with youth soccer communities.

Section 2. Academy Managed Accounts

- A. Social media accounts will be managed by the Media & Marketing Director or another appointed staff member.
- B. Any administrators responsible for Academy accounts are also responsible for creating and maintaining an operational plan regarding frequency, content, and appropriate channels for messaging.
- C. Account administrators will be responsible for coordinating account content with and securing approval from the Director prior to posting.
- D. When sharing or reposting content that has been created by outside parties, approval from the content owners must be obtained and appropriately credited.
- E. Images of players can only be used if parent/guardian has given permission, either written or by electronic agreement.
- F. When responding to comments/posts on official channels:
 1. Use a friendly and professional tone.
 2. Respond to comments/inquiries within 24 hours.
 3. Check facts prior to responding.
 4. When needed, redirect inquiries to the proper academy officials.
- G. When responding to negative comments/posts on official channels:
 1. Delete irrelevant/vulgar posts.
 2. Refrain from engaging in disparaging dialogue.
 3. When a response is warranted, use discretion and consult with appropriate club administrators prior to responding.
 4. Alert appropriate club administrators of any posts of a harassing, threatening, or bullying nature.
- H. If players use social media negatively:
 1. Communicate directly (phone or email) with parents and child.
 2. If necessary, facilitate/mediate a conversation between the parties involved.
 3. When unsure of the best course of action, consult appropriate club administrators.
- I. Account passwords must be stored securely and cannot be shared. Academy Director should be provided with current account information and/or passwords at all times.

Section 3. PFA Representative and Employee Personal Accounts

- A. Employees of PFA are ambassadors and representatives of the club at all times. Therefore employee personal social media, or social media use on behalf of the Academy, falls under the scope of this policy.
- B. No confidential or proprietary information belonging to PFA can be posted or shared through personal accounts without express permission from appropriate club administrators.
- C. Images of players cannot be posted on personal accounts.
- D. Staff coaches over the age of 18 will not 'friend' or 'follow' players under the age of 18.
- E. If an Academy coach uses social media to communicate with players there must be at least two PFA staff members included or copied on the message, or one PFA staff member and a parent.
- F. Engaging with the PFA community through social media by linking to official Pelada account posts is encouraged. Non-officially linked Academy communications through personal accounts is discouraged.
- G. Common sense should always be used when posting to social media. Pelada will not condone any posts of a harassing, threatening, or bullying nature.
- H. When a negative comment is posted consider whether the best option is to remove, correct, or respond to it. If a response is warranted any engagements should be in accordance with the values expressed in this policy and should not bring the Academy into disrepute.
- I. If an employee is unsure whether to post something, or what manner of response is warranted, the appropriate club administrator should be contacted.
- J. If an employee becomes aware of any breach of policy or propagation of incorrect, accidental, or otherwise harmful content through official or private channels it should be brought to the attention of Academy officials immediately.

Section 4. Academy Member Personal Accounts

- A. Active Academy Members are acting as representatives of Pelada Football Academy at all times. When using social media it is best to:
 - 1. Be positive and respectful toward everyone.
 - 2. Refrain from negative or disparaging comments.
- B. Any observed misused of social media should be reported to a coach or club administrator.
- C. PFA members are never to post pictures or comments of other PFA members that can be hurtful or embarrassing. Appropriate disciplinary actions will be taken for inappropriate posts

Section 5. Texting and Electronic Communication

- A. Coaches may respond to a direct inquiry via text message or email from a player regarding logistics of practice times, cancellations, schedules, etc.
- B. Coaches and team representatives should only use text messages and email on issues that are soccer related and all communications should include a parent or guardian copied on the message where possible.
- C. Coaches and team representatives should avoid cell phone conversations with players to the greatest extent possible, and cell phone communications should only be used when absolutely necessary, and should only be soccer related.

- D. Coaches are to restrict texting and phone communications with parents/players to be between the hours of 7:00 AM to 9:00 PM, unless in the case of an emergency.
- E. Coaches and team representatives should be protective of Academy members' personal information and refrain from sharing such information via text or email.

PFA POLICY 305 | SUBSTANCE ABUSE

Section 1. Purpose. The use of drugs and alcohol in youth sports is strictly prohibited. Pelada Football Academy (PFA) youth members have the right to participate in an environment free of alcohol and controlled substances (including marijuana and tobacco products).

Section 2. Intention. The intent of this policy is not to exclude players from access to Pelada FA programs, but to establish expectations and inclusion requirements that promote and incentivise positive decision making amongst all youth members. This is based on Pelada FA's belief that:

- A. Children who experiment with drugs and alcohol are often the ones most in need of the benefits that youth sports provide.
- B. Prohibiting a child who is caught using drugs or alcohol from participating in youth sports may worsen the problem.
- C. Active participation in youth sports is often an effective method of keeping kids away from drugs and alcohol.

Section 2. Prohibited Activities

- A. PFA youth and adult members are not to possess, distribute, or be under the influence of alcohol or controlled substances including (but not limited) to narcotics, inhalants, marijuana or other dangerous drugs before, during or after any PFA program activity.
- B. PFA youth members are prohibited from using or being in possession of any tobacco products before, during, or after any PFA program activity. Traveling to and from PFA program activities are included as the "before" and "after" PFA activities.

Section 4. Player/Parent Conference. In the event that a PFA youth member is found to be using or displaying the use of drugs or alcohol, PFA officials (director, coaches, and/or board members) will have a conference with the player and their parent(s)/guardian(s).

- A. The purpose of the conference will be to make all parties aware of the issue.
- B. The PFA youth member will be required to develop a written action plan stating how they are going to continue participating in the academy in a drug and alcohol free manner.
- C. The PFA youth member will meet a second time with parents and appropriate Academy personnel to present the plan and discuss its implementation as well as repercussions for failure to uphold the plan.

Section 5. Discipline. Apart from the required player/parent conference, PFA will not take punitive action against the youth member for a first time offense unless their actions directly affect another PFA youth member. If disciplinary action is required, it will be at the discretion of the PFA Executive Director and the PFA Risk Manager (Board of Directors).

Section 6. PFA Coaches and Administrators. Adult representatives of the Academy are strictly prohibited from:

- A. Using alcohol or drugs (including tobacco and marijuana products) before and during PFA activities and while working with PFA athletes.

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- B. Displaying the use of drugs (including tobacco and marijuana) publicly or while also displaying affiliation with Pelada Football Academy.
- C. Supplying youth members with drugs or alcohol (including tobacco and marijuana). PFA Coaches found violating this rule will be terminated and referred to law enforcement.

PFA POLICY 306 | EXTREME WEATHER SAFETY

Section 1. General Principles. OYSA has adopted the guidelines provided by the US Soccer Federation in regards to weather safety of participants in competitions sponsored by the Association. OYSA expects all of 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.

Section 2. 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.

Section 3. Extreme Weather Event Cancellation Guidelines. Pelada FA has adopted procedures and guidelines for recognizing extreme weather conditions and subsequent measures to mitigate them and keep participants safe, including game and training cancellation guidelines.

A. Day Of Decision Making Criteria

1. Check schools for cancellation
2. Check Indices
 - a. [National Weather Service - Eugene Warnings](#)
 - b. [Weather Underground WunderMap](#)
 - c. [OSAA Heat Index](#)
 - d. [Wind Chill Index](#)
 - e. WU Lightning Tracker (Storm App)
 - f. [LRAPA Air Quality](#) | [AirNow Oregon](#) | [Oregon Smoke Blog](#)

B. Day Of Cancellation Procedure (Before Noon)

1. Email - Blue Sombrero
2. Cancel event in Blue Sombrero
3. Notify coaches via text and email
4. Notify facilities (where applicable)
5. Update Pelada Website (if applicable)

C. Cancellation Procedure for In-Progress Events

1. Move players to safe location
2. Send group pick-up notification via SMS (if possible)
3. Call parents to communicate event cancellation and pick-up location
4. Coaches wait with players until all are picked up

Section 4. Guidelines/Definitions of Extreme Cold, Ice, Snow, and Windchill Conditions. Training and/or games will be cancelled if any of the following conditions are met:

- A. School district cancels school day
- B. Fields are not playable due to conditions
- C. Transportation is deemed unsafe due to conditions
- D. Precipitation and wind chill temperatures below 35°F are forecasted by end of event (all ages)
- E. Dry wind chill temperatures below 30°F are forecasted by end of event (U14 & younger)
- F. Dry wind chill temperatures below 25°F are forecasted by end of event (U15 & older)

Section 5. Guidelines/Definitions of Extreme Heat and Humidity Conditions. When temperatures are likely to exceed 81°F during training or game hours, academy staff will monitor local temperature forecasts and Heat Index readings via the [OSAA Heat Index Calculator](#). Events should be cancelled or additional precautions should be taken if any of the following conditions are met:

- A. If local Heat Index will exceed 105°F for more than one hour during an event, the event should be cancelled
- B. If local Heat Index will exceed 95°F for more than two hours during an event, the following precautions should be taken:
 - 1. Provide ample amounts of water and frequent water breaks (minimum 4 per hour)
 - 2. Avoid physical conditioning and other high intensity activities
 - 3. Monitor athletes closely for signs of fatigue or heat exhaustion
 - 4. Limit activities to a maximum of 5 hours per day
 - 5. Include a 10 minute break for every 30 minutes of activity
 - 6. Reduce event duration to a maximum of 3 hours if Heat Index will exceed 100°F for 3 hours continuously during the event
 - 7. If facilities are available, move sessions to cooled indoor areas

Section 6. Guidelines/Definitions of Hazardous Air Quality Conditions. If air quality is questionable, academy staff will monitor local API readings via the [Lane Regional Air Protection Agency website](#).

Training and/or games will be cancelled or made optional if any of the following conditions are met:

- A. If the local Air Quality Index is above 100 (orange zone or higher) on the day of the event, all training and/or games will be cancelled
- B. If the local Air Quality Index is above 50 (yellow zone) on the day of the event, all training sessions will be made optional and parents will be notified by email that attendance is not required (players with respiratory issues are encouraged not to attend)

Section 7. Guidelines/Definitions Lightning and Thunderstorm Conditions. Training and/or games will be cancelled if any of the following conditions are met:

- A. Prior to event - Thunderstorms are forecasted to occur during the time of the event
- B. During an event - When thunder is heard, or a cloud-to-ground lightning bolt is seen, the leading edge of the thunderstorm is close enough to strike your location with lightning
 - 1. Suspend play for at least 30 minutes and remove players to a previously designated safe location immediately.

2. Follow [USSF Lightning Safety Guidelines](#) for return to play / cancelation protocol

Section 8. Other extreme conditions. In event of extreme rain, wind, or other unusual weather, academy staff will monitor local area warnings via the [National Weather Service - Eugene Warnings](#) website. Training and/or games will be cancelled if any of the following conditions are met:

- A. Exposure to conditions pose a potential risk to player health
- B. Environmental factors are deemed unsafe due to conditions
- C. Transportation is deemed unsafe due to conditions
- D. Fields are not playable due to conditions (flooding, etc)

Section 9. Additional External Resources

A. General Weather Safety Resources

1. [Oregon Health Authority Preparedness Tools for Oregonians](#)

B. Extreme Cold & Extreme Heat

1. [Washington County Schools Cold Weather Safety Guidelines](#)
2. [National Weather Service Wind Chill Pamphlet](#)
3. [National Weather Service Wind Chill/Heat Index](#)
4. [OSAA Heat Index Calculator](#)

C. Hazardous Air Quality Conditions

1. [LRAPA Website](#)
2. [DEQ Air Quality Website](#)
3. [EPA AirNow Website](#)
4. [4J Air Quality Guidelines](#)
5. [OHA Wildfires and Smoke Guidelines](#)
6. [OSAA Health & Safety Guidelines](#)
7. [Oregon Smoke Blog](#)

D. Lightning and Thunderstorm Conditions

1. [OSAA Lightning Safety Guidelines](#)
2. [NFHS Lightning Safety Guidelines](#)

PFA POLICY 401 | FINANCIAL POLICY

Section 1. Purpose

- A. This document describes the financial controls policy for the organization known as Pelada Football Academy which will be hereafter referred to as the Academy.
- B. This document provides details not covered in the Bylaws about financial operation and management of the Academy.
- C. This document must be kept consistent with the Bylaws of the Academy at all times. The Bylaws of the Academy take precedence over this document in case of a conflict.
- D. The Board shall have sixty (60) days to bring the Academy's Bylaws and Financial Controls into alignment from the time a discrepancy is acknowledged by the Board.
- E. These financial policies may be amended by a majority vote at any quarterly meeting provided a quorum of the board is present.

Section 2. Bank Accounts

- A. The Academy shall maintain a checking account for the purpose of paying Academy expenses. If additional checking account(s) is required for the purpose of tracking specific funds from grants, loans, etc, it must be approved by the Board prior to establishment.
- B. A savings account may be established and must be approved by the Board prior to its establishment.
- C. 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 these interest bearing accounts shall not exceed 10% of the total expenses expected for the current fiscal year.
- D. All bank accounts must be held by FDIC or NCUA insured institutions.

Section 3. Operational Expenses

- A. Academy expenses shall be paid by check through the Academy's checking account. If payment by card is required, the Executive Director, bookkeeper, registrar, or another appointed member of the Board may be authorized to make purchases for which the Academy shall issue reimbursement. All receipts shall be collected and transactions documented by either the Academy Treasurer or the Bookkeeper.
- B. Checks shall only be written for the documented amount on the receipt or invoice.
- C. Cash may be withdrawn via check – for a maximum total of \$100 – 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.
- D. Checks will be drafted by the Bookkeeper. In the event the Bookkeeper is unavailable, the President or Treasurer may also draft checks for the Academy.
- E. All checks must be signed by two approved signers from the Academy.

- F. The maximum number of check signers in the Academy at any time shall be four (4), and the minimum number will be three (3).
- G. The drafter and signer of a particular check may never be the same individual.
- H. A recipient and signer of a particular check may never be the same individual.
- I. All non-budgeted expenses valued over \$500 must be approved by the Board.
- J. Budgeted expenses are considered to be pre-approved and do not require explicit Board approval provided they do not exceed the total amount for that budget item.

Section 4. Payroll Expenses

- A. Persons paid to carry out duties on behalf of the Academy shall be treated as employees.
- B. This does not apply to referees or other entities who are viewed under tax laws to be independent contractors.

Section 5. Deposits

- A. All funds received shall be deposited by the Bookkeeper. In the absence of the Bookkeeper, an officer may be appointed to perform these duties until the Bookkeeper is able to resume them.
- B. All funds shall be deposited within five (5) business days of receiving them either in person or from the mailbox.
- C. Deposit slips for received funds must be kept with Academy financial records.
- D. The Academy shall provide an invoice or receipt to any customer who requests one. These receipts must also be kept with Academy records.
- E. The Academy deposit policies apply to all funds received by mail or in person.

Section 6. Check Cashing Policies

- A. The Academy shall not deposit checks which have been held for more than ninety (90) days without written consent from the check drafter.
- B. The Academy 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.
- C. The Academy shall not allow customers to post-date checks.
- D. In the event a deposited check should bounce, the Bookkeeper will contact the debtor by phone within five (5) business days of receiving notice from the Academy’s bank. This contact shall be made in a non-threatening, informative manner.
- E. In the event that funds are not received from a debtor, the Board may approve secondary measures to recover lost funds including but not limited to writing a collection letter, contacting the bank, going to small claims court or hiring a collection agency.
- F. The Academy shall follow the latest guidelines from the State of Oregon for the collection of monies owed.

Section 7. Fundraiser and Special Event Policies

- A. The Board shall appoint organizers and a member to Chair each and every event or fundraiser at its own choosing. The event Chair and organizers shall be responsible for managing the event.

- B. The Chair for a particular special event or fundraiser shall be responsible for preparing an initial budget to be approved by the Board.
- C. The Chair shall present a final accounting of all funds received and fees paid to the Academy Treasurer within 30 days of the close of the fundraising event.
- D. A fundraiser shall never just report the profit as Academy income or pay any of its expenses from the event revenue received. All expenses shall be paid out of the Academy checking account as dictated in Section 3A.
- E. All organizers and volunteers shall abide by money handling procedures as defined in Section 5.

Section 8. Reports

- A. At the AGM, the Treasurer shall provide the Board budget versus actual income and balance sheet statements for the previous fiscal year. At any time, the Board can request a current financial statement. The Treasurer has 14 days to furnish this request.
- B. The Treasurer shall make available to the Board all bank reconciliation statements.
- C. The Treasurer shall provide any financial report, including an itemized income statement, requested by the Board. The Treasurer shall have until the next Board meeting to prepare the requested report.
- D. The Academy 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.

Section 9. Annual Budgeting and Timeline

- A. The Board shall review and approve an annual budget at the first board meeting of the fiscal year as defined in the Academy Bylaws. This budget shall be used as a guide to predict income and control expenses.
- B. The Treasurer and/or Executive Director shall present the initial draft of the next year's budget to the Board two (2) weeks prior to the last board meeting of the prior fiscal year
- C. The Treasurer and/or Executive Director shall modify the budget as directed by the Board and present these modified drafts to the Board at its request.
- D. The Treasurer and/or Executive Director shall submit the second version of the budget to the Board for its approval at least 5 days prior to the last board meeting of the fiscal year . This will give the board at least 5 days to review the budget prior to the first board meeting of the fiscal year. At this meeting, the board will provide an initial approval of the next year's budget.
- E. At the first board meeting of the fiscal year, the board will review any amendments to the budget and formally approve the fiscal year's budget.

Section 10. Fiscal Oversight

- A. The Academy shall undergo a financial review upon the request of the board. The board shall determine whether to use an external CPA or an internal process.
- B. The Academy finances shall be maintained using accounting software purchased for the Academy.

- C. The Board shall approve the software to be used by the Academy to manage its finances. The Academy Treasurer may recommend changes to the accounting software used.
- D. The Board may request the Treasurer and check signers to review cancelled checks at least once per year for correct signatures and recognized vendors and endorsements.
- E. The Bookkeeper or Treasurer shall back up the Academy Financial records (i.e. bookkeeping software) at least with each quarterly meeting. The secretary will record when the backup has been made.

Section 11. Tax Reporting – IRS and State

- A. The Academy's fiscal year shall be from July 1 – June 30.
- B. The Academy's Treasurer or an approved tax preparer shall be responsible for preparing all appropriate IRS forms within the required timeframe.
- C. To maintain the Academy's 501(c)(3) status, the Treasurer or an approved agent shall file form 990 by the 15th day of the 5th month after the end of the Academy's fiscal year.
- D. The Academy Treasurer shall provide the necessary information required for the Academy Secretary to file the annual CT-12 report with the Corporate Division of the Department of Justice for the State of Oregon.

OYSA POLICY 201-1 REQUIREMENTS OF MEMBER CLUBS

Section 1. Requirements for Membership

A. A member club must be registered with the State of Oregon as a non-profit corporation. Registration must be current. The member club must also:

1. Be a public benefit corporation; and
2. Have members.

B. The corporation must be registered with the Oregon Department of Justice as a public charity, and be up to date with its annual reports.

C. Member clubs are required to be exempt from taxation under §501(c)(3) of the Internal Revenue Code, and be up to date on filing its tax returns.

(D) Minimum Requirements:

1. Maintain a functioning board of directors of at least five (5) members with no more than one-third comprised of club coaches.
2. Provide a copy of the member club's bylaws and policies for review by OYSA.
3. Provide OYSA a copy of all amendments to the club's bylaws and policies within 60 days after the amendments are adopted.
4. Establish and maintain effective grievance, protest and appeal processes for club members and participants in club activities that comply with Oregon law and with USSF Bylaws and Policies.
5. Establish and maintain coaching education policies to include standards at least as strict as those established by OYSA
6. Establish and maintain effective risk management policies and practices.
7. Establish and maintain effective financial and internal control policies.
8. Provide fields for its teams in competition suitable for play for the age level of the teams in the club.
9. Register all of its players and adult participants with US Soccer.
 - a. If the total number of players is less than 200, all players must be registered with OYSA.
 - b. If the total number of players is more than 200, at least 200 players must be registered with OYSA.
 - c. When a club does not register all of its players with OYSA, the organization will provide, upon request, proof that all of its players not registered with OYSA are registered with another USSF Organization Member.

d. All players and coaches participating in OYSA operated or sanctioned leagues and OYSA operated tournaments must be registered with OYSA.

E. An organization applying to be a member of the Association must have adopted bylaws that meet the following requirements:

1. Contain a provision that, except as otherwise required by Oregon law, the organization will comply with OYSA's bylaws, policies and other requirements, as well as all Bylaws, policies and requirements of USYSA, USSF, and all statutes, regulations, directives and decisions of FIFA and CONCACAF, each as they may be amended or modified from time to time, and to the extent applicable to the applying organization.

2. Contain a provision which acknowledges that if the organization's bylaws are in conflict with the bylaws and policies of OYSA, USYSA, or USSF, the bylaws and policies of the organizations of which the club is a member will supersede the applying organization's bylaws.

3. Contain a non-discrimination provision that is essentially the same as USSF Bylaw 105, Section 2. "The organization shall comply with all applicable laws governing non-discrimination and shall be open to membership without discrimination on the basis of race, color, religion, national origin, citizenship, disability, age, sex, sexual orientation, gender identity, or veteran status."

4. Contain a provision that prohibits sexual and physical abuse. (5) Contain a provision that its hearing policies will comply with Oregon law and with the requirements of USSF Bylaw 701 and Policy 701-1. (6) Contain a provision that complies with USSF Bylaw 706 as follows:

a. No member or participant of the organization may invoke the aid of any federal or state court if any potential remedy is or was available through any hearing, appeal, or grievance process of OYSA or the Federation.

b. For a violation of this Bylaw, the offending party shall be subject to suspension and fines, and shall be liable to the Federation, OYSA, or the responding party for all expenses incurred by the Federation, OYSA, or the responding party and their officers in defending each court action, including but not limited to the following:

i. court costs

ii. attorneys' fees

iii. reasonable compensation for time spent by officials and employees in defending the action, including the preparation of responses to discovery and court appearances

iv. travel expenses, and

v. expenses for holding special meetings necessitated by the court action.

F. The applying organization must submit an application using the form, or forms, established by OYSA staff.

G. The applying organization must provide copies of its financial statements, DOJ reports, and tax returns for the most recent 3 years prior to the application. If the organization does not have 3 years of financial data, the organization must provide:

1. financial information for all available years, and
2. a balance sheet and business plan for its next 3 years of operations.

H. An organization that does not have at least 3 years of operations at the time of application, must provide an individual who will personally guarantee payment of all of the organization's debts to OYSA that are incurred during its first 3 years of operations as a member club.

I. The applying organization must have a person designated as a director of coaching or technical director who will be the primary point of contact for the club with OYSA for issues relating to coaching education, player development, and teams participating in OYSA sanctioned or sponsored competitions.

J. The applying organization must have a person designated as registrar who is, or will become, trained in use of OYSA's online software.

K. The applying organization must pay the club membership fee established by OYSA before being considered for membership.

Section 2. New club membership will be determined by the OYSA Board of Directors following review and recommendation by staff. Factors to be considered include but are not necessarily limited to the following:

1. Membership will further the interests and purposes of OYSA
2. Membership will provide a new population of players with access to OYSA Programs.
3. Membership will further the development and growth of players, coaches, administrators and referees.
4. Membership will further the development or availability of fields and facilities for youth players.

OYSA POLICY 801-1 RISK MANAGEMENT

Section 1. Application

A. No adult may actively participate in the activities of the Association or any of its member clubs until that person has registered with the Association as an Administrator and has a risk status of Approved.

B. An administrator is any adult participant in the activities of the Association or its member clubs who acts in an official capacity for the Association or club, including:

1. Board members
2. Employees
3. Coaches
4. Assistant coaches
5. Team Managers
6. Trainers
7. Other adult Volunteers
8. Referees officiating matches in any league, tournament, or other competition sponsored or sanctioned by OYSA
9. Youth age 16 or older who serve in any of the positions listed in Section 2.(A)(1)-(7)
10. Any applicant for any of the positions listed in Section 2.(A)(1)-(7)

Section 2. Authority and Administration

A. The Executive Director of the Association shall appoint an individual staff member to serve as the Risk Management Coordinator (RMC) of the Association.

B. The Vice President shall be the OYSA Board's liaison with the RMC and shall manage appeals of risk management decisions as provided in this policy.

C. The RMC's authority and duties shall include the following:

1. Investigating reported violations of Risk Management policies.
2. Reviewing background reports regarding Administrators.
3. Making Risk Management Decisions regarding Administrators based on a review of background reports or other information received.
4. Preparing and maintaining in consultation with the Vice President written guidelines indicating which specific crimes and classifications of crimes will be considered to cause a person to be ineligible.
5. Creating and maintaining records of background reports and risk management decisions.

6. Entering into agreements with individual Administrators to grant a risk status of Approved subject to the individual's meeting specific requirements.
7. Reporting the results of risk management decisions to US Youth Soccer or to the Federation as required by their bylaws and policies.
8. Taking such other actions as may be reasonably necessary to carry out the purposes of this risk management policy.

Section 3. Risk Management Manual

The RMC shall, in consultation with the OYSA Vice President, prepare, maintain, and publish a [Risk Management Manual](#) that documents the details of background check applications, guidelines for evaluating background reports, standards for reviewing eligibility, procedures for disqualification and suspension, procedures for appeals from disqualification or suspension, and such other details as may be needed to document the Association's risk management program.

Section 4. Obligation to Disclose Criminal Record

- A. Every individual who applies for a position as an Administrator shall fully disclose their criminal history as a part of the initial application.
- B. Every registered Administrator shall promptly notify the Association's RMC, as well as the risk management coordinator of the club of which that person is an individual member, upon the occurrence of any of the following:
 1. The individual is formally charged with a crime;
 2. The individual is convicted of a crime upon entry of a plea of guilty or no contest;
 3. The individual is convicted of a crime following a trial; or
 4. The individual enters into a diversion agreement or other agreement that suspends entry of a sentence pending the individual's compliance with the conditions set in such agreement.
- C. Any Administrator who willfully fails to provide the notice required by Section 4.B shall be suspended from all activities with the Association or any of its member clubs as soon as the RMC receives confirmation of the pending charge(s) or conviction(s) for a period of not less than one year. The disqualification provided in this section shall be in addition to any other period of suspension or disqualification that may result from the charge(s) or conviction(s).

Section 5. Suspension During Litigation

In accordance with the requirements of US Youth Soccer's Bylaws, the RMC shall suspend any Administrator who becomes a defendant in litigation detrimental to the welfare of youth players or litigation based on activities detrimental to the welfare of youth players, from all activities in the Association or any of its member clubs.

Section 6. Disqualification

The RMC shall disqualify any administrator who does not meet the eligibility guidelines set out in the [Risk Management Manual](#).

Section 7. Notice of Disqualification or Suspension

When a risk management decision has been made that a person is not eligible to serve as an administrator, the RMC shall provide written notice to the person who is disqualified or suspended in the manner set out in the [Risk Management Manual](#).

Section 8. Risk Management Appeals.

- A. Any individual who has been sent a notice of disqualification or suspension shall have a right to appeal.
- B. Details of the appeal procedures are set out in the [Risk Management Manual](#).

OYSA POLICY 801-3 SAFE SOCCER FRAMEWORK

Section 1. USSF Policy 212-3. US Soccer Federation has adopted a new Policy 212-3 that requires its organizational members, including OYSA, to adopt policies to protect participants that are in line with the Federation’s Safe Soccer Framework. The required policies are in six areas:

- A. Prohibited Conduct
- B. Background Screening
- C. Education & Training
- D. Reporting
- E. Limiting One-on-one Interactions
- F. Enforcement

Section 2. Background Screening. OYSA’s Policy 801-1 and the Risk Management Manual it authorizes provide the required policy for background screening.

Section 3. New Policies. OYSA Policy 801-4 through 801-8 are adopted to meet the requirements of Section 1.A and C-F above.

Section 4. Safe Soccer Framework Principles. The Safe Soccer Framework provided by the USSF does not directly apply to OYSA, but the principles set out in that document provide guidance in creating an environment that promotes the safety of participants in Federation related soccer programs. OYSA is committed to implementing the principles of the Safe Soccer Framework to the extent they apply to the programs of OYSA and its member and affiliate clubs.

OYSA POLICY 801-4 PROHIBITED CONDUCT

Section 1. Application - Covered Personnel

A. This policy applies to OYSA and its member clubs as follows:

1. OYSA Board of Directors
2. OYSA employees
3. OYSA contractors, including referee assignors
4. OYSA member and affiliated clubs, including
 - a. Club board members
 - b. Club coaches and team officials
 - c. Club volunteers
5. Referees assigned to an OYSA sponsored or sanctioned match
6. Referees assigned to a match organized or sponsored by an OYSA member or affiliate club
7. Any other employee or volunteer authorized by OYSA or a member or affiliated club of OYSA to have regular contact with, or authority over, minor athletes or participants in the programs of OYSA and/or its member or affiliated clubs.

B. This policy also applies to conduct by any subcontractor, supplier, customer or third party and their employees in their dealings with OYSA employees.

C. Commitment to safe workplace

1. Oregon Youth Soccer is committed to maintaining a work environment that is free from all forms of discrimination, including harassment, on the basis of any legally protected status. Accordingly,
 - a. OYSA does not permit any form of unlawful harassment, discrimination or intimidation against its employees by anyone, including managers, supervisors, coworkers, executives, directors, officers, other employees, vendors, clients, customers or third parties.
 - b. Protected status includes race, color, age, religion, marital status, sex, ancestry, national origin, citizenship, veteran's status, pregnancy, disability, sexual orientation, protected activity, or any other characteristic protected by federal, state or local law.
 - c. This policy also prohibits harassment on the basis of the protected status of an individual's relatives, friends or associates.
2. OYSA is also committed to maintaining a work environment that is free from all forms of sexual abuse, sexual misconduct, emotional misconduct, physical misconduct, bullying and hazing.
3. Any violation of this Policy by Covered Personnel may subject the Covered Personnel to disciplinary action. Appropriate action also will be taken against any subcontractor,

supplier, or customer found in violation of this Policy.

Section 2. Harassment

A. Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based upon a person's protected status. OYSA will not tolerate harassing conduct that affects tangible job benefits, that unreasonably interferes with an individual's work performance, or safety, or that creates an intimidating, hostile, or offensive working environment.

B. Among the types of conduct prohibited by this policy are epithets, slurs, negative stereotyping or intimidating acts based on an individual's protected status and the circulation or posting of written or graphic materials that show hostility toward an individual because of his or her protected status.

C. Prohibited conduct can also include jokes, kidding, or teasing about another person's protected status. While harassing conduct is unlawful only if it affects tangible job benefits and/or interferes unreasonably with work performance and creates an abusive or hostile work environment, this Policy forbids harassing conduct even when it does not rise to the level of a violation of law.

Section 3. Sexual Harassment

A. Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting that individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance and creating an intimidating, hostile, or offensive working environment.

B. Sexual harassment may involve individuals of the same or different gender. It may also occur between individuals of any employment status.

C. Examples of conduct which may constitute sexual harassment and are prohibited by this Policy include, but are not limited to:

1. unnecessary touching, patting, hugging, pinching, or brushing against a person's body;
2. staring, ogling, leering, or whistling at a person;
3. continued or repeated verbal abuse of a sexual nature;
4. sexually explicit statements, sexual flirtations, advances, propositions, subtle pressure for sexual activity, comments, questions, jokes, or anecdotes;
5. graphic or degrading comments about a person's clothing, body or sexual activity;

6. sexually suggestive objects, cartoons, posters, calendars, or pictures in the workplace;
7. suggestive or obscene letters, notes or invitations;
8. harassing use of electronic mail, electronic or instant messaging, social media, or telephone communication systems; or
9. other physical or verbal conduct of a sexual nature.

D. OYSA prohibits managers and supervisors, including its Board of Directors, from threatening or insinuating, either explicitly or implicitly, that an employee's submission to or rejection of sexual advances will in any way influence any personnel decision regarding that employee's wages, assigned duties, advancement, evaluation, shifts, career development, or any other condition of employment.

E. OYSA member and affiliated clubs are required to apply the same standards to the relationship between those persons, including their board of directors, who have supervisory authority over any employees or volunteers of the club.

Section 4. Racial, Religious, or National Origin Harassment

A. Racial, religious, or national origin harassment deserves special mention as well, and is expressly prohibited by OYSA.

B. Racial, religious, or national origin harassment includes any verbal, written, or physical act in which race, religion, or national origin is used or implied in a manner which would make a reasonable person uncomfortable in the work environment or which would interfere with the person's ability to perform the job.

C. Examples of race, religious or national origin harassment may include, but are not limited to:

1. jokes, which include reference to race, religion, or national origin;
2. the display or use of objects or pictures which adversely reflect on a person's race, religion, or national origin; or
3. use of pejorative or demeaning language regarding a person's race, religion, or national origin.

Section 5. Child Sexual Abuse

A. Any sexual activity with a child is prohibited.

B. This includes:

1. sexual contact with a child that is accomplished by deception, manipulation, force or threat of force, regardless of the age of the participants, and
2. all sexual interactions between an adult and a child, regardless of whether there is deception, or the child understands the sexual nature of the activity.

Section 6. Sexual Misconduct

A. Any sexual interaction between an athlete and an individual with evaluative, direct or

indirect authority is prohibited. Such relationships involve an imbalance of power and are likely to impair judgment or be exploitative.

B. This section does not apply to a pre-existing relationship between two spouses or life partners.

Section 7. Emotional Misconduct

A. Emotional misconduct in all forms is prohibited.

B. Emotional misconduct is a pattern of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to another person.

C. Non-contact behaviors include verbal acts, physical acts, or acts that deny attention or support; or any act or conduct described as emotional abuse or misconduct under federal or state law (e.g. child abuse, child neglect).

D. Emotional misconduct does not include professionally-accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athletic performance.

Section 8. Physical Misconduct

A. Physical misconduct in all forms is prohibited.

B. Physical misconduct is defined as contact or non-contact conduct that results in, or reasonably threatens to, cause physical harm to another person; or any act or conduct described as physical abuse or misconduct under federal or state law (e.g. child abuse, child neglect, assault).

C. Physical misconduct does not include professionally-accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athletic performance.

D. For example, hitting and punching are well-regulated forms of contact in combat sports, but have no place in soccer.

Section 9. Bullying

A. Intentional, persistent and repeated pattern of committing or willfully tolerating physical and non-physical behaviors that are intended, or have the reasonable potential, to cause fear, humiliation or physical harm in an attempt to socially exclude, diminish or isolate the targeted athlete(s), as a condition of membership are prohibited.

B. Bullying does not include group or team behaviors that

1. are meant to establish normative team behaviors, or
2. promote team cohesion.

Section 10. Hazing

A. Coercing, requiring, forcing or willfully tolerating any humiliating, unwelcome or dangerous

activity that serves as a condition for:

1. joining a group or
2. being socially accepted by a group's members are prohibited.

B. Hazing does not include group or team activities that

1. are meant to establish normative team behaviors or
2. promote team cohesion.

Section 11. Procedures for Complaints, Investigations and Corrective Action

A. All Covered Personnel are responsible to help ensure that we avoid misconduct. OYSA cannot act to eliminate misconduct unless it has notice of the conduct. Covered Personnel are thus charged with reporting any concerns regarding compliance with the Safe Soccer Framework as provided in this policy.

B. OYSA employees are responsible to help assure that the work environment, on or off-premises, is free from harassment. All employees have an obligation to promptly report any and all allegedly harassing conduct they are the subject of, that they learn of, or that they witness. Our Policy provides for immediate notice of problems to the persons designated in this Policy so that we may address and resolve any problems as quickly as possible.

C. An employee must report the harassing conduct to either:

1. The person to whom you report (supervisor or manager);
2. Risk Management Coordinator;
3. The Executive Director; or
4. The Chair of the Board of Directors.

D. If the person to whom you would normally report is the subject of the complaint, the report should be made to one of the other listed persons who is not the subject of the complaint.

E. If the person making the complaint is from an OYSA member or affiliated club and the person is not comfortable making a complaint to someone in their club, the report may be made to the OYSA Executive Director or the OYSA Risk Management Coordinator.

F. All Covered Personnel have an obligation to cooperate in any investigation of a complaint of misconduct, including providing any and all information concerning the complaint. Failure to do so may be a violation of this Policy.

G. OYSA's Prohibited Conduct Policy offers its employees greater protection from harassment than does the law. Consequently, Covered Personnel who are found to have violated OYSA's Prohibited Conduct Policy shall be subject to corrective action, discipline or termination, even in cases where applicable laws may not have been violated and without regard to whether the conduct constitutes a violation of the law.

H. An OYSA member or affiliated club may also take disciplinary action against its employees or

volunteers who have violated this policy.

I. An employee wishing to file a complaint outside OYSA, or a member or affiliated club, may also contact either the Equal Employment Opportunity Commission or the Oregon Bureau of Labor and Industries.

OYSA POLICY 801-5 TRAINING AND EDUCATION

Section 1. SafeSport Training

A. Employees and other Covered Personnel [*see Policy 801-4, Section 1*] that have contact with athletes must successfully complete the U.S. Center for SafeSport training every year.

B. Training is available at no charge to covered personnel because of OYSA's relationship with USSF.

1. A person who needs to take the training for the first time should access the online training at

<http://safesport.org/authentication/register?token=ee57337f-31f9-421d-b095-82fc8c8c4c41>.

a. The person will be required to create an account as a member of US Soccer.

b. The access code for USSF training is YC3E-6P5G-YYIL-CS2M

2. A person who is taking a refresher course will access training by logging into their account at <https://safesport.org> and starting the training from their user dashboard.

C. Anyone who meets the definition of "covered personnel" in the 18-19 seasonal year and will continue to be covered personnel in the 19-20 seasonal year must complete their initial SafeSport training not later than 9/1/2019.

D. Any adult who becomes covered personnel with the earlier of their registration with OYSA for the 19-20 seasonal or after 9/1/2019, must complete their initial training on the earlier of

1. Before beginning regular contact with a youth athlete, or

2. Within 45 days after taking on a role with OYSA or one of its member or affiliated clubs that will give the person access to youth athletes.

E. Beginning with fall 2019-2020 registrations, a person will be blocked from being assigned to a team in OYSA's online software until both a background check and SafeSport training have been completed.

F. Every adult who has completed SafeSport training and continues as a covered person in the next seasonal year, must complete a SafeSport refresher course in the new seasonal year.

G. OYSA's online registration software will track compliance with this requirement.

H. OYSA's software will not approve a person who has not completed both the SafeSport training and a successful background check in the seasonal year of application.

Section 2. Training for Youth Participants

A. OYSA and its member and affiliate clubs will make SafeSport training available to youth participants in the programs of OYSA and its member and affiliate clubs.

B. Training will be made available to youth participants with the permission of the individuals' parents or guardian.

C. The Center for SafeSport and the US Soccer Federation are completing training for youth participants. Training will be available before youth register for the 19-20 seasonal year.

Section 3. Concussion Training

A. Oregon law requires that clubs arrange for and track the following concussion training:

1. All coaches and assistant coaches are required to complete concussion training once each seasonal year.

2. All players over the age of 12 and the parents of all players younger than 12 must be provided information about how to recognize the signs and symptoms of concussion

B. The Centers for Disease Control (CDC) have created an online training for concussion awareness that meets the Oregon requirement.

1. The training is available at <https://www.cdc.gov/headsup/youthsports/index.html>.

2. The CDC course will allow a person to print a certificate of completion at the end of the course.

3. The CDC does not maintain records of those individuals who have completed the course.

C. The National Federation of High Schools (NFHS) provides a concussion training course that is essentially the CDC course.

1. The NFHS course requires registration and creation of a free NFHS account.

2. The NFHS maintains records of those persons who have completed the course.

3. An NFHS certificate can be printed after completion, and because the NFHS maintains records, the certificate can be reprinted later.

4. The NFHS education database can be searched to verify that a person has completed a course and the date on which the course was completed.

D. OYSA encourages clubs to have all of their team officials, board, and staff complete the CDC or NFHS training.

OYSA POLICY 801-6 REPORTING

Section 1. Mandatory Reporter Status

A. All covered persons are considered Mandatory Reporters under Federal Law for incidents of

witnessed or suspected child abuse or child sexual abuse.

B. All paid coaches are also mandatory reporters under Oregon law.

Section 2. When to Report

A. Reports of child abuse are required when a covered person becomes aware of “facts that give reason to suspect” a child has suffered an incident of child abuse.

B. A report must be submitted within 24 hour after the person becomes aware of the situation.

C. The SafeSport Act, and Oregon law, provides a qualified immunity for a report made in good faith.

D. Failure to report may be a violation of federal law that could subject a person to a fine and/or imprisonment.

E. Failure to report will be deemed to be a violation of this policy that will subject the person to disciplinary action by a club or OYSA.

Section 3. What is Child Abuse?

A. The SafeSport Act, signed into law by the President and effective from 2/14/2017, defines what constitutes the child abuse that must be reported.

B. Child abuse is defined to include:

1. Physical abuse,
2. Mental injury,
3. Sexual abuse or exploitation, or
4. Negligent treatment.

C. Sexual abuse is defined to include:

1. The employment, use, persuasion, inducement, enticement, or coercion of a child to engage in, or assist another person to engage in, sexually explicit conduct, or
2. The rape, molestation, prostitution, or other form of sexual exploitation of children, or
3. Incest with children.

D. Mental Injury means harm to a child’s psychological or intellectual functioning which may be exhibited by:

1. severe anxiety,
2. depression,
3. withdrawal,
4. outward aggressive behavior, or
5. a combination of those behaviors, which may be demonstrated by a change in behavior, emotional response, or cognition.

Section 4. How to Report

A. Any covered person who witnesses abuse of a youth participant, or has reasonable grounds to believe that abuse against a youth participant has occurred, is required to report the abuse to:

1. The abuse reporting number in the county where either the reporter is located or in which the abuse occurred;
 - a. Every Oregon county has at least one reporting number that is staffed 24 hours a day, 7 days a week.
 - b. The list of reporting numbers is on the Oregon Department of Human Services website at <https://www.oregon.gov/dhs/children/child-abuse/pages/reporting-numbers.aspx>.
 - c. The reporting number for after office hours reports may be 911 in some local areas.
2. The Center for SafeSport at <https://safesport.org> or 720-531-0340; and
3. Oregon Youth Soccer at 503-626-4625, selecting Executive Director.

B. If the person believed to have committed the abuse is an employee or official of the Federation, a national referee, or if a person is unsure of the status of the individual who committed the action complained of, a report should be made to the Federation's Integrity Hotline

1. online at <https://www.ussoccer.com/integrity-hotline>, or
2. by phone to 312-528-7004.

OYSA POLICY 801-7 LIMITING ONE-ON-ONE INTERACTIONS BETWEEN ADULTS AND YOUTH

Section 1. Training and Meetings

A. Application

1. This policy applies to OYSA and to its member and affiliated clubs.
2. This policy applies to all OYSA and club administrators as defined in Policy 801-1, Section 1(B). (3) Administrators will be collectively referred to as Adults in this policy.
4. Our Facilities refers to any locations owned, leased, or used by OYSA or its member or affiliated clubs in carrying out its programs involving youth athletes.

B. Observable and interruptible

1. One-on-one interactions between minors and an Adult (who is not the minor's legal

guardian) at our facilities are permitted, if they occur at an observable and interruptible distance from another adult.

2. Isolated, one-on-one interactions between minors and an Adult (who is not the minor's legal guardian) at our facilities are prohibited, except under emergency circumstances.

C. Meetings

1. Meetings between Adults and minors at our facilities may only occur if another adult is present, except under emergency circumstances. Such meetings must occur where interactions can be easily observed and at an interruptible distance from another adult.

2. If a one-on-one meeting takes place in an office, the door to the office must remain unlocked and open. If available, it will occur in an office that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.

3. Meetings with mental health care professionals

a. If a mental health care professional meets with minors at our facilities, a closed-door meeting may be permitted to protect patient privacy.

b. When any such closed-door meeting takes place, the following conditions apply:

i. the door will remain unlocked,

ii. another adult must be present at the facility,

iii. the other adult must be advised that a closed-door meeting is taking place, and

iv. the mental health care professional must have obtained written consent for the meeting from the minor's legal guardian, with a copy provided to the organization responsible for the minor.

4. Individual training sessions

a. Individual training sessions between Adults and minors are permitted at our facilities if the training session is observable and interruptible by another adult.

b. The Adult conducting the training must obtain the written permission of the minor's legal guardian in advance of the individual training session.

c. Parents, guardians, and other caretakers must be allowed to observe the training session.

d. Permission for individual training sessions must be obtained at least every six months.

5. Monitoring

a. When one-on-one interactions between Adults and minors occur at our

facility, adults will monitor these interactions.

b. Monitoring includes:

- i. knowing that the one-on-one interaction is occurring,
- ii. the approximate planned duration of the interaction, and
- iii. randomly dropping in on the one-on-one session.

6. Out of program contacts

a. Adults are prohibited from interacting one-on-one with unrelated minor athletes in settings outside of the programs of OYSA and/or its member and affiliated clubs, including, but not limited to:

- i. the home of the Adult, the minor, or any other person,
- ii. restaurants, and
- iii. individual transportation

b. Such contact may take place with the explicit consent of the parent(s) or legal guardian for each out of program contact.

c. Arrangements for out of program contact are strongly discouraged, even with parent or guardian consent.

Section 2. Messages and Rubdowns

A. Application

1. This policy applies to OYSA and to its member and affiliated clubs.
2. This policy applies to all OYSA and club administrators as defined in Policy 801-1, Section 1(B).
3. Administrators will be collectively referred to as Adults in this policy.
4. Our Facilities refers to any locations owned, leased, or used by OYSA or its member or affiliated clubs in carrying out its programs involving youth athletes.

B. Licensed, certified professional

1. Any massage or rubdown performed by an Adult on a minor athlete at our facilities or a training or competition venue is prohibited unless the Adult is a licensed massage therapist.
2. Any massage or rubdown performed at our facilities or a training or competition venue by a licensed professional must be conducted in open and interruptible locations.
3. Any massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and licensed massage therapist in the room.
4. Even if a coach is a licensed massage therapist, the coach shall not perform a

rubdown or massage of an athlete under any circumstances.

C. Prior consent

1. A parent or legal guardian must give prior written consent before each massage or rubdown on a minor athlete.
2. Parents must be permitted to be present in the massage room as observers.

Section 3. Locker Rooms, Rest Rooms and Changing Areas

A. Application

1. This policy applies to OYSA and to its member and affiliated clubs.
2. This policy applies to all OYSA and club administrators as defined in Policy 801-1, Section 1.B.
3. Administrators will be collectively referred to as Adults in this policy.
4. Our Facilities refers to any locations owned, leased, or used by OYSA or its member or affiliated clubs in carrying out its programs involving youth athletes.
5. This policy also applies to any other adults at one of our facilities.

B. Use of recording devices

1. The use of any device to make voice, still photo, or video recordings in locker rooms, rest rooms, changing areas, or similar spaces at our facilities is prohibited.
2. Exceptions may be made for media and championship celebrations, provided that such exceptions are approved by OYSA or the member or affiliate club and two or more adults from OYSA or the club are present.

C. Undress. Under no circumstances shall an unrelated Adult at our facilities be undressed (disrobed or partial or full nudity where private body parts are exposed) in front of minor athletes.

D. Isolated one-on-one interactions

1. At no time are unrelated Adults permitted to be alone with a minor in a locker room, rest room, or changing area when at one of our facilities, except under emergency circumstances.
2. If our facility has access to a single set of such areas, the responsible club will designate a time for use by Adults, if any.

E. Monitoring

1. The organization responsible for the facility will regularly and randomly monitor the use of locker rooms, rest rooms, and changing areas at our facilities to ensure compliance with this policy.
2. To minimize the risk of bullying and hazing the responsible organization will use designated individuals to ensure that minors are not left unattended in locker rooms,

rest rooms, and changing areas.

3. Adults will make every effort to recognize when an athlete goes to the locker room or changing area during practice and competition and, if they do not return in a timely fashion, will check on the athlete's whereabouts.

4. Parents are discouraged from entering locker rooms and changing areas unless it is truly necessary. If parental presence is required, the parent(s) should notify the coach or other team officials in advance, and then only a same sex parent should enter the locker room or changing area.

F. Non-exclusive facility. If our facility is not exclusively under the jurisdiction and control of OYSA or a member or affiliated club, and the facility is used by multiple constituents, Adults as defined in Policy 801-7, Section 3.A.2 are still required to adhere to the rules in this policy.

Section 4. Social Media and Electronic Communications

A. Application

1. This policy applies to OYSA and to its member and affiliated clubs.
2. This policy applies to all OYSA and club administrators as defined in Policy 801-1, Section 1.B.
3. Administrators will be collectively referred to as Adults in this policy.

B. Content. All electronic communication originating from Adults to minor athletes must be professional in nature.

C. Open and transparent

1. If an Adult needs to communicate directly with a minor athlete via electronic communications, another Adult or the minor's parent(s) or legal guardian will be copied.
2. If a minor athlete communicates to the Adult privately first, the Adult should respond to the minor athlete with a copy to another Adult or the minor's parent(s) or legal guardian.
3. An Adult communicating electronically to the entire team will copy another Adult.
4. Amateur athletes who are minors may "friend" the organization's official page.

D. Prohibited electronic communications:

1. Adults are not permitted to communicate privately via electronic communications with minor athletes, except under emergency circumstances.
2. Adults are not permitted to "private message," "instant message," "direct message," or send photos privately via Snapchat or Instagram to a minor athlete.
3. Adults are not permitted to maintain social media connections with minors.
 - a. Adults are not permitted to accept new personal page requests on social media platforms from minor athletes, and

b. Existing social media connectors with minor athletes shall be discontinued.

E. Requests to discontinue

1. Legal guardians may request in writing that their child not be contacted through any form of electronic communication by OYSA or its member or affiliated clubs, or by any Adults from those organizations.
2. The organization will abide by any such request that a child not be contacted via electronic communications, except under emergency circumstances.

F. Hours. Electronic communications will only be sent between the hours of 8:00 am and 8:00 pm, except under emergency circumstances.

G. Monitoring

1. OYSA and its member and affiliate clubs will monitor their social media pages and remove any posts that violate the organization's policies and practices for appropriate behavior.
2. If OYSA or one of its member or affiliate clubs finds that a minor athlete has made a prohibited post on the organization's social media site, the organization will notify both the minor athlete's parents or legal guardian of the prohibited post, and the affected organization's primary executive officer.

Section 5. Local Travel

A. Application

1. This policy applies to OYSA and to its member and affiliated clubs.
2. This policy applies to all OYSA and club administrators as defined in Policy 801-1, Section 1.B.
3. Administrators will be collectively referred to as Adults in this policy.

B. Transportation

1. Neither OYSA nor any of its member or affiliated clubs will arrange for local travel by Adults or minor athletes
2. An Adult shall not ride in a vehicle alone with an unrelated minor athlete unless the Adult is acting as the legal guardian of the minor, except in emergency circumstances.
3. An Adult who is providing transportation to an unrelated minor athlete shall have at least two other minor athletes or another Adult in the vehicle at all times, unless the minor athlete's parent or legal guardian has agreed in writing to the transportation arrangements in advance of each local travel occurrence.

C. Shared or carpool arrangements. A parent or legal guardian who is providing local travel to a group of minor athletes should pick up their own child first and drop off their own child last in order to avoid a situation of being alone with an unrelated minor athlete.

D. Parents and legal guardians will receive education regarding child abuse prevention before giving consent for their minor athlete to travel alone with another Adult. Parent training is available at no charge here - <https://athletesafety.org/>.

Section 6. Team Travel

A. Application

1. This policy applies to OYSA and to its member and affiliated clubs.
2. This policy applies to all OYSA and club administrators as defined in Policy 801-1, Section 1.B.
3. Administrators will be collectively referred to as Adults or participating Adults in this policy.

B. Team/competition travel. When only one participating Adult and one minor athlete travel to a competition, the minor athlete must have their parent or legal guardian's written permission in advance, for each competition, to travel alone with a participating Adult.

C. Hotel Rooms. Participating Adults shall not share a hotel room or other sleeping arrangement with a minor athlete, unless the Participating Adult is the parent, legal guardian, sibling, or otherwise related to the minor athlete.

D. Meetings

1. Meetings will be conducted in compliance with the policy on one-on-one meetings in Section 1.C. above so that any meeting is observable and interruptible.
2. Meetings will not be conducted in a hotel room.

E. Additional Team Travel Requirements

1. A written team travel policy must be signed and agreed to by all minor athletes, parents, and Participating Adults traveling with a team.
2. Participating Adults must all have an approved background check and SafeSport training before traveling with a team.
3. Team officials will maintain a standard of having at least two Adults and observable and interruptible environments whenever they
 - a. conduct room checks at a hotel where minor athletes are staying,
 - b. conduct meetings, and
 - c. manage other team activities.
4. A parent or legal guardian must receive education regarding child abuse prevention before giving consent for a minor athlete to travel alone with a Participating Adult.

F. All OYSA member and affiliated clubs that have teams travel for competition are strongly encouraged to develop written policies regarding:

1. Expectations and responsibilities of coaches and other team officials during team travel,
2. A code of conduct that applies to minor athletes, parents, team officials, and club officials who attend competitions that require team travel.
3. Any such code of conduct should be reviewed and signed by all persons traveling with a team.

OYSA POLICY 801-8 ENFORCEMENT

Section 1. OYSA and its member and affiliated clubs will take appropriate disciplinary action when club officials become aware of a violation of Policies 801-3 through 801-8, referred to as the SafeSoccer Framework.

A. Complaints and grievances regarding violations of the SafeSoccer Framework may be made to OYSA and/or to the member or affiliated club in accordance with OYSA Policy 701-1 and the Grievance, Protest, and Discipline manual that is in effect at the time of the complaint.

B. Complaints regarding criminal behavior of an Adult covered by the SafeSoccer Framework should be made first to appropriate law enforcement authorities and then to the OYSA Risk Management Coordinator as provided in Policy 801-1 and the OYSA Risk Management Manual that is in effect at the time of the complaint.

C. Concerns regarding child abuse must be reported as stated in Policy 801-6, Section 4.

Section 2. Hearings.

A. OYSA or the appropriate member or affiliate club will hold appropriate hearing and will take appropriate disciplinary action in accordance with OYSA Policy 701- 1 and the Grievance, Protest, and Discipline manual that is in effect at the time of the complaint.

B. Before removing someone from membership in a club, or OYSA, a hearing will be conducted that gives the accused notice, an opportunity to be heard, the opportunity to hear and respond to witnesses, and the opportunity to present testimony and witnesses on his/her behalf.

C. Whenever the result of the hearing is a removal from the opportunity to participate in soccer, the accused will be given the opportunity to appeal to US Soccer in accordance with USSF bylaws and policies.

OYSA POLICY 802-1 PLAYERS AND COMPETITION

Section 1. US Youth Soccer Policy

The US Youth Soccer Policy on Players and Playing Rules (USYS Rules) applies to the registration of players, team formation, and competitions conducted by Oregon Youth Soccer and all sanctioned soccer competition conducted by OYSA member clubs.

Section 2. Definitions

A. The following definitions contained in USYS Rules, Rule 101, Sections 1 and 2, applicable to all State Associations, are repeated here for convenience:

1. "**Federation**" means the United States Soccer Federation, Inc.
2. "**FIFA**" means the Federation Internationale de Football Association of which the Federation is the national association member for the United States.
3. "**region**" means one of those regions established under Bylaw 322.
4. "**National Council**" means the National Council of USYSA as provided under Bylaw 311.
5. "**Organization Member**" means an organization that is classified as such a member of USYSA as provided by Bylaw 202.
6. "**State Association**" means the administrative body within a territory determined by the National Council to carry out USYSA's programs for youth players.
7. "**team**" means a group of soccer players playing on the same side in soccer games.
8. "**USYSA**" means the United States Youth Soccer Association, Inc.
9. "**youth player**" means an individual who is an amateur player and who has not reached 19 years of age prior to August 1 immediately before the start of any seasonal year. A player who reaches 19 years of age during a seasonal year is allowed to complete that seasonal year. A player who reaches 19 years of age during August of one seasonal year shall be allowed to complete all of the next seasonal year.
10. "**add**" means the addition of a player to a team's roster.
11. "**eligibility to play**" means registered and not under suspension.
12. "**game roster**" means the list of players who will participate in a particular Competition.
13. "**involuntary release**" means the removal of a player from a team's roster at the request of team authorities.
14. "**registration**" means the execution of an intent to play the sport of soccer and the paying of fees to become a member of USYSA.
15. "**rostering**" means assignment of a registered player to a team.
16. "**select team**" means the official select or all-star team of —
 - a. USYSA;
 - b. a region;
 - c. a State Association;
 - d. a district or geographical subdivision of a State Association; or

e. any league.

17. **“suspension”** means the temporary withdrawal of rights and privilege, such as the right to play, coach, or otherwise administer or participate (directly or indirectly) in soccer, and the suspension is for the entire term of the suspension with all rights and privileges withdrawn unless specifically stated otherwise by the suspending authority.

18. **“team roster”** means a list of registered players eligible to play for a team.

19. **“uniform”** means a jersey or shirt, shorts, thermal undershorts, stockings, shinguards, footwear, warmup jacket, pants, or suit, and other similar items of wear.

20. **“voluntary release”** means the removal of a player from a team’s roster at the request of the player.

B. The definitions from USYS Rules, Rule 101, Section 3 recommended for use by State Associations are adopted with modifications as stated.

1. **“classic or competitive league”** means an interclub league in which the use of tryouts, invitations, recruiting, or any similar process to roster players selectively to any team on the basis of talent or ability, is permitted.

2. **“classic or competitive team”** means a team that participates in a classic or competitive league.

3. **“club”**—

a. means an organization that is a member (directly or indirectly) of a State Association that has an identifiable membership of youth soccer players on whose behalf the organization conducts or engages in youth soccer activities; and

b. sometimes referred to as a “league” or “local association”, is the basic administrative unit of USYSA.

4. **“district”** means a geographical subdivision of the territory of a State Association.

5. **“National League Northwest Conference, or NLNW”** means the league operated by the West region of USYSA that is open to teams registered through a State Association in the designated states in the West Region.

6. **“NLNW team”** means an OYSA registered team that plays in the NLNW and which is thereby eligible to enter the Oregon State Championships, but not the Oregon Presidents Cup.

7. **“guest player”** means a registered player participating in a competition for a team to which the player is not rostered for purposes of league play.

8. **“interclub tournament team”** means a tournament team whose roster includes players who are members of more than one club.

9. **“interclub transfer”** means the removal of a player from a team’s roster at the request of the player and the contemporaneous addition of the player to the roster of another team
10. **“intraclub tournament team”** means a tournament team whose roster includes players who are members of only one club.
11. **“intraclub transfer”** means the removal of a player from a team’s roster at the request of the player and the contemporaneous addition of the player to the roster of another team from the same club.
12. **“league”**—
- a. means a structured group of 4 or more teams joined for the purpose interteam play under a common set of administrative and competition rules; and
 - b. is differentiated from another league by the rules that govern the rostering of players to each league’s teams, and the different terms used to describe each league do not necessarily reflect the level of ability or talent of teams participating in the league.
13. **“league team”** means a team that participates in regularly scheduled league play.
- 14 **“member club”** means a club that has met the requirements for membership prescribed in OYSA bylaws and policies and which has been accepted as a member by the OYSA Board of Directors.
15. **“participant”** means an individual player, coach, manager, or other team official who is actively involved with a team during practice or other training, plays with a team in a match, is present with a team on a team sideline while wearing the team’s uniform, is available to play in a match, or is present on the team sideline assisting the team in a match. All participants are required to be registered with OYSA, US Youth Soccer and the US Soccer Federation.
16. **“player”** means a youth player registered in accordance with USYSA and State Association rules.
17. **“player card”** means the official USYSA member pass identifying the registered individual player or adult and including—
- a. the individual’s name;
 - b. the club name;
 - c. the team name;
 - d. an official registrar’s signature;
 - e. a photograph of the individual; and
 - f. laminated to prevent alteration

18. **“qualifying league”** means a classic or competitive league that has been recognized by OYSA as meeting the requirements to qualify teams to enter the Oregon State Championships or the Oregon Presidents Cup. The minimum requirements for being a qualifying league include:

- a. being operated by OYSA or sanctioned by OYSA;
- b. using USSF certified referees assigned by a USSF certified referee assignor;
- c. requiring that each team have a team roster maintained in OYSA’s online software;
- d. requiring that each team provide a game roster that shows the name of every rostered player and guest player who is present and able to participate in the match to the referee before each match; and
- e. requiring that each team provide the referee with player cards for each participating player on the game roster before each match.

19. **“qualified team”** means a team that plays in a qualifying league and is eligible to enter either the Oregon State Championships or the Oregon Presidents Cup

20. **“recreational all-star team”** means a tournament team whose roster only includes players selected from teams that participate in the same recreational league or recreation plus league.

21. **“recreational league”** means an intraclub or interclub league in which—

- a. the use of tryouts, invitations, recruiting, or any similar process to roster players to any team on the basis of talent or ability is prohibited;
- b. the club administering the league accepts as participants in the league any eligible youths (subject to reasonable terms on registration);
- c. a system of rostering players is used to establish a fair or balanced distribution of playing talent among all teams participating; and
- d. league rules require that each player must play at least one-half of each game except for reasons of injury, illness, or discipline.

22. **“recreational team”** means a team that participates in a recreational league.

23. **“recreational plus league”** means an interclub or intraclub league in which

- a. the use of tryouts, invitations, recruiting or any similar process to roster players selectively to any team on the basis of talent or ability is prohibited;
- b. the club or clubs administering the league accept as participants in the league any and all eligible youths (subject to reasonable terms of registration); and
- c. the league does not otherwise meet the definition of a recreational league.

24. **“recreational plus team”** means a team that participates in a recreational plus

league.

25. **“sanctioned”** (as applied to a league or tournament) means that the competition is hosted and administered by an OYSA member club and has been approved by OYSA.

26. **“sponsored”** (as applied to a league or tournament) means that the competition is hosted and administered by OYSA.

27. **“tournament team”** means a team that includes guest players and is put together for the sole purpose of playing in a tournament or other approved non-league competition.

28. **“transfer”** means the removal of a player from a team’s roster on the request of the player, and the contemporaneous addition of the player to the roster of another team.

Section 3. General Policies

A. Member clubs shall establish policies and regulations regarding the formation of teams entering OYSA sanctioned leagues.

B. Unregistered players are strictly prohibited from playing in matches or practicing with member club teams.

C. Players and/or their families that have unpaid financial obligations to OYSA or a member club may have their membership privilege suspended until such obligations have been satisfactorily resolved.

D. All leagues must be sanctioned by OYSA. A member club, group of clubs or other affiliated entity must complete OYSA’s “Permission to Host” paperwork and pay all appropriate fees.

E. Member clubs shall submit their team formation policy and bylaws to OYSA annually on or before the club registration deadline.

F. OYSA has adopted the Player Development Initiatives (PDI) of the US Soccer Federation.

1. The provisions of that initiative apply to the conduct of competitions sponsored or sanctioned by OYSA and to all competitions operated by OYSA member and affiliated clubs, regardless of the source of sanctioning.

2. The PDI sets field sizes, goal sizes, and playing formats for matches involving players age 12 and younger and establishes the maximum number of players who are eligible to play in a match for players age 12 and younger.

G. In accordance with USSF guidelines in the PDI, OYSA does not permit intentional heading of a ball in matches for players age 12 and younger.

H. Clubs may not require a player to play above his/her nominal age group.

Section 4. Tournament Sanctioning

A. Oregon Youth Soccer Association will sanction tournaments for member clubs that have at least 200 players registered with OYSA both at the time the application is submitted and in the

seasonal year during which the tournament will be conducted.

B. OYSA may revoke sanctioning for a tournament of any member club that had 200 registered players at the time the application was approved, but which does not have at least 200 players registered in the seasonal year that the tournament will be conducted.

C. The 200 registered player requirement may be waived by the Executive Director for good cause.

Section 5. Interplay

A. Tournaments:

1. Restricted and Unrestricted Tournaments – A tournament sanctioned by OYSA may be “Restricted” – open only to teams from a single US Soccer Federation organizational member or a subset thereof, or “Unrestricted – open to teams from all US Soccer Federation member organizations.

2. OYSA will sanction unrestricted tournaments for its member clubs

a. A club hosting an unrestricted tournament is required to notify participating teams that are not registered with US Youth Soccer that OYSA’s insurance will not protect them from claims.

b. The hosting club is encouraged to request proof from the non-USYS teams that they are covered by insurance provided by the organization that has registered the players with USSF.

3. OYSA registered teams may participate in unrestricted tournaments sanctioned by another US Soccer Federation Member Organization

a. An OYSA registered team that plays in a tournament sanctioned by USYS or any of its member state associations will have all of the insurance coverage and benefits that it would have when playing in a tournament sanctioned by OYSA.

b. An OYSA registered team is free to participate in an unrestricted tournament sanctioned only by a US Soccer Federation Organizational Member other than USYS or one of its member state associations.

B. Leagues:

1. All participants in OYSA sanctioned leagues must be registered members of OYSA.

2. Teams from other US Soccer Federation member organizations may participate in OYSA sanctioned leagues provided that all participating players and coaches register with OYSA.

Section 6. OYSA Sponsored League and Tournament Policies

A. Select teams, as defined in Policy 802-1, Section 2.16, are not eligible to participate in OYSA sponsored leagues or tournaments.

B. U10 players may not play up more than one age bracket in OYSA sponsored competitions without express written permission from the player's parent(s) and/or legal guardian(s) and the State Technical Director.

C. There are no playing up restrictions for U11 or older players. Teams entering the National Championship Series or the Oregon Presidents Cup may not, however, include on the tournament roster players younger than allowed by National Championship Series Policy and tournament rules. OYSA recommends that all players play in age groups most appropriate for their psycho-social, psycho-motor and cognitive abilities.

Section 7. Player Development and Movement

A. Oregon Youth Soccer does not have a policy on recruitment. We do, however, have procedures that must be followed for a player transfer to be properly executed. The central principle in the procedure is full and complete communication between the interested parties.

B. Club leadership and coaches have an obligation to honestly assess and evaluate where a player will receive the best opportunity for development.

C. At no time shall a player be transferred against his or her will.

D. At no time shall a player be offered or receive an economic incentive for participation.

Section 8. Player Registration

A. A player may be registered by a club only upon the request of the player and the player's family.

B. A player's registration to a club is effective for the full seasonal year unless the registration documents accepted by the player and player's family clearly show otherwise.

C. Registration Fees

1. A club's registration documents must disclose all fees for which the player's family will be liable upon acceptance of the registration.

2. A player's parent or guardian must acknowledge receipt of the fee statement and acceptance of a payment obligation for any deferred fees at the time registration.

3. The amount of the fees charged for registration is within the discretion of the club registering a player.

4. Collection of any deferred payments and enforcement of unpaid registration fees is a matter of contract law. OYSA will not become involved in determining whether fees are owed or assisting with collecting unpaid fees.

5. A club may refuse to transfer a player to another club when

a. A player has been properly registered to the club for the current seasonal year, and

b. The player's family owes unpaid registration fees in accordance with the

registration agreement.

c. A club may not impose a transfer fee in addition to the agreed registration fees as a condition of releasing the player to another club.

D. A club may not prevent a player from registering with a different club in a new seasonal year by registering the player to the new seasonal year without the request of the player and the player's family. Such permission must be obtained in a registration document for the new seasonal year.

PFA CLUB POLICY HANDBOOK



SECTION 2: EMPLOYER POLICIES & RESPONSIBILITIES

EMPLOYEE EXPECTATIONS AND WAGE STANDARDS

Section 1. Personality Attributes. PFA will seek to employ coaches with the following traits:

- A. Personal/Player development oriented approach
- B. Strong leadership skills
- C. Good at collaborating and receiving feedback
- D. Strong problem-solving skills
- E. Strong communication and interpersonal skills
- F. Self-motivated and organized
- G. Responsible and trustworthy with a strong sense of personal accountability
- H. Eager to pursue ongoing education and self-improvement

Section 2. Minimum Credentials

- A. Past experience playing and/or coaching soccer
- B. USSF Grassroots Intro + one course (minimum certification for Assistant Coaches)
- C. USSF Grassroots Pathway Completion (minimum certification for Head Coaches)
- D. [NFHS Concussion Certification](#) (for all coaches - renew annually)
- E. First Aid Certification (for Head Coaches - renew biennially)

Section 3. Wages.

- A. See table below for standard pay rates for coaches based on level of certification:

USSF Certificate	Base Pay Rate	Pay Rate Increase
GR Partial Completion	\$12.50 per hour	n/a
GR Full Completion	\$15.00 per hour	Add \$2.50 per hour
D License	\$20.00 per hour	Add \$5.00 per hour
C License	\$25.00 per hour	Add \$5.00 per hour
B License	\$30.00 per hour	Add \$5.00 per hour
A License	\$35.00 per hour	Add \$5.00 per hour

- B. USSF D-B and lapsed USSF A Licenses issued prior to 2010 will be paid at the rate one level below the license held.
- C. Upon successful completion of a USSF Coaching License, wages will increase to the corresponding pay rate on the first day of the following month.
- D. Wages may exceed the base rates listed above.

COACH ONBOARDING CHECKLIST

✓	Name of Coach:	
?	PFA Email	<i>Set up and share</i>
?	Drive Access	<i>Share folders and walkthrough contents</i>
?	Policies	<i>Walk through club policies and practices</i>
?	CBPM	<i>Coaching Best Practices Manual</i> walkthrough
?	TS	<i>Timesheet</i> walkthrough
?	OYSA	<i>Register with OYSA + Affinity account</i>
?	BS	<i>Set up Blue Sombrero account</i>
?	TMMA	<i>Set up Team Manager Mobile App account</i>
?	DCC	<i>USSF Digital Coaching Center</i>
?	USSF	<i>Collect existing and/or register for new USSF courses</i>
?	CC	<i>Concussion Certification</i>
?	SST	<i>SafeSport Training Certification</i>
?	F+A	<i>First Aid Certification</i>
?	I-9 Docs	<i>Collect required I-9 documents</i>
?	Paychex	<i>Complete Employee Hire process (Paychex)</i>
?	Dir. Dep.	<i>Set up Direct Deposit (encouraged but not required)</i>
?	Web Bio	<i>Collect brief bio and picture for website</i>
?	EA	<i>Employee Agreement (Signed)</i>
?	Assign	<i>Establish team assignments and schedules</i>
?	Coach's kit	<i>Official coaching attire</i>
?	Field equipment	<i>Balls, cones, bibs, etc (head coaches)</i>
	Date Completed:	

EMPLOYEE AGREEMENT

RESPONSIBILITIES

Employees are responsible for familiarizing themselves with all club policies and practices relevant to their positions, understanding and carrying out their duties to the best of their abilities, and seeking guidance from supervisors whenever they are uncertain about those practices, policies, or duties. If employees find themselves unable to perform their duties for any reason (absence, injury, etc), they must communicate with their supervisor(s) immediately.

CERTIFICATIONS

Employees are expected to complete and keep current all certifications and training required by the Board of Directors, Director of Coaching, and Policies of Pelada Football Academy.

COMPENSATION

Employees will be compensated on a monthly basis and issued paychecks within five (5) days of the end of each month. Employees are responsible for completing a monthly timesheet in an accurate and timely manner.

ACADEMY PROPERTY

Employees are expected to treat all academy property with care, endeavor to avoid loss or damage, and encourage players to do the same at all times.

INTELLECTUAL PROPERTY

Pelada FA retains ownership of all intellectual property provided to employees (academy policies, resources, curriculum, etc. Employees retain ownership of all intellectual property created by themselves in pursuance of their duties (written, visual, media, etc.).

ACKNOWLEDGEMENT

By signing below, I acknowledge the above stated requirements of employment with Pelada Football Academy and affirm that I have familiarized myself with the job description, duties, and responsibilities of the position I have accepted.

Position accepted

Date

Employee printed name

Signature

JOB DESCRIPTIONS

EXECUTIVE DIRECTOR

Held by Joseph Eberhart-Garah

Pay Type: Salary

Workload: Approximately 40 hours per week

Current Salary: \$48,000 Annual Salary

Job Description: The Executive Director of Pelada Football Academy shall

- Be responsible for the supervision and/or general operation of all programs, tournaments, and activities associated with Pelada Football Academy;
- Maintain an approved status for the Academy as a member club with Oregon Youth Soccer Association (OYSA);
- Ensure that the Academy operates in compliance with its bylaws and policies as well as the bylaws and policies of OYSA;
- Be responsible, in conjunction with the Academy's Board of Directors, for the development of a yearly operational budget;
- Advise the Board in setting fees associated with participation in Academy programs;
- Submit an operating budget to the Board for approval prior to the beginning of the new fiscal year (July 1st);
- Ensure that the Academy and its programs operate within their approved budget;
- Attend regular meetings of the Board and advise the Board on all issues relating to the business of the Academy;
- Manage the Academy's coaches and establish a program of player and coach development;
- Design and carry out a Coach Development Program including scheduling and/or providing coaching clinics, conducting meetings for the coaches, setting policy, and providing training related to acceptable behavior and other activities as appropriate to facilitate the training of the coaches and the players;
- Communicate information on programs to coaches, including Academy policies and general information relating to Academy activities and team organization;
- Coordinate the recruitment and selection of coaches, subject to approval by the Board;
- Coordinate with the Registrar the assignment of coaches to teams;
- report to the Board on all matters relating to coaching.

The Executive Director reports to the Board of Directors. The responsibilities of the Director shall include those of an Academy coach, and shall extend to all work performed while coaching.

EVENT & FUNDRAISING COORDINATOR + HEAD COACH

Held by Steve Deskovic

Pay Type: Salary

Workload: An average of 20 hours per week

Current Salary: \$20,000 Annual Salary

Job Description: The Event & Fundraising Coordinator shall be responsible for the planning, supervision, and general operation of tournaments, special events, and fundraising activities affiliated with Pelada Football Academy (PFA). These responsibilities shall include:

- Planning and overseeing tournaments, fundraising activities, and other Academy events;
- Developing and carrying out strategies for raising funds through grants, donations, sponsorships, and/or community events;
- Writing and applying for grants;
- Acting as liaison with the larger community for purposes of organization, communication, and customer service related to tournaments, events, and fundraising efforts;
- Assisting in the procurement and management of staff required for tournaments and other Academy events (schedulers, referee assignors, officials, physical trainers, event support, etc);
- Assisting in the procurement of facilities required for tournaments and other Academy events;
- Coordinating and overseeing vital tournament related functions (bracketing, scheduling, etc);
- Procuring approved sanctioning status (where applicable) from Oregon Youth Soccer Association (OYSA);
- Ensuring that tournaments and other Academy events operate in compliance with PFA bylaws and policies as well as the bylaws and policies of OYSA;
- Ensuring that all fundraising activities are carried out in compliance with the laws and regulations governing Oregon DNPs and 501c3 Organizations;
- Developing an operational budget (in conjunction with the Executive Director) for tournaments, fundraising activities, and special events;
- Ensuring that these activities operate within the approved budget;
- Other duties as assigned.

The Event & Fundraising Coordinator reports to the Executive Director. The responsibilities and remuneration of the Event & Fundraising Coordinator shall include those of an Academy coach, and shall extend to all work performed while coaching.

Offered To: _____ Steve Deskovic _____
Employee Name

Wages: \$20,000 Annual Salary

Accepted By: _____
Employee Signature

Date: _____
Updated: 4/24/2019

MEDIA & MARKETING DIRECTOR + HEAD COACH

Position not currently filled

Pay Type: Salary

Workload: An average of 20 hours per week

Proposed Salary: \$15,600 Annual Salary

Job Description: The Media & Marketing Director shall be responsible for the supervision and general operation of Pelada Football Academy’s online and social media presence. These responsibilities shall include:

- Creating and managing content on the Academy’s various social media platforms;
- Acting as liaison with the larger community by responding to queries and communications received through social media channels;
- Managing promotional and informational campaigns for the Academy;
- Ensuring that all content is consistent with the Academy’s values, mission, and aesthetics;
- Developing an operational budget (in conjunction with the Executive Director and Board of Directors) for media and promotional purposes;
- Ensuring that all media and marketing projects operate within the approved budget;
- Developing resources for players and families to be shared with Academy members via online and social media platforms;
- Other duties as assigned.

The Media & Marketing Director reports to the Executive Director. The responsibilities and remuneration of the Media & Marketing Director shall include those of an Academy coach, and shall extend to all work performed while coaching.

Offered To: _____ Currently not filled _____
Employee Name

Wages: _____

Accepted By: _____
Employee Signature

Date: _____
Updated: 4/24/2019

REGISTRAR

Pay Type: Hourly Wages

Current Wages: \$12.50/hr

Job Description: The Registrar shall be responsible for registering players with the Academy and the Oregon Youth Soccer Association (OYSA), and for registering teams with the appropriate leagues and tournaments as indicated by the Director of Coaching (DOC). These responsibilities shall include:

- Registering Academy participants with Pelada Football Academy and OYSA;
- Registering Academy teams for appropriate leagues and tournaments as indicated by the DOC;
- Using multiple software platforms to managing member accounts and balances, coordinating transfers with other clubs, and applying for international clearance when necessary;
- Communicating with current and prospective Academy members regarding matters pertaining to registration, team and club transfers, payment plans, and account balances;
- Assisting the DOC in the assignment of players to teams and management of match rosters;
- Assisting the DOC in communicating with and coordinating team managers;
- Collecting, recording, and depositing payments made to the Academy by check;
- Assisting and advising the DOC and Board of Directors on matters pertaining to registration, membership, bookkeeping, and other club operations;
- Attending meetings of the Board and participating in administrative committees as needed;
- Being a community ambassador for the Academy’s mission, values, philosophy, and practices;
- Other duties as assigned.

The Registrar reports to the Director of Coaching (DOC).

Offered To: _____ Brenda Wisnewski _____
Employee Name

Wages: _____

Accepted By: _____
Employee Signature

Date: _____
Updated: 4/24/2019

HEAD COACH

Pay Type: Hourly Wages

Wage Scale: \$15-\$25/hr

Eligibility Requirements: Coaches must participate in ongoing education through PFA’s Coach Development Academy. Coaches must also hold the following minimum certifications:

- USSF Grassroots In-Person Course (x2) and Online Course (x1) Certificates;
- Concussion Safety Training through NFHS or other certifying organization (renewed annually);
- SafeSoccer Training through the US Center for Safe Sport (renewed annually);
- First Aid Training through a recognized certifying organization (renewed biennially).

Job Description: Head Coaches shall be responsible for the training, management, and development of Academy teams and players to which they are assigned, for leading clinics and other Academy events, and for contributing to the mentorship of assistant and youth coaches who work with them . These responsibilities shall include:

- Planning and carrying out Academy field training sessions;
- Traveling to and managing Academy games;
- Leading Academy classroom sessions;
- Planning and carrying out team meetings with players and parents at the start of each season;
- Delivering Academy Curriculum to players according to PFA’s Best Practices;
- Monitoring the health and safety of players and responding to injuries on the field;
- Mentoring and supervising assistant and youth coaches;
- Enforcing club policies at the team and player level (Attendance, Code of Conduct, etc);
- Communicating well and clearly with team managers and parents;
- Communicating well and promptly with the DOC, other coaches, and club administrators;
- Caring for and keeping track of Academy equipment;
- Modeling a positive approach and respect for other players, coaches, and officials at all times;
- Representing the Academy and its philosophy in a positive and professional way at all times;
- Other duties as assigned.

Head Coaches report to the Director of Coaching (DOC).

Offered To: _____
Employee Name

Wages: _____

Accepted By: _____
Employee Signature

Date: _____
Updated: 4/24/2019

ASSISTANT COACH

Pay Type: Hourly Wages

Wage Scale: \$12.50-\$15/hr

Eligibility Requirements: Coaches must participate in ongoing education through PFA’s Coach Development Academy. Coaches must also hold the following minimum certifications:

- USSF Grassroots Online Course (x1) Certificate;
- Concussion Safety Training through NFHS or other certifying organization (renewed annually);
- SafeSoccer Training through the US Center for Safe Sport (renewed annually);

Job Description: Assistant Coaches shall be responsible for assisting head coaches with the training, management, and development of Academy teams and players to which they are assigned. These responsibilities shall include:

- Assisting with setup, instruction, and other functions during Academy field training sessions;
- If requested by head coach, assisting with management of Academy games;
- Attending and contributing to Academy classroom sessions;
- Attending and contributing to team meetings with players and parents;
- Delivering Academy Curriculum to players according to PFA’s Best Practices;
- Monitoring the health and safety of players and responding to injuries on the field;
- Enforcing club policies at the team and player level (Attendance, Code of Conduct, etc);
- Communicating well and promptly with the DOC, head coaches, and club administrators;
- Caring for and keeping track of Academy equipment;
- Modeling a positive approach and respect for other players, coaches, and officials at all times;
- Representing the Academy and its philosophy in a positive and professional way at all times;
- Other duties as assigned.

Assistant Coaches report to their Head Coaches and the Director of Coaching (DOC).

Offered To: _____
Employee Name

Wages: _____

Accepted By: _____
Employee Signature

Date: _____
Updated: 4/24/2019

VOLUNTEER / YOUTH (UNDER 16) COACH

Pay Type: Unpaid Volunteer

Eligibility Requirements: Volunteer and youth coaches must participate in ongoing education through PFA’s Coach Development Academy. Volunteer and youth coaches must also hold the following minimum certifications:

- Concussion Safety Training through NFHS or other certifying organization (renewed annually);
- SafeSoccer Training through the US Center for Safe Sport (renewed annually);

Job Description: Volunteer and Youth Coaches shall be responsible for assisting the Head Coaches to whom they are assigned with activities related to Academy matches and training sessions. These responsibilities shall include:

- Assisting with setup, instruction, and other functions during Academy field training sessions;
- Attending and contributing to Academy classroom sessions;
- Delivering Academy Curriculum to players according to PFA’s Best Practices;
- Communicating well and promptly with the DOC, head coaches, and club administrators;
- Modeling a positive approach and respect for other players, coaches, and officials at all times;
- Representing the Academy and its philosophy in a positive and professional way at all times;
- Other duties as assigned.

Volunteer and Youth Coaches report to their Head Coaches and the Director of Coaching (DOC).

Offered To: _____
Volunteer Name

Accepted By: _____
Volunteer Signature

Date: _____
Updated: 4/24/2019

PFA CLUB POLICY HANDBOOK



SECTION 3: COACH, EMPLOYEE, & CLUB ADMINISTRATOR POLICIES

PLAYER HEALTH AND SAFETY TRAINING

COACHES, TEAM MANAGERS, & CLUB ADMINS

The following training must be completed prior to starting work as a Pelada FA coach, and must be renewed on an annual basis:

- **NFHS Concussion In Sports** - Free course provided by the National Federation of High Schools. All **coaches, team managers, board members, and registered club officials** must complete this course upon accepting a position with Pelada FA, and renew it annually at the start of each season (prior to 9/1). Upon course completion, **a digital copy of the course completion certificate must be sent** to the Director of Coaching (director@peladafa.org) and club Registrar (registrar@peladafa.org).
- **SafeSport Training** - Free course provided by USSF and the US Center for SafeSport. All **coaches, team managers, board members, and registered club officials** must complete this course upon accepting a position with Pelada FA, and renew it annually at the start of each season (prior to 9/1). Upon course completion, **a digital copy of the course completion certificate must be sent** to the Director of Coaching (director@peladafa.org) and club Registrar (registrar@peladafa.org).
 - **First time course registrants** access the course [here](#). You will be required to create an account as a member of US Soccer and enter access code **YC3E-6P5G-YYIL-CS2M** for for USSF training.
 - To take the **annual refresher course**, log into your account at <https://safesport.org> and access the training from your user dashboard.
- **NFHS Protecting Students from Abuse training** - Free course provided by NFHS. May be substituted for SafeSport training in the case of **volunteers and registered club officials** who have limited involvement and/or contact with players and programs. Upon course completion, **a digital copy of the course completion certificate must be sent** to the Director of Coaching (director@peladafa.org) and club Registrar (registrar@peladafa.org).

The following training must be completed and/or renewed approximately every two years. Pelada FA will organize and pay for courses. Invitees will be given advance notice and are expected to attend Pelada FA hosted training:

- **First Aid Training - Coaches, team managers, board members, and registered club officials** may be asked to complete this training upon accepting a position with Pelada FA or at a later date. Upon course completion, **a digital copy of the course completion certificate must be sent** to the Director of Coaching (director@peladafa.org) and club Registrar (registrar@peladafa.org).

ACCOUNTS AND ANNUAL REGISTRATION POLICY

COACHES, ADMINISTRATIVE EMPLOYEES, AND TEAM MANAGERS:

The following accounts must be created and maintained while serving as a Pelada FA coach or team manager:

- [OYSA Affinity Account](#) - all coaches and team managers must register annually as a **Coach/Admin** through OYSA's Affinity software. Registration includes a background check. Affinity accounts will also be used to access:
 - Game day Match Rosters & score reporting
 - Official team rosters & club pass tools (usually managed by PFA registrar)
 - Team registration for leagues and tournaments (usually managed by PFA registrar)
- [Sports Connect Account](#) - all coaches and team managers must create and maintain a Blue Sombrero account for use in managing and communicating with teams. Blue Sombrero accounts will be used to access:
 - Team Pages & Roster Info
 - Team Email & Messaging tools
 - Team Calendar & Training Schedules
 - Team Manager Mobile App
- **Google Suite Email Account** (required for coaches / optional for team managers) - coaches will be provided with a personal email account through Pelada FA's Google Apps Suite and asked to use this account for all club-related email communications. Team managers may request an account. PFA Google accounts will also be used to access documents stored in the PFA Google Drive including:
 - Academy Policies
 - Coaching Best Practices Manual
 - Club Curriculum & Tactical Manual
 - Coach resources and shared documents
 - Timesheets
- [Paychex Flex Account](#) (paid employees only) - at onboarding coaches and other employees will create a Paychex Flex Account. This account will be used to:
 - Complete employee eligibility verification, I-9, and W-4 documentation
 - Manage direct deposit & other payment options
 - Access pay stubs and other employee records
 - Update any of the above in the event of changed employee or tax status
- [USSF Digital Coaching Center](#) (coaches only) - All coaches must create and maintain a USSF DCC account. This account will be used to register for USSF licensing courses and access US Federation coaching resources.

COACH EDUCATION POLICY

COACHING STAFF

Pelada FA promotes, pays for, and rewards ongoing education for its coaches. The Academy will pay for up to one course fee at each level of the **USSF licensing ladder** up through and including the **USSF D License**. The Academy may also pay (partially or in full) for the **USSF C License** and higher level USSF courses as well as additional education opportunities through United Soccer Coaches and other coach development institutions. All coaches are expected to progress along the USSF certification path during their time with Pelada:

- All coaches age 16 and older must complete a minimum of one **USSF Grassroots Pathway Online Course** upon joining the Academy coaching staff.
- All staff coaches age 18 and older must complete the **USSF Grassroots Pathway** (minimum of one Online and two In-Person courses) or be enrolled in the necessary courses within one year of joining the Academy coaching staff.
- All staff coaches age 18 and older should complete or be enrolled in the **USSF D License** within three years of joining the Academy coaching staff.
- Coaches pursuing the **USSF C License** and above as well as supplementary education from United Soccer Coaches and/or other institutions should consult with the Academy's director of coaching prior to enrolling in the course.

All staff coaches age 18 and older must complete and/or renew all training courses and certifications listed under the Player Health & Safety section below.

LINKS & RESOURCES FOR CONTINUING COACH EDUCATION

[USSF DIGITAL COACHING CENTER:](#)

Resource for coaches participating in **US Soccer Federation** educational opportunities. Includes:

- E-Learning Center for webinars and online portions of USSF educational courses
- Communication and calendar tools
- Access to full USSF Curriculum
- Access to supplemental documents and videos relating to USSF educational courses
- Access to hundreds of USSF Curriculum standard exercises and training sessions
- Access to graphics software and planning tools for creating and storing your own sessions

[USSF LICENSING PATHWAY HOME PAGE:](#)

Information regarding all **US Soccer Federation** sponsored educational opportunities including:

- [USSF Grassroots Coaching](#) - Online and In-Person courses focusing on age group specific coaching methodology
- [USSF D License](#) - Onsite course focusing training session methodology and lesson plan development
- [USSF C License](#) - USSF entry level course for the Pro Pathway focusing on core concepts of coaching
- [USSF B License](#) - USSF Pro Pathway course focusing on long-term player development and developing a team
- [USSF A - Youth Course](#) - USSF Pro Pathway course focusing on the development of elite youth players on the pathway to playing professionally

[OYSA COACHES HOME PAGE:](#)

Landing page for **Oregon Youth Soccer Association** coach education, information, and resources. Key contents include:

- [Coaching Licenses](#) - List of current and upcoming courses advertised through OYSA
- [Coaching Resources](#) - Index of OYSA Program Guidelines, Best Practices, and standard Lesson Plans

[UNITED SOCCER COACHES EDUCATION HOME PAGE:](#)

United Soccer Coaches (USC) is a non-USSF affiliated organization providing a wide range of courses, certifications, educational opportunities, services, and resources for coaches. These include:

- Educational courses and certifications for coaches and club administrators
- Webinar and E-Learning opportunities
- [USC Resource Library](#)
- Magazine and newsletter

PFA COACH RESPONSIBILITIES GUIDE

GENERAL CONDUCT GUIDELINES

- Arrive punctually, prepare training environment prior to start of training, and stay until all players have been picked up
- Be respectful in all of your interactions
- Be responsible for the care of Academy equipment in your possession
- No phones on the field except when responding to emergencies or when otherwise necessary for fulfilling your coaching duties
- Communicate promptly with the Director and any affected coaches if you will miss a game, training session, or other Academy event for which you are scheduled
- Familiarize yourself with the Coach Communications Guide and communicate promptly with team managers, parents, coaches, and Academy officials
- Check email addresses used for coaching/Academy purposes on a daily basis
- Communicate promptly with the Director when you have questions or need anything clarified.

TRAINING DAY RESPONSIBILITIES

- Plan and take charge of executing sessions
- Communicate with and organize assistant coaches
- Bring balls, cones, scrimmage vests, and any other necessary equipment
- Bring concussion documentation packet and first aid kit

GAME DAY RESPONSIBILITIES

- Prepare tactics, line-up, and game plan ahead of time if possible
- Bring game balls and necessary equipment
- Bring concussion documentation packet and first aid kit
- Bring keeper jersey / scrimmage vests
- If no assistant coach will be present, communicate with TMs ahead of time regarding any help you would like during the warm-up or on the sideline

EQUIPMENT RESPONSIBILITIES

- Keep track of soccer balls and count them at the end of each session
- Enforce the no-sitting-on-balls rule
- Enforce the shinguards rule
- Keep track of cones, scrimmage vests, etc.
- Train players to help with setup and clean-up before and after each session
- Always move goals in a safe and well-supervised manner
- Take responsibility for having the equipment you need at each training session and game

PFA COACH COMMUNICATIONS GUIDE

COACH COMMUNICATION W/ TEAM MANAGERS

- Inform TMs of any schedule modifications or updates that should be sent out to teams
- Inform TMs of any expectations or information you would like distributed to players and/or families
- Inform TMs if another coach will be covering any of your training sessions or games
- Inform TMs of any absentees who notified you directly

COACH COMMUNICATION W/ TEAM

- Coach-centered messages to players and families
 - Start of season introductions and expectations*
 - End of the season closer*
 - Other addresses to families as needed*
- Communicate directly with affected parents when dealing with private/individual player concerns
- Call team meetings when important decisions need to be made through discussion or when coach expectations need to be established or reestablished with the whole group

COACH COMMUNICATION W/ DIRECTOR

- Keep Director informed when dealing with player/parent concerns that may have an impact on the health or happiness of the player and/or the well-being and reputation of the Academy
- Inform Director of any schedule or personnel adjustments you need/plan to make with your team
- Inform Director of any concerns you have regarding your team or particular players/parents on it
- Consult with Director prior to discussing the league and tournament placement of your team with parents, players, or league officials
- Consult with Director prior to calling a team meeting and before addressing complaints relating to Academy or team ideology, practices, management, etc.

TIME TRACKING POLICY

Employees of Pelada Football Academy are responsible for submitting timesheets on a monthly basis no later than the last day of each month. Timesheets should include a brief summary of activities for each day worked, making particular note of any hours that fall outside the normal guidelines below.

- ❖ Report all **training** hours including time spent setting up before and packing up after sessions. Adhere as closely as possible to the these guidelines:
 - **Head coaches** should arrive (clock in) 10-15 minutes prior to the start of training sessions and clock out within 5-10 minutes of its official end time.
 - **Assistant coaches** should arrive (clock in) 5-10 minutes prior to the start of training sessions and clock out within 5-10 minutes of its official end time.
- ❖ Report all **match-related** hours including time spent setting-up / warming-up before and packing-up / addressing the team after games. Adhere as closely as possible to the these guidelines:
 - **Primary Academy Scrimmages** - arrive 30 minutes prior to the official start time and clock out within 15 minutes of the official end time.
 - **U9-10 League Matches** - arrive 25 minutes prior to kickoff and clock out within 15 minutes after the end of the game.
 - **U11-14 League Matches** - arrive 35 minutes prior to kickoff and clock out within 15 minutes after the end of the game.
 - **U15-18 League Matches** - arrive 45 minutes prior to kickoff and clock out within 15 minutes after the end of the game.
 - **Tournament Matches** - designate appropriate arrival times for the team based on game load and weather conditions. Clock out within 15 minutes after the end of each game.
- ❖ Report all **travel hours** related to away games and/or coaching duties that require traveling outside of the Eugene/Springfield area. If driving your own car, also report **travel mileage**. **Exclude** local commutes, and adhere as closely as possible to the these guidelines:
 - Report time spent commuting including traffic delays, stopping for fuel, etc. **Exclude** stops for non-coaching related activities. Alternatively, report hours based on Google Maps round-trip travel time estimates.
 - Use Google Maps to report mileage based on round trip calculations from your home to your destination. **Exclude** detours taken for non-coaching related activities.
- ❖ Report **between-game** and **between-training** time whenever you have **less than thirty minutes** between the end of one event or commute and the start of another.
- ❖ Report each **private training** session using both your timesheet and the [PT Session Report](#) form.
- ❖ Report hours spent on other **official Academy business** (coaches meetings, team meetings, league meetings, required in-house coach training, contribution to administrative tasks or committees, etc). If further clarification is needed, check with the Director of Coaching (DOC).

TIMESHEET BEST PRACTICES

RECOMMENDED: Open, share, and fill in assigned schedules at the beginning of each month.

- Update timesheet at least once per week with additional and/or modified work hours.
- Mark as “READY” no later than the last day of each month.
- Timesheets will not be reviewed until marked as “READY”.

REPORTING “FIELD” HOURS - TRAINING, MATCHES, & CLINICS

- GUIDELINES for standard training and game durations by age group listed on timesheet.

REPORTING “OTHER” HOURS - SET-UP/CLEAN-UP, TRAVEL, TRANSITIONS, & ADMIN

- SET-UP/CLEAN-UP: Limit to a total of 20 minutes or less per block of field time.
 - Match day warm-ups are included in standard game duration times.
 - Accepted reasons for exceeding Set-up/Clean-up max duration:
 - Waiting for player pick-up.
 - Discussing player or team issues with parent, player, or DOC.
 - Attending to injuries and/or emergencies.
- TRAVEL: Report “Away” travel time (more than 20 miles from training location).
 - Include traffic delays that increase travel + event total duration.
- TRANSITIONS: Report between-game and between-training times of 30 minutes or less.
- ADMIN: Report hours spent engaged in official Academy business.
 - Include team and league meetings, coaches meetings, and in-house training activities.
 - Include contributions to administrative tasks, committees, etc.
- “Other” hours will not be approved without NOTES provided.

REPORTING MILEAGE - “AWAY” TRAVEL ONLY (40+ MILES ROUND-TRIP)

- Mileage reported by vehicle owner only.
- Report mileage for commutes outside of the Eugene/Springfield area.
 - Use Google Maps to calculate round-trip mileage.
 - Exclude detours taken for non-coaching related reasons.

REPORTING “PT” HOURS - PRIVATE TRAINING

- Record hours and pay rate for each Private Training session worked.
- Submit individual [PT Session Report](#) for each training session worked.

TIMESHEET NOTES - ACTIVITY LOG

- Make notes to explain all “Other” hours reported: set-up/clean-up, travel, transition, etc.
- Make notes to explain all “PT” hours reported, including group size and players’ names.

PRIVATE TRAINING POLICY

Pelada Football Academy Coaches may work under PFA’s liability umbrella and use Academy equipment to run **Private Training & Small Group Sessions** for youth members of Pelada Football Academy. Adhere to the below policy when doing so:

GOALS: To provide supplemental and personalized training opportunities in a one-on-one or small group setting for Academy players; to provide additional income opportunities for Academy coaches.

SESSION FORMAT:

- Sessions will be one hour in duration unless otherwise agreed upon.
- Date, time, and place should be agreed upon by the player’s family and the coach.
- The coach is responsible for reserving or determining the availability of the field/facility used.

PLAYER ELIGIBILITY:

- Participating players must be registered members of Pelada Football Academy and OYSA.

COACH REQUIREMENTS:

- Coaches must hold a minimum **USSF Grassroots Coaching** or **F License** Certification.
- Coaches must be registered with OYSA and current members of the Pelada FA coaching staff.

FEE STRUCTURE: Costs will be set on a sliding scale based on the number of participants in the session and the certification level of the coach. See table below:

	USSF GR Partial	USSF GR Full	USSF D License +
1 Player	\$20.00	\$30.00	\$40.00
2 Players	\$30.00	\$40.00	\$50.00
3 Players	\$30.00	\$45.00	\$60.00
4+ Players	\$40.00	\$50.00	\$60.00

PAYMENTS: Payments for private training must be made to **Pelada FA**, not directly to the coach. Invoices will be sent to families of participating players at the end of each month. Coaches must file a [PT Session Report](#) after each session and should **not** collect payment on the field.

COACH COMPENSATION: Fees for private training and small group sessions will be paid to the coach monthly with his or her paycheck. If sessions have been run by multiple coaches together, payments will be divided equally between the coaches. The Academy keeps 10% of fees collected for private training to cover liability, equipment, and administrative costs.

TEAM MANAGERS - GETTING STARTED

REGISTRATION AND BACKGROUND CHECKS: Oregon Youth Soccer Association (OYSA) requires all administrators, coaches, and team managers to be registered officially with the club and go through a background check.

- Redirect to OYSA Club Admin Registration page via this link: [REGISTER](#).
- Select Coach / Admin Registration and enter your Affinity username and password to log in.
- Once logged in, Affinity will guide you through the registration process.

AFFINITY ACCOUNTS: Our team rosters, player database, and academy contact information are stored in the Affinity Sports system used by OYSA. In addition to registering your players, you will use your account for many of your team management duties, including:

- Communicating with your team
- Printing game rosters
- Reporting game scores

Take a moment to log into your account and familiarize yourself with it. Instructions for printing rosters and communicating with your team are included in this packet.

PLAYER CARDS: Players and coaches are required to present official OYSA cards to referees prior to each match.

- A complete set of coach and player cards for your team will be provided by Brenda Wisnewski, the Pelada FA registrar, before the first game of each season.
- Team managers will bring cards to each game, or make arrangements for another parent or the coach to bring them.
- Team managers will take cards with them at the end of each game
- If cards are not provided, the team will be required to forfeit the result and may not be allowed to play at all. Individual players without cards will be ineligible to compete.

TEAM CONTACT INFORMATION: In addition to the resources available through Affinity, a full set of contact information for the team will be provided for team managers prior to their first communication of each season.

QUESTIONS & ASSISTANCE: Contact Academy Director Joey Garah (director@peladafa.org / 541-357-8239) or Pelada Registrar Brenda Wisnewski (registrar@peladafa.org / 541-953-5304).

TEAM MANAGER RESPONSIBILITIES CHECKLIST

GENERAL RESPONSIBILITIES

- Communicate schedules and team information to families
- Keep coaches informed of attendance and team issues
- Bring game rosters and player cards to games
- Collaborate with coaches to submit scheduling request forms for each season of league play and/or each tournament
- Assist coaches with organizing tournament participation
- Communicate with other team managers and assist coaches in coordinating guest players for games when needed

GAME DAY RESPONSIBILITIES

- Print official Match Roster from Affinity and bring to game
- Bring OSYA Player Cards to and from game
- Be prepared to assist coaches with player supervision in the event of a concussion or other injury
- Report match score after the game

TEAM MANAGER COMMUNICATIONS

- Send weekly email on Sundays. Should include:
 - Training and game schedule for the week*
 - Relevant updates or info provided by coaches and club administrators*
 - Weekly roll call - request advance notification from players who will be missing training or games*
- Send match detail reminder on Wed/Thu. Should include:
 - Match date, time, and location*
 - Requested arrival time for players*
 - Home/Away jersey instructions + reminder to bring both*
- Communication with coaches:
 - Inform coaches of all absentees for training and games*
 - Inform coaches of any issues or concerns within the team*

MONDAY NIGHT OPEN PLAY VOLUNTEER GUIDELINES

GENERAL INFO

- ❑ **Open Play Sessions** are from 6:30-8:00pm at Les Schwab Sports Park on most Mondays during the Fall and Spring seasons (Primavera U11-U15 & Preparatory Academy);
- ❑ Sessions include **40 minutes of free play** for all players;
- ❑ Free play scrimmages take place on the south fields (3 & 4).

GOALS OF OPEN PLAY & DEVELOPMENTAL PURPOSE

- ❑ **Open Play** or **Free Play** scrimmages are informal games, usually small-sided, where players participate with minimal supervision, little or no instruction, and focus on fun and experimentation rather than results or training targets;
- ❑ Open Play develops **more creative, instinctive, and technical players** with, most importantly, a **greater and more lasting love for the game**;
- ❑ **Agency belongs primarily to the players** - coaches and supervisors are there as guides;
- ❑ **Teams are formed by the players** - coaches and supervisors should offer sufficient direction to ensure an inclusive environment and a strong mentality in which players seek out difficult competition;
- ❑ **Players take charge of their playing environment** - field, equipment, and team set-up as well as clean-up;
- ❑ **Players must cooperate, collaborate, and be leaders** in order to accomplish the above.

VOLUNTEER FIELD DUTIES

- ❑ **Observe a game** (choose a scrimmage that your player is not part of);
- ❑ **Respond quickly to any injuries**, especially head injuries, by stopping play, summoning a staff coach to assist, and aiding with management of the players;
- ❑ **Help players identify basic problems with the set-up of the scrimmage** (field size, number of players, imbalanced teams, etc) by using guiding questions that help the players identify positive solutions;
- ❑ **Assist in resolving any conflicts that arise** between teams or players;
- ❑ **Contribute to a fun, creative, and low stress playing environment**;
- ❑ Volunteers can **play** if they wish to when and if appropriate (check with a staff coach before joining a game).

VOLUNTEER CERTIFICATION, REGISTRATION, & TRAINING

- ❑ [NFHS Abuse Prevention](#) online training and certification;
- ❑ [NFHS Concussion In Sports](#) online training and certification;
- ❑ Registration with Pelada / OYSA (includes background check);
- ❑ PFA Open Play Volunteer Training.

PFA CLUB POLICY HANDBOOK



SECTION 4: PARENT & PLAYER POLICIES

PARENT AND PLAYER CODE

PARENT RESPONSIBILITIES:

General

- Respect the decisions of coaches.
- Encourage your player to communicate directly with coaches.
- Familiarize yourself with Academy policies and resources.
- Represent the values and mission of the Academy at all times.

Communication

- Respond in a prompt and timely manner to communications from coaches, team managers, and other Academy officials.
- Familiarize yourself with Attendance Policies and inform coaches and team managers promptly if your player will be missing a training session or game.
- Respond promptly to **all** Academy communications that request a reply.
- Communicate with team managers and coaches whenever issues or concerns arise.

Managing Concussions & Player Safety

- Inform coaches of any injury, ailment, or physical disability that may affect the safety of your child or the safety of others.
- Oregon law requires clubs to educate parents and players, and to follow strict guidelines in responding to potential concussion events. Please take this education seriously and support all of our efforts to reduce the incidence of concussions, respond appropriately, and manage the safe return to play of our players.

Training Day

- Help your players arrive on time and prioritize having them attend all training sessions.
- You may attend training to watch, so long as players are unaware or minimally aware of your presence.

Game Day

- Help your players arrive on time and prioritize having them attend all games.
- Do not instruct or aid in coaching. As a general rule, avoid verbs when shouting.
- Applaud good play. Be quick to support and encourage when players make mistakes.
- Keep content and tone of voice positive.
- After the game do not critique, suggest ways to improve, imply a lack of effort or quality in team or individual play, or sum up your interpretation of the result. Players need to provide their own thoughts on these subjects when and how they choose.
- Treat all opposing players, coaches, officials, and parents with respect. Help create a safe, positive, and sportsmanlike atmosphere for the participants on both sides.

PLAYER RESPONSIBILITIES:

❑ General

- ❑ Respect the decisions of coaches.
- ❑ Treat facilities and equipment with respect.
- ❑ Don't sit on balls, hang on nets, or damage grass or turf unnecessarily.
- ❑ Help with field and equipment clean-up after games and training sessions.
- ❑ Thank coaches before leaving the field.

❑ Communication

- ❑ Let coaches know ahead of time if you will have to miss a training session or game.

❑ Player Safety

- ❑ Inform your coaches of any injuries or ailments you are dealing with.

❑ Training

- ❑ Arrive on time and make it a priority to attend all training sessions.
- ❑ Wear Academy training shirts, shin pads, and appropriate shoes to all training sessions.

❑ Game Day

- ❑ Play according to the rules of the game and fair play.
- ❑ Come to improve, to work hard for your team, and to compete to the best of your ability.
- ❑ Respect and do not argue with the decisions of coaches or officials.

SHOW RESPECT:

- ❑ Respect the rights, dignity and worth of every person, younger or older, regardless of their gender, ability, race, cultural background, or religion. Support all efforts to remove verbal and physical abuse from sporting activities. Be a positive role model and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials, and spectators at every match, practice, or Academy event.

PLAYER ATTENDANCE POLICY

MINIMUM PARTICIPATION EXPECTATIONS

- ❑ **Primavera U9-U10 & Primary Academy:** Players should not miss more than **four** training sessions or more than **one** game day during each season. Players should attend at least 50% of Academy scrimmages.
- ❑ **Primavera U11-U14 & Preparatory Academy:** Players should not miss more than **six** training sessions or more than **two** games during each season.
- ❑ **Primavera U15+:** Players should not miss more than **four** training sessions or more than **one** game during each season.

COMMUNICATING ABSENCES

- ❑ **Acceptable reasons for missing training and/or games**
 - ❑ Injury / Illness / Emergency
 - ❑ Family event / School function
 - ❑ Absences for any other reason must be discussed with the coach and approved ahead of time.
- ❑ **Communication with coaches and team managers**
 - ❑ **Players age U10 and below:** Parents are asked to communicate absences to coaches and team managers via phone, text, and/or email a minimum of three hours prior to training and a minimum of three days prior to a game.
 - ❑ **Players age U11 and above:** Players are responsible for communicating absences to coaches and team managers via phone, text, and/or email a minimum of three hours prior to training and a minimum of three days prior to a game.

ATTENDANCE POLICIES

- ❑ **Absence without notifying coach or team manager:** Players who miss training or games without notifying coaches and team managers within the appropriate time frame are expected to email or hand deliver a note to the coach before the next training session explaining the reason for absence and apologizing for the lack of notification/attendance.
- ❑ **Exceeding maximum number of absences:** Players who exceed the acceptable number of absences during a season will be asked to meet with their parents and coaches before or after training to discuss the attendance issues.

Long term & recurring absences: Players anticipating recurring schedule conflicts must discuss and approve them with coaches prior to the start of the season.

FEES, REFUNDS, AND FINANCIAL AID

PLAYER REGISTRATION AND PAYMENT OPTIONS

- ❑ **Registration Periods:** Registration for all Pelada FA programs for each seasonal year opens in May. Seasonal years start with summer and end with the following spring season. Families may register for programs anytime prior to the individual program registration deadlines (viewable through your Blue Sombrero account). Early registration discounts are available for some winter and spring programs. Payments can be made up front or in monthly installments.
- ❑ **Monthly Installments:** All families are eligible to pay fees on a month-to-month basis.
- ❑ **Minimum Payment Requirements:** To be eligible for participation in Pelada FA programs, all past-due player fees must be paid at the time of registration and monthly/seasonal installments must continue to be paid on time.

REFUND POLICY

- ❑ **Prior to start of season/program:** The Academy may issue a full refund of the amount paid if a player is forced to withdraw from a program prior to its start due to prolonged injury or other extenuating circumstances.
- ❑ **After start of season/program:** The Academy will not issue a refund if a player withdraws from a program after it has started. The Academy may issue a partial credit toward future programs under extenuating circumstances (prolonged injury, etc.)

FINANCIAL AID OPPORTUNITIES

- ❑ **Eligibility:** Pelada Academy is committed to making its programs available to families who cannot afford the full cost of participation. A limited number of aid packages are given each year in the form of fee reductions and waivers, awarded on the basis of greatest need. If you believe your player may qualify, please apply. We will do our best to make Pelada FA accessible and affordable to your family.
- ❑ **Application:** Can be found on the **RESOURCES** page of the Pelada website.

DONATIONS

Support the Mission: Our financial aid awards are made possible by generous donations from members and friends of Pelada. If you are interested in supporting our mission and giving low income families the opportunity to participate, please visit the **MAKE A DIFFERENCE** page of our website.

TRAINING-ONLY AND ROSTER OVERFLOW PLAYERS

After team rosters have been filled and under other special circumstances, Pelada may allow players to participate in programs on a training only basis, including limited participation in the competitive match schedule.

- ❑ **TRAINING ATTENDANCE:** Standard attendance policies relating to training will apply unless the player has made a different arrangement with his or her coach.

- ❑ **MATCH ATTENDANCE:** Training-only players are not required to attend any games, but may have the opportunity to play when roster spots are available.

- ❑ **MATCH ROSTER CAPS:** Pelada FA, OYSA, and the leagues in which PFA teams compete place caps on match rosters to ensure sufficient playing time and opportunity for all players. Standard roster caps are as follows:
 - ❑ **U9-U10 Teams (7 v 7):** Maximum 13 players at each game
 - ❑ **U11-U12 Teams (9 v 9):** Maximum 16 players at each game.
 - ❑ **U14-U19 Teams (11 v 11):** Maximum 18 players at each game.

- ❑ **DETERMINING MATCH ROSTER AVAILABILITY:** Training-only players are responsible for checking in with coaches and team managers to determine whether space is available on the weekend game rosters. Emailing or texting both coaches and team managers on the Thursday prior to each match is the recommended procedure.

- ❑ **PLAYER FEES:** Training-only fees are as followed for the Pelada FA's competitive league seasons:
 - ❑ **Primavera U9-U10 players:** \$200 season fee (Fall / Spring)
 - ❑ **Preparatory Academy & Primavera U11-U14 players:** \$225 season fee (Fall / Spring)
 - ❑ **Primavera U15+ players:** \$250 season fee (Winter)

INDOOR TEAM FORMATION PARENT GUIDE

Many of our Pelada teams and players participate in [Kick City Sports Park's](#) indoor leagues. Here's what you need to know about getting your player onto an indoor team:

GENERAL INFORMATION

- ❖ Kick City youth indoor leagues have an eight game season format with games roughly once per week on weeknights and/or weekends. Game days vary by division and season.
- ❖ Dates: **Winter 1 Session:** November-January; **Winter 2 Session:** February-March
- ❖ Indoor teams are **not** part of Pelada FA's Winter Academy training programs and teams do not have a practice schedule. Players who want to participate in training should sign up independently for Pelada's Winter Futsal Skills Academy.
- ❖ **New and non-PFA players** are welcome to join a Pelada indoor team provided there is room on the roster after our fall teams have been surveyed. Contact one of our team managers or the academy director (director@peladafa.org) to inquire.

TEAM ORGANIZATION

- ❖ Team managers will survey families to find out how many players will be participating in indoor soccer. **It is very important that you respond promptly to all communications.**
- ❖ Once all players have responded, rosters will be submitted to Kick City for team registration.

COACHING

- ❖ A Pelada staff coach will be present for all indoor games.

COSTS & PAYMENTS

- ❖ The registration fee for indoor team participation is **\$75 per player / per session**. This will be added to your Blue Sombrero account after rosters are formed and paid directly to Pelada FA (not to Kick City). The registration fee covers:
 - Coaching costs for eight games (approximately \$25 per player).
 - Team registration costs for one session (approximately \$50 per player).
- ❖ The registration fee **does not include**:
 - Kick City's annual membership fee (\$10 for a 12 month membership, paid to Kick City). All players are required to have a current Kick City membership to play.
- ❖ Pelada account balances should be paid promptly through Blue Sombrero **before the first game of the season**. To request a payment plan, please contact Pelada's registrar, Brenda Wisnewski (registrar@peladafa.org).

TOURNAMENT PARTICIPATION PARENT GUIDE

Youth soccer tournaments take place in Oregon nearly every weekend of the summer. Here's what you need to know about tournament team participation:

GENERAL INFORMATION

- ❖ Formats vary by event, but most include game play from Friday evening through Sunday afternoon of the tournament weekend.
- ❖ Common tournament locations are Portland, Salem, Eugene, Bend, and Medford.
- ❖ Most tournaments accommodate teams U10 and up.
- ❖ Age groups for most tournaments are organized by birth year.

TEAM ORGANIZATION

- ❖ Your team manager will be provided with a list of summer tournaments early in the spring season.
- ❖ Communicate with your team manager to confirm which dates/locations work for you.
- ❖ Please respond to all communications promptly.

COACHING

- ❖ Teams will train for two weeks leading up to the tournament weekend.
- ❖ Coaches will be compensated for training, games, and travel costs.

PAYMENT

- ❖ Cost of participation will vary by tournament and will be divided equally among all participants. The average cost per player is roughly \$100, which includes:
 - Your player's portion of the team registration fee.
 - Coach compensation for two weeks of training.
 - Coach compensation for tournament games.
 - Coach compensation for travel expenses.
- ❖ All fees must be paid and all players registered with Pelada prior to the tournament weekend.
- ❖ Team managers are **not** responsible for collecting tournament fees.

RECORD OF POLICY AMENDMENTS

POLICY NAME	AMENDMENT NOTES	DATE AMENDED
Job Descriptions	Added “Other duties” clause	4/24/2019
MONDAY NIGHT OPEN PLAY VOLUNTEER GUIDELINES	Added to Section 3	9/6/2019
NFHS Protecting Students from Abuse training option	Added to PLAYER HEALTH AND SAFETY TRAINING policy	9/9/2019
PLAYER HEALTH AND SAFETY TRAINING	Changed “Vice President” to “Registrar” for record keeping	12/13/2020
203 ELECTRONIC MEETINGS AND VOTING	New policy outlining changes to Oregon law in 2019-20	12/13/2020
401 FINANCIAL POLICY	Various updates & revisions including provisions for opening additional checking account(s), minor changes to roles and responsibilities, simplification of approval requirements for reimbursements, etc	12/13/2020