

Walnut Creek Soccer Club

LEAGUE POLICIES, RULES AND REGULATIONS

(Date of last review/update in parenthesis)

**Approved at the
November 2011 Board of Directors Meeting**

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GENERAL RULES

Affiliation (02/08)

Walnut Creek Soccer Club (WCSC) is a member of the California Youth Soccer Association (CYSA) North, District 4. Club rules follow the procedures and guidelines set out by CYSA. In case of conflict between WCSC rules and those of CYSA, the CYSA rules supersede Club rules. For certain programs at certain periods of the year, WCSC also affiliates with both the American Youth Soccer Organization (AYSO) and US Club Soccer, and observes the rules set forth by AYSO and US Club Soccer.

Membership In WCSC (02/08)

Walnut Creek residents are defined as individuals residing within 94595, 94596, 94597 or 94598 zip codes, or being enrolled at a Walnut Creek school. Individuals who are not Walnut Creek residents may apply for membership in accordance with CYSA policies. WCSC membership is managed under the following guidelines:

- a. WCSC's primary responsibility is to provide a comprehensive soccer program to its residents. No Walnut Creek resident shall be denied membership, applied for during registration period, in favor of any other applicant.
- b. WCSC will not bar from membership nor discriminate against any member because of race, ethnicity, religion, beliefs, disability, or sexual orientation.
- c. Competitive teams under twelve (12) years of age wishing to carry more than five (5) non-residents must justify the need and obtain prior written approval from the WCSC Board of Directors (BOD).

Registration, Waiting List, Refunds (10/08)

All players must register with WCSC during its annual registration period according to the procedures set forth by CYSA. Families with three (3) or more children registering with WCSC shall receive a discount on total registration costs.

Placement of players who register after the conclusion of registration is on a first-come, first-served basis and is dependent on space availability. Coaches shall allow only registered players to practice or play with the team for liability reasons.

A \$50 non-refundable late fee is charged for all players registering after the close of registration each year.

Refunds (09/11)

House

For players registering during open registration, and for players registering on the waitlist, once they have accepted a position:

REFUND POLICY:

- 90% Refund up through May 1st
- 50% Refund up through June 1st
- 25% Refund up through July 1st
- No refund after July 1st

Competitive

Once a player has accepted a position on a competitive team, there will be no refund of the registration fee.

Trainer fees are paid to WCSC in 2 installments. Once a training fee has been paid there will be no refunds. If a player is removed from the roster prior to paying the 2nd installment, they are not required to pay that 2nd installment.

Some Team fees are refundable. Tournament fees are not refundable, but collection for future team parties and team apparel which the player would not be involved in would be refunded.

Exceptions:

There are exceptions to the House registration, and competitive training fees. If a player has paid the registration or training fees, and cannot participate in the house Fall season, or cannot continue participating with their competitive teams a partial refund is available for the following reasons:

- Medical reason – with doctors note
- Move out of the area - distance of more than 30 miles away

For those 2 cases, a partial refund would consist of paying an administrative fee, plus payment for whatever % of the season/training they have received.

Appeals of the registration refund policy must be made in writing to the House or Competitive Programs Director. Appeals will be considered for medical reasons, or for players who have moved out of the area.

Team Names And Colors (10/08)

All teams must have “Walnut Creek” in their names and shall represent themselves accordingly in any travel, tournament, advertising, or news account. The team uniform and colors shall be determined by the BOD. An Apparel Committee will consult with the House Committee and Competitive Committee and recommend changes in the uniforms for competitive and house players will be presented to the BOD. Any team in violation of the Team Uniform policy shall be in violation of Club Rules and may be subject to appropriate disciplinary action by the Club.

Adult Supervision (02/08)

All WCSC activities—games, practices, tournaments, and team parties-- must be supervised by at least one adult, either an approved coach, assistant coach, or manager of the team. Minors must never be left without adult supervision and protection, particularly after a game or practice session at night. Any adult who might be left alone with the players, including the coach, assistant coach, and in some cases the team manager, must be screened through through the Club approved background check system prior to holding their first activity.

Field Use and Layout (09/11)

For insurance reasons, all practices and games must take place on WCSC-approved fields. The Club will provide a list of those fields at the beginning of the season and regularly update the status of open and closed fields. Teams are not allowed to practice or play on the fields which the city has closed. If there has been any rain within 48 hours of scheduled field use, the team must call the City of Walnut Creek Field Hot line for City Fields (256-3574) and check the website <http://www.wcsc.org> for updates on all other fields.

All fields will be lined to include a technical area where the team coaches (with passes) and players will be located. Parents are not to be in the technical area at anytime during the game. For all games, where space

permits, the two teams will be stationed on opposite sides of the field, and the spectators must be on the same side as their team. The only exceptions to this rule are:

- Heather Farms field #2, where both teams will be stationed in the technical area on the North-East side of the field (closest to the houses), and all spectators must be on the South-West side (closest to San Carlos Drive).
- El Divisidero, where both teams will be stationed closest to the houses, and all spectators must be on the side closest to the parking lot.

Dogs at WCSC Fields (09/10)

Dogs are not allowed closer to a sports field than the cement walkways. They are considered a hazard to players and spectators. If a dog is present nearer to the field, the referee should not allow play to continue, and ask the Coach to handle the removal of the dog. Once the dog is removed from the sports field, the referee should restart the game in the appropriate manner (depending on how the game was stopped; ie. throw in, goal kick, drop-ball). If the animal continues to be a hazard to the game, the referee should abandon the game and submit an Incident Report to the league authorities.

HOUSE PROGRAM RULES

The WCSC House Program is governed by the House Committee, whose Director is a member of the Management Committee and Board of Directors. Playing rules will follow CYSA or US Club policies, as appropriate for each age group. Team formation, coach selection, coach and player training and other guidelines specific to the House Program will be reviewed and maintained by the House Committee and published to the WCSC web site <http://www.wcsc.org/node/19> as the *House League General Information Packet* at least annually. Traditionally, the *House League GIP* is published in July prior to the House coach orientation meetings.

COMPETITIVE PROGRAM RULES (03/11)

The WCSC Competitive Program is governed by the Competitive Committee, whose Director is a member of the Management Committee and Board of Directors. Playing rules will follow CYSA or US Club policies, as appropriate for each age group. Tryouts, team formation, coach selection, coach and player training and other guidelines specific to the Competitive Program will be reviewed and maintained by the Competitive Committee. Competitive Committee rules and guidelines will be reviewed at least annually (traditionally, prior to each years tryouts) and published to the WCSC web site,, <http://www.wcsc.org/node/19>

All competitive team related payments to the contracted professional-level coach for services are required to have approval of the Management Committee prior to engaging the service. All payments from the WCSC Competitive teams for services rendered by the professional-level contracted coach must be paid to WCSC, which will then make payments to the contracted coach based on the payment schedule approved by the Management Committee. This does not include individual, personal training, which would be handled directly between the two parties. This rule only applies to team services (more than 1/2 of the members of the team participating).

DISCIPLINARY AND GRIEVANCE PROCEDURES

Any allegation brought to the attention of the Board of Directors that a coach, assistant coach, player, referee, or parent has failed to comply with any WCSC Rules and Regulations must be investigated and answered. WCSC follows the procedures of CYSA concerning disciplinary action and appeals.

Disciplinary Procedures (03/08)

The WCSC Board of Directors shall act on all disciplinary matters and shall have discretionary powers in applying the following guidelines.

The penalties outlined herein and assigned by the Disciplinary Chairperson and/or Committee are applicable to FIRST OFFENSES.

A. CAUTIONS (Yellow Card)

1. Players or Team Officials who receive a Caution (yellow card) for: a) Unsporting Behavior (UB); b) persistent infringement of the laws (PI); c) dissent (DT); d) Entering the field without permission (E) and e) Leaving the field without permission (L); f) delays the restart of play (DR); g) fails to respect distance on restarts for Free and Corner Kicks (FRD). PENALTY: To confirm caution on the game report
2. Player or Team Official accumulates three (3) cautions. PENALTY: One (1) game suspension

B. SENDOFFS/EJECTIONS (Red Cards)

1. Player or coach who receives 2nd Caution in the same game (2CT). PENALTY: U10–U19: one (1) game. Team Official: two (2) games.
2. Uses offensive, insulting, abusive language and/or gestures (AL). PENALTY: U10-U19: one (1) game. Team Official: two (2) games. A player or team official sent off for FAL or gestures towards official. PENALTY: U10-U14: one (1) game. U16-U19: two (2) games. Team Official: three (3) games.
3. Serious Foul Play (SFP). Players sent off for using excessive force or commits any tackle which endangers the safety of an opponent when challenging for the ball on the field against an opponent . PENALTY: U10-U19: one (1) game
4. Violent Conduct (VC)-- Players, Substitutes or Coaches are sent off for aggression (threatening gestures, attempting to strike, or striking) towards an opponent (when they are not contesting for the ball) or towards any other person (a Teammate, the Referee, an Assistant Referee, a Spectator, etc.). The ball can be in or out of play. The aggression can occur on or off the field of play; . PENALTY: U10-U14: one (1) game. U16-U19: two (2) games. Team Official: three (3) games. Player or team official sent off for pushing or striking any referee, lines person or official. PENALTY: Automatic one (1) year suspension from the date of occurrence with review by BOD
5. Spitting at any other player or person (S); PENALTY: U10-U14: one (1) game. U16-U19: two (2) games. Team Official: three (3) games.
6. Denies the opposing team a goal or goal scoring opportunity by Handling (DGH); PENALTY: U10–U19: one (1) game. Team Official: two (2) games.
7. Denies the opposing team a goal or goal scoring opportunity to an opponent moving towards the player's goal by an offense punishable by a Free or Penalty Kick (DGF); PENALTY: U10–U19: one (1) game. Team Official: two (2) games.

Extreme cases of misconduct or violence may be referred to CYSA-N and USYSF for further sanctions and discipline.

The Division 1 Coordinator will maintain a record of all Red Card violations and make a monthly report to the Board of Directors on these violations.

Grievance Procedures (7/03)

All complaints should be made following the WCSC Complaint Process as outlined in Appendix A and Appendix B.

EXTERNAL RELATIONS

Non-Club Competition (02/08)

For insurance purposes, before engaging in scrimmages where the two teams are not registered with CYSA, member teams or individual players must notify a member of the Board of Directors. When using the scrimmage scheduler, games should be notated as affiliated with CYSA, US Club, or AYSO.

Fundraising (01/02)

Individual teams may hold WCSC supported fundraisers for team expenses, provided they first obtain permission from the Board of Directors.

Camps, Outside Vendors (01/08)

Brochures of camps or other businesses distributed at WCSC registration or in mailings represent independent, for profit operators and shall not imply any sponsorship by WCSC. WCSC by its Board of Directors reserves the right to deny any vendor access to a Club event, based on product representation, prior conduct, not in the best interest of our membership, or any other reason deemed viable by the Board of Directors. A complete vendor policy may be found in Appendix E.

TOURNAMENTS

WCSC sponsors tournaments for most of its age groups. Tournaments can be added, dropped, or changed in age groups at the discretion of the BOD based upon recommendations of the appropriate tournament director.

Recreation (01/08)

For Division IV (House) U10-U14 WCSC hosts the Walnut Tournament in November. All WCSC House teams at those age groups are invited to participate. Division IV U16/U19 teams may have a round-robin tournament the same weekend as the Walnut Tournament.

Competitive (01/08)

For competitive teams, WCSC sponsors the following tournaments, whose age levels and gender vary year to year:

- A Six-A-Side Summer Jam tournament, usually in June or July.
- A Summerfest Division 1 tournament, usually in August.
- A U9/U10 Division 1 and Division 3 Jamboree, usually in August.
- An Octoberfest Division 3 tournament at the end of October.

SCHOLARSHIPS (01/08)

WCSC players may apply to the Scholarship Committee for the following scholarships:

- Players selected to Olympic Development Program (ODP), State Select, or Foreign Travel may apply for \$100.00 scholarships;
- House players who demonstrate financial hardship may apply for registration and/or uniform scholarships;
- Competitive players may apply for registration and/or training fee scholarships, based on financial hardship.

Competitive teams with scholarship players are highly encouraged to solicit local businesses to help fund the scholarship program.

BOARD OF DIRECTORS PROCEDURES

Board meetings are chaired by the WCSC President, or Vice President in his/her stead. Protocol is according to Robert's Rules of Order as interpreted by the Board Secretary.

Financial Authority and Responsibilities: (10/03)

Both elected and appointed officers have the authority to spend up to their budgeted amounts, pending ratification of expenditures by the Management Committee. Should the Management Committee not ratify the payment of an expenditure authorized by the officer, the officer is liable for the expenditure.

The Management Committee may approve any un-budgeted expenditure of \$500 or less. Un-budgeted expenditures of more than \$500 require approval of the Board of Directors.

Management Committee Fees: (11/11)

Registration fees and trainer fees are waived for management committee members children using the surplus funds.

Appendix A – Complaint Process (02/08)

I have a complaint about a player, parent, coach or Board decision. What do I do?

The Walnut Creek Soccer Club Board of Directors has set up a process for members who want to communicate their concerns about any part of our program. Due to the size of the Club membership, it is difficult to address problems if we are not informed. We have established this process to address your issues in a timely manner.

A complaint is an expression of dissatisfaction with any part of your experience with the Soccer program that does not involve the Rules of the Game. Some examples are:

- bad sideline behavior
- parents interfering with the coach
- House players not getting enough playing time
- a coach not sharing practice space

A complaint is different from a disciplinary problem. Disciplinary action is required when a player or team violates the documented rule of the Club or CYSA.

The WCSC complaint process is as follows:

1. **Express your concern to the person involved.** Talking to the individual with whom you have an issue can solve most problems. The only standard exceptions are concerns about referees. All referee issues must be referred to the Club's Referee Director.
2. **Refer the problem to the Board.** If personally talking with the person about your concern does not bring satisfaction, a Board member may be able to help. Most Board Member email addresses, titles, and area of responsibility are listed on the WCSC website at <http://www.wcsc.org/node/6> In most situations you will contact the age group coordinator for the team.

When your problem is about an administrative situation, you should contact the Board Member responsible for that duty. Examples are:

- **fields not lined...Contact Field Maintenance Director**
 - **safety issues, i.e. fields too wet, broken goal posts...Contact Field Maintenance Coordinator.**
 - **registration problems...Contact Registrar**
 - **mistakes on the schedule, i.e. team listed twice on one weekend...Contact Field Scheduling Coordinator.**
3. **Contact WCSC Grievance Committee in writing.** When matters cannot be resolved by talking with either the person involved or a Board Member, the Grievance Committee should be contacted in writing. It will be their job to serve as a mediator to bring serious concerns to a satisfactory conclusion. Letters can be mailed to WCSC Grievance Committee, P.O. Box 3057, Walnut Creek, CA 94598 or email the Grievance Committee through the website at <http://www.wcsc.org/node/6>

The Board expects members to fully exhaust steps 1 and 2 before involving the Grievance Committee.

Complainants will receive a letter within 10 days informing them of the solution reached if a Board Member or Grievance Committee becomes involved. If a hearing is warranted, the Grievance Committee will follow the

procedures specified by CYSA Protest, Appeal & Disciplinary Manual, a copy of which is available on the CYSA website (www.cysanorth.org).

The Walnut Creek Board of Directors hopes that each member of the Soccer Club will feel comfortable reporting any concerns with this process. To the best of their ability, the Board Members and the Grievance Committee will respect and maintain confidentiality of all involved in these situations.

Our Club can only continue to improve if we all work together. WCSC is run primarily by volunteers working together to build a better club!

APPENDIX B – Grievance Committee (01/08)

The WCSC Standing Grievance Committee will be comprised of the WCSC Vice President and three other members selected by the Board. The members need not be members of the Board, but may be coaches or parents in the Club with the Vice President serving as the Chair.

The Committee shall have the authority to act for the Board in all grievance matters. Its duties include:

Investigating all grievances.

After receiving a complaint, the Committee must:

1. Call the person making the complaint for any clarification necessary.
2. Verify the facts of the complaint by:
 - a. Making observations as necessary
 - b. Making inquiries as necessary
 - c. Meeting with the offending person as necessary
 - d. Seeking advice from other Board members if necessary
 - e. Conducting a hearing (Hearings will be conducted in accordance with the procedures set forth in the CYSA Protest, Appeal & Disciplinary Manual. The Grievance Committee will provide all parties with a copy of the PAD Manual, available on the CYSA website, prior to the hearing).
3. If necessary, recommend appropriate punishment to the Board OR the Committee may find no reason for any further action.

If a punishment is recommended, the Board must approve the recommendation by an affirmative vote of two-thirds (2/3) of all members present at the Board meeting. The Board shall have the right and authority to suspend, bar completely or otherwise discipline any player or member of the Club.

4. Send a letter to all parties involved every 7-10 days explaining the status of the grievance. Similarly, a letter to all parties involved explaining the resolution of the issue shall be sent within ten (10) days of that resolution.
5. A player, coach, or parent will have the right to appeal the outcome of a grievance following the CYSA standard Protest, Appeals, and Disciplinary process.

Other Policies and Procedures:

1. The Grievance Committee will maintain a record of any complaints against coaches that result in punishment. These records will be distributed to the House and Competitive Committees to aid in the determination of coaching positions.
2. Any complaint that reflects a violation of a Club or CYSA rule must be forwarded immediately to the Disciplinary Committee for action.
3. The Grievance Committee will present issues to the Board of Directors for the purpose of identifying problems in our program.

APPENDIX C – Financial Guidelines for Competitive Teams (01/08)

This section was moved into the Competitive rules and guidelines document, under the jurisdiction of the Competitive committee.

APPENDIX D – Roles and Responsibilities (01/08)

The following roles and responsibilities are in addition to any roles or responsibilities defined in the WCSC Bylaws. All definitions in the WCSC Bylaws supersede any duties defined in these Rules & Guidelines.

Competitive Committee

Competitive Programs Director

- Shall preside at Competitive Committee meetings.
- Shall attend all meetings requiring attendance as the Competitive Programs Director.
- Shall appoint individuals to Competitive ad hoc or standing committees as appropriate, upon the notification of the Management Committee.
- Shall be the primary spokesman for WCSC Competitive Program in interactions with outside agencies, coordinating with the President as necessary.
- Shall attend or appoint a designee to attend District 4 and Golden State Soccer League meetings as the WCSC representative to these organizations.
- Shall oversee the development of all Independent Contractor agreements supporting the Competitive Program as to assignments, costs and performance, for approval by the Management Committee and Board of Directors.
- Shall provide timely, professional and productive responses to all Competitive issues, grievances and reports, records of which are to be maintained in a confidential, detailed, and accurate format.
- Shall submit a written monthly report of activities to the Management Committee.
- Shall report to the President.

Competitive Treasurer

- Shall serve as an elected, voting member of the Board of Directors and as a voting member of the Competitive Committee.
- Shall attend Board of Director and Competitive Committee meetings, and all other meetings requiring competitive financial representation.
- Shall oversee the financial operations of the competitive teams, in accordance with Club, district, and CYSA policies and procedures.
- Shall ensure all Competitive financial responsibilities are met in a timely manner.
- Shall represent the financial interests of all Competitive members as appropriate.
- Shall serve on the Finance Committee.

- Shall provide the competitive team treasurers with the training and materials they need to prepare a team budget, open team banking accounts, and properly transact financial business.
- Shall collect and review the budgets and financials of each team on a regular basis.
- Shall ensure that competitive team sponsorships and fundraising activities are operated in a legal and fiscally appropriate manner and in accordance with all Club, district, and CYSA policies.
- Shall not be related by blood or marriage or reside in the same household as any authorized signer on the Club's financial accounts or to any of the treasurers of the competitive teams.
- Shall report to Treasurer, with dotted line responsibility to the Competitive Programs Director.

Competitive Secretary

- Shall serve as an appointed voting member of the Competitive Committee.
- Shall attend Competitive Committee meetings and other meetings as required.
- Shall ensure that an accurate record of Competitive Committee operations is kept and is made available to all WCSC elected and appointed officers.
- Shall tally and record all votes cast during any Competitive Committee voting.
- Shall handle all Competitive Committee correspondence, in coordination with the Secretary.
- Shall coordinate with the WCSC Administrative Assistant to maintain and distribute an up-to-date roster of the competitive team coaches, assistant coaches, treasurers, and managers.
- Shall maintain up-to-date copies of the Club's competitive rules and ensure that all competitive coaches, assistant coaches, managers, and treasurers have copies of these rules and that the documentation is available to WCSC membership on the web site.
- Shall serve as the competitive representative on the Rules Committee.
- Shall coordinate the Club's competitive match secretary responsibilities for both District 4 and GSSL.
- Shall report to the Competitive Programs Director.

Competitive Division Coordinators (Division 1 Boys, Division 1 Girls, Division 3 Boys, Division 3 Girls)

- Shall serve as appointed, voting members of the Competitive Committee, except for two coordinators who shall also be elected, voting members of the Board of Directors. (These two coordinators will be identified by the Nominating Committee during the Board nominations process and shall be elected by the general membership to the Board positions.)
- Shall coordinate the following activities within their respective competitive divisions, with the assistance of the other members of the Competitive Committee and in accordance with the Competitive Policies and Procedures:
 - Recruitment, evaluation, and selection of competitive coaches

- Player tryouts, including recruitment/promotion at Registration, developing and disseminating the tryout schedule, scheduling and assigning fields for tryouts (based on information provided by the Field Scheduling Coordinator), and recruiting and managing the resources needed to conduct tryouts
- Team player selection and formation, including the administration of Club policies on playing up and the timely and fair selection of players by coaches in the same age group
- Completion and timely submission of all paperwork to the Registrar, District 4, and the GSSL.
- Completion by coaching staff of required licensing requirements
- Monitoring of coach performance and the compilation of performance information
- Shall conduct meetings with the competitive coaches at various times during the year.
- Shall act as a first-line mediator and source of information as questions arise within their assigned competitive divisions and escalate issues to the Competitive Committee and above, if necessary.
- Shall attend all Competitive Committee meetings and other meetings requiring Competitive program representation, as required.
- Shall attend the meetings of the Board of Directors (two elected coordinators only).
- Shall attend, on an assigned, alternating basis, the meetings of the House Committee to ensure good communication across the two programs.
- Shall serve as primary email communications links to the competitive coaches for broad-based communications on a variety of issues (e.g., field conditions, game rules and procedures, referees, Club-sponsored coaching or player clinics, upcoming meetings, winter program, registration, District 4 rules).
- Shall coordinate activities where applicable with the House Age-Group Coordinators.
- Shall report to the Competitive Programs Director.

Competitive Tournament Coordinator (01/08)

- Shall serve as an appointed, voting member of the Competitive Committee.
- Shall organize WCSC's three competitive tournaments – Summerfest Jamboree (early August), Summerfest (late August), and Octoberfest (end of October)
- Promote events, with the assistance of the Marketing Director
- Select and secure fields, working with the Field Scheduling Coordinator
- Select and purchases awards, adhering to budget constraints and branding guidelines
- Coordinate the lining of fields and set-up of field equipment with the Field Maintenance Coordinator and Equipment Coordinator
- Work with the specific tournament coordinator to:
 - Coordinate referees with the Referee Director

- Manage team applications and registration
- Seat teams
- Arrange for field marshals during tournament weekends
- Shall develop a plan each October, for Competitive Committee and Executive Board approval, for the tournaments for the following year. Shall complete the tournament application process in a timely manner each year with CYSA, and US Club Soccer, as appropriate.
- Shall prepare a financial plan and budget for the tournaments each year and provide this information to the Competitive Treasurer and Treasurer.
- Shall prepare a written report on the tournament for the Competitive Committee and the Executive Board within one month, covering results, financial outcomes, disciplinary issues, and recommendations for the future.
- Shall attend all Competitive Committee meetings and other meetings requiring Competitive program representation, as required.
- Shall report to the Competitive Programs Director.

Specific Tournament Coordinator (Summerfest Jamboree, Summerfest, Octoberfest)

- Shall serve as an appointed, voting member of the Competitive Committee.
- Shall organize WCSC's Tournament
 - Promote event, with the assistance of the Marketing Director
 - Manage team applications and registration
 - Seat teams
 - Coordinate referees with the Referee Director
 - Arrange for field marshals during tournament weekend
 - Arrange for concession stands during tournament weekend
- Shall prepare a financial plan and budget for the jamboree each year and provide this information to the Competitive Treasurer and Treasurer.
- Shall prepare a written report on the tournament for the Competitive Committee and the Executive Board within one month, covering results, financial outcomes, disciplinary issues, and recommendations for the future.
- Shall attend all Competitive Committee meetings and other meetings requiring Competitive program representation, as required.
- Shall report to the Competitive Programs Director.

House Committee

House Programs Director

- Shall preside at House Committee meetings.
- Shall attend all meetings requiring attendance as the House Programs Director.
- Shall assist the Age-Group Coordinators with the recruiting of coaches and the forming of teams.
- Shall organize, with the House Committee, the annual House Coach meetings held in July.
- Shall ensure the timely updating and distribution of materials and equipment to the House coaches, including manuals, game cards, and coach kits.
- Shall oversee the development of all Independent Contractor agreements supporting the House Program as to assignments, costs and performance, for approval by the Management Committee and Board of Directors.
- Shall appoint individuals to House ad hoc or standing committees as appropriate, upon the notification of the Management Committee.
- Shall be the only spokesman for WCSC House Program in interactions with outside agencies with the exception of the WCSC President.
- Shall provide timely, professional and productive responses to all House issues, grievances and reports, records of which are to be maintained in a confidential, detailed, and accurate format.
- Shall submit a written monthly report of activities to the Management Committee.
- Shall report to the President.

House Secretary

- Shall serve as an appointed, voting member of the House Committee.
- Shall ensure that an accurate record of House Committee operations is kept.
- Shall tally and record all votes cast during any House Committee voting.
- Shall handle all House Committee correspondence, in coordination with the Secretary.
- Shall maintain and distribute an up-to-date roster of the House team coaches.
- Shall maintain up-to-date copies of the Club's House rules and ensure that all House coaches have copies of these rules and that the documentation is available to WCSC membership.
- Shall serve as the House representative on the Rules Committee.

- Shall serve as the House match secretary for U9, U10, U12, and U14 divisions, maintaining the scores and standings for the fall season.
- Shall report to the House Programs Director.

House Age-Group Coordinators (Boys U7, U8, U9, U10, U12, and U14; Girls U7, U8, U9, U10, U12, and U14; U16-19)

- Shall serve as appointed, voting members of the House Committee, except for two coordinators who shall also be elected, voting members of the Board of Directors. (These two coordinators will be identified by the Nominating Committee during the Board nominations process and shall be elected by the general membership to the Board positions.)
- Shall coordinate the following activities within their respective divisions, with the assistance of the other members of the House Committee and in accordance with House Policies and Procedures:
 - Recruitment and selection of coaches
 - Team formation and coach and player assignments to teams
 - Completion and timely submission of all paperwork to the Registrar
 - Promotion of attendance at House Coach Clinics (August and September) and recruitment of teams needed for these clinics
 - Promotion of other clinics such as House Goalkeeper clinics and E and F coach licensing clinics
 - Monitoring of coach performance and the compilation of performance information
- Shall conduct meetings with the coaches at various times during the year, particularly in June (initial age-group kick-off meeting) and in July (House Coach meetings)
- Shall act as a first-line mediator and source of information as questions arise within their assigned divisions and escalate issues to the House Committee and above, if necessary.
- Shall attend all House Committee meetings and other meetings requiring House program representation, as required.
- Shall attend the meetings of the Board of Directors (two elected coordinators only).
- Shall attend, on an assigned, alternating basis, the meetings of the Competitive Committee to ensure good communication across the two programs.
- Shall serve as primary email communications links to the House coaches for broad-based communications on a variety of issues (e.g., field conditions, game rules and procedures, referees, Club-sponsored coaching or player clinics, upcoming meetings, winter program, registration, District 4 rules).
- Shall coordinate activities where applicable with the Competitive Division Coordinators.
- Shall report to the House Programs Director.

House Tournament Coordinator

- Shall serve as an appointed, voting member of the House Committee.
- Shall organize the Walnut Tournament, the annual tournament for House U10, U12, and U14 teams held at the end of the fall season.
 - Promote events with coaches and families, with the assistance of the Marketing Director
 - Select and secure fields, working with the Field Scheduling Coordinator
 - Select and purchases awards, adhering to budget constraints and branding guidelines
 - Seat teams, based on standings information provided by the House Secretary
 - Coordinate referees with the Referee Director
 - Coordinate the lining of fields and set-up of field equipment with the Field Maintenance Coordinator and Equipment Coordinator
 - Arrange for field marshals during tournament weekends
 - Manage the tournament during the weekend
- Shall develop a plan each July, for House Committee and Executive Board approval, for the tournament.
- Shall prepare a financial plan and budget for the tournament each year and provide this information to the House Treasurer and Treasurer.
- Shall prepare a written report on the tournament for the House Committee and the Executive Board within one month, covering results, financial outcomes, disciplinary issues, and recommendations for the future.
- Shall attend all House Committee meetings and other meetings requiring House program representation, as required.
- Shall report to the House Programs Director.

House Winter Select Coordinator/Special Programs Director

- Shall serve as an elected, voting member of the Board of Directors and a voting member of the House Committee.
- Shall provide House coaches with information and guidance on participation in the CYSA Founders Cup.
- Shall coordinate the Club's Winter Program and serve as the Club representative to AYSO and other organizations as appropriate.
- Shall work with the Registrar on the registration of players participating in the programs of other organizations such as AYSO.
- Shall coordinate an annual coach appreciation event and the selection and awarding of Coach of the Year in each division.

- Shall attend all House Committee meetings and other meetings requiring House program representation, as required.
- Shall report to the House Programs Director.

House Field Marshal Coordinator

- Shall serve as an appointed voting member of the House Committee.
- Shall coordinate the Field Marshal program for U9, U10 and U12 teams.
- Shall coordinate the Field Monitor program for the U7 and U8 teams.
- Shall attend all House Committee meetings and other meetings requiring House program representation, as required.
- Shall report to the House Programs Director.

House Field Scheduler

- Shall serve as an appointed voting member of the House Committee.
- Shall schedule all House games for the U7, U8, U9, U10, U12, and U14 age groups.
- Shall coordinate with the Club Field Scheduling Coordinator on scheduling of the House Jamboree, and Walnut Tournament games.
- Shall coordinate with the Club Field Scheduling Coordinator the use of shared fields between the House and Competitive programs.
- Shall confirm with the House Committee the intended use of each field at the March House Committee meeting.
- Shall publish a draft Fall Schedule of games by July 1 of each year for distribution and review at the coaches meeting.
- Shall publish a final Fall schedule by August 15 of each year.
- Shall attend House Committee meetings when appropriate to deal with field and scheduling issues.
- Shall report to the House Programs Director.

Management Committee

Operations Director

- Shall ensure the provision of adequate, safe fields with proper equipment for practices, games, and tryouts throughout the year.

- Shall ensure the provision of a comprehensive referee program with adequately trained referees available for fall, winter, and spring games and tournaments, through the Referee Director.
- Shall ensure the provision of a well-organized and promoted annual registration and the accurate and timely registration of competitive and House players, through the Registrar.
- Shall develop an annual budget, with the assistance of others, for field permits, field maintenance, field and coach equipment, referee program, and registration and provide this to the Treasurer as part of the budget process.
- Shall have responsibility for the following officers: Field Scheduling Coordinator (elected), Field Maintenance Coordinator (appointed), and Equipment Coordinator (appointed).
- Shall appoint, with the approval of the Management Committee, individuals to assist with these duties.
- Shall appoint individuals to Operations Ad Hoc Committees as appropriate, upon the notification of the Management Committee.
- Shall oversee the work of the Referee Director, Registrar and Assistant Registrar and provide regular reports to the Management Committee as to their assignments, costs, and performance. Shall prepare the contracts for each position each year, for approval by the Management Committee and Board of Directors.
- Shall serve on the Finance Committee.
- Shall submit a written monthly report of activities to the Management Committee.
- Shall report to the President.

Board of Directors

Field Scheduling Coordinator

- Shall serve as an elected, voting member of the Board of Directors.
- Shall develop an annual fields use plan for approval of the Board of Directors.
- Shall help the Operations Director arrange for all field permits.
- Shall schedule all games for fall, winter, and spring seasons for both House and Competitive programs, working closely with the House and Competitive Committees.
- Shall work with the Competitive Committee to provide fields needed for tryouts and for scrimmages during the June-July months.
- Shall work closely with the Operations Director, Field Maintenance Coordinator, and Equipment Coordinator on fields issues.
- Shall attend all Board of Director meetings and other meetings on fields issues, as required.
- Shall report to the Operations Director.

Appointed Officers

Field Maintenance Coordinator

- Shall serve as an appointed officer.
- Shall oversee the maintenance of the Club's fields, ensuring that all fields are safe for play.
- Shall work closely with the Operations Director, Field Maintenance Coordinator, and Equipment Coordinator on fields issues.
- Shall complete an annual inventory of field conditions each June/July and develop a maintenance plan for the season, in conjunction with the Operations Director and Field Scheduling Coordinator.
- Shall prepare an annual budget for field maintenance and provide this to the Treasurer, through the Operations Director.
- Shall work with the City of Walnut Creek and the Walnut Creek School District and Mt. Diablo Unified School District to implement the required maintenance.
- Throughout the season, shall respond to issues (e.g., gopher holes, bees) and work with the respective city and school agencies to rectify problems.
- Shall manage the lining of the fields each week for games, using independent contractors.
- Shall attend meetings on field issues, as required.
- Shall report to the Operations Director.

Equipment Coordinator

- Shall serve as an appointed officer.
- Shall oversee the acquisition, distribution, and maintenance of the Club's field and coach equipment.
 - Field equipment: Ensures that all goals, nets, and flags are in safe and good condition at the beginning of and throughout the playing season. Organizes crews of volunteers to distribute field equipment in August. Recruits and manages netkeepers. Arranges for repair of goals and nets during the season as needed. Organizes crews of volunteers to collect and store equipment at the end of the season.
 - Coach equipment: Organizes all equipment for House coaches each year (balls, bags, cones, first aid kits, goalie shirts, practice shirts, field marshal vests) and arranges for the distribution of this equipment to coaches at their meetings in July. Organizes and distributes first aid kits and cold packs to competitive coaches. Arranges for equipment to be returned at the end of the fall season. Inventories and organizes the equipment for the following year.
- Shall complete an inventory of field and coach equipment by May each year, recommend replacements and purchases, and, with approval of the Board of Directors, manage the purchasing process.
- Shall prepare an annual budget for field and coach equipment and provide this to the Treasurer, through the Operations Director.

- Shall appoint an Assistant Equipment Manager, as needed, with the approval of the Operations Director and President.
- Shall keep a stock of replacement equipment on hand.
- Shall coordinate activities where applicable with the Competitive Programs Director and House Programs Director.
- Shall attend meetings on field and equipment issues, as required.
- Shall report to the Operations Director.

APPENDIX E – Supporters Policy (02/08)

The Walnut Creek Soccer Club recognizes that there are commercial vendors who can provide items of value to members at Club activities. These commercial (for profit) vendors are considered WCSC supporters (“Supporters”). This policy is designed to establish guidelines for establishing relationships with these supporters. It does not cover organizations who wish to become WCSC Scholarship Sponsors or who wish to reach Club members via events, or other means. For purposes of this documents WCSC Scholarship Sponsors shall be those for profit vendors who provide a dollar donation to the WCSC Scholarship fund for the benefit of those players that require financial support: In exchange, such sponsor, receives the applicable access to Club members pursuant to the current Scholarship Sponsor schedule.

1. Supporters may not participate in any WCSC official functions without written approval of the Club.
2. Supporters who wish to secure approval need formal written permission from the Board of Directors, Marketing Director, Competitive or House Tournament Director, who are only able to grant permission according to the guidelines set herein. This permission should include the date, time, and location of the activity, the amount of space and location granted the supporter, amount of donation, the goods to be sold, and any special conditions or limitations.
3. Supporters who wish to market their wares to the Club must offer only material related to youth soccer: uniforms, balls, photographs, soccer mementos, drinks, or food.
4. Supporters who wish to market materials not directly related to soccer must provide information in writing about the products they wish to offer, including samples if requested. If the Competitive or House Tournament Director is uncertain of the applicability of the goods, he/she should consult and obtain approval of the Club President, and Marketing Director before granting permission.
5. Supporters who use WCSC functions to sell their goods must provide WCSC with a fee of \$300. Payment must be made prior to setup.
6. Non-commercial supporters, such as WCSC teams, may market goods to the Club membership without any donation, provided they have the written permission in advance from the BOD, Marketing Director, Competitive or House Tournament Director, as applicable.
7. Supporters are responsible for all permits required by the City or others to sell their goods and must display their permits at the activity.
8. Supporters are responsible for their own liability insurance and must be able to provide proof of insurance when requested by the Club.
9. The Director of the Club activity has the right to place the supporter in the location most appropriate to the Club activity. Vendors must provide their own signage. The Club reserves the right to pre-approve and/or approve any signage or collateral.
10. Supporters may advertise their participation in Club activities in Quickfoot, Tournament programs or on the website at standard rates established by the Club.
11. Supporters agree to remove their material immediately from the Club activity if the Director in charge finds them in violation of these rules.