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# Greater Grand Forks Soccer Club (GGFSC) Policy Manual

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## **I. GENERAL INFORMATION**

The Greater Grand Forks Soccer Club (GGFSC) was incorporated as a non-profit organization in the State of North Dakota in 1988. The Articles of Incorporation state that the Club is formed exclusively for charitable and educational purposes and in particular to promote youth and amateur soccer in and around the Greater Grand Forks area and therefore is considered a 501c3 charitable organization.

GGFSC cooperates with the United States Soccer Federation (USSF) and the United States Youth Soccer Association (USYSA). Our club players are registered through the USYSA and the overseeing state body, which is the North Dakota Youth Soccer Association (NDYSA).

## **II. FOUNDATIONS OF THE PROGRAM**

- To teach our youth the fundamental skills of soccer and to encourage player development through a competitive team sport environment, appropriate to the age and developmental stage of the player.
- To inspire and encourage our youth to practice the ideals of good sportsmanship, physical fitness and teamwork.
- To offer opportunities for all players to develop skills at their respective levels in order to provide a player experience which is positive, motivating and rewarding.
- To provide a reasonably controlled and physically safe playing environment for competitive play.
- To encourage the participation of adults in the community to be role models for youth players in capacities such as volunteers, spectators, supervisors, coaches, board members and officers.
- To promote a strong sense of community and pride of representation among the youth players for the city of Grand Forks, the surrounding area, and the state of North Dakota.
- To provide an opportunity for all registered players to practice and rostered players to participate in games and tournaments.
- To be a conduit for athletes, coaches, referees, and potential referees to improve their skills by providing information about various camps, development programs and clinics or seminars.

## **III. SUMMER SOCCER PROGRAM**

### **A. TOURNAMENT SELECTION**

The board of directors, with input from the general membership, shall determine the number of tournaments, leagues, and/or scrimmages that the athletes and club will participate in, to include the Grand Cities Tournament. Consideration will be given to previous experience at individual tournaments, level of competition, traveling distance, length of time between tournaments and other factors.

### **B. PLAYER REGISTRATION PROCESS**

#### **1. Registration of Players**

The GGFSC is responsible for registering players and forming teams of appropriate number within respective age divisions with qualified coaches. Player registration shall be according to NDYSA rules and by-laws. The GGFSC shall register players and teams with NDYSA and players shall not be eligible for practice or competition until such registration by the GGFSC has taken place. Included in this registration process is that each athlete must place his or her signature on their respective team roster and player pass. Once the player pass process is complete, all player passes will be laminated by the club and held by the team manager or coach. The exception would be when the pass has been confiscated by game, tournament or NDYSA officials or the GGFSC Board of Directors for disciplinary reasons. At the conclusion of the season, all player passes will given to the players.

Each year, the GGFSC will determine the registration fee for the following year and will initiate a registration timeline for the coming season. This will begin by providing registration forms to the parents of those players currently playing in the summer program. Mailings or delivery of registration forms will also begin to those playing Sunflake Soccer and not already participating in the Summer Traveling Program. Other methods of attracting potential soccer players not already involved in either program will be used as necessary.

On a monthly basis, or as required, the club registrar will provide the board with a list of registered players by age and gender. The information will be used for team formation and to determine recruiting needs. It is the responsibility of the players, parents and coaches to recruit additional players for their prospective teams in accordance with GGFSC and its governing bodies.

In the spring, the GGFSC will have its annual spring kick-off event, where information will be provided to parents and athletes about the upcoming season. Parents also will be asked to volunteer in various capacities to assist the club. Uniforms will be distributed to new players.

## 2. Payment Process

The GGFSC will offer a payment plan for the parents or guardians of all registered athletes. The treasurer of the GGFSC will be responsible for all money received through the registration process. The treasurer will generate statements for the parent or guardian responsible for payment.

Parents or guardians will have the option of paying by installments or in lump sum. All are encouraged to take advantage of this payment opportunity. Statements will be mailed on the following schedule: September 1st, November 1st, January 1st, February 1st.

Registration fee payment information is included on the player registration form and accompanying information sheet which is reviewed by the Board on an annual basis, and revised as necessary. All applicable fees must be paid in full before players can practice or compete in games.

The GGFSC does not wish to keep athletes from playing due to financial constraints. Therefore, scholarship funds have been identified to aid those families that may require assistance. Please direct inquiries to the GGFSC President. All inquiries and awarded scholarships will remain confidential.

## 3. Refunds

Players and family members should refer to the registration application form and accompanying information sheet for general information on fee refunds. In general, all requests for refunds must be submitted in writing to the Board of Directors. However, the following policies may also apply:

- a. Players on a waiting list will be given a full refund if they should choose not to participate in the summer program before the first practice takes place. Any such request must be made in writing and directed to the Board of Directors.
- b. Athletes on a waiting list will be refunded, less any applicable additional fees, a prorated amount based on eligibility for tournament participation. The amount of the per tournament refund amount will be determined by the Board of Directors each year and may vary from year to year.
- c. A refund will not be given for any reason to any player who is dismissed/suspended during the season by the appropriate representative of the GGFSC Board of Directors.
- d. Season ending injuries will be considered on a case by case basis.
- e. All other situations will be determined as needed by the Board of Directors upon submission of written request for consideration.

## 4. Team Configuration

Age groups are based on the player's age on the first day of the previous August. This date is determined by USYSA. The age groups which may be offered are for players under the following ages: 10, 11, 12, 13, 14, 15, 16, 17, 18, and 19. **The GGFSC does not guarantee that each of these age groups will be active each year.** Early registration numbers and the ability of parents or coaches to recruit sufficient numbers to support a team will be determining factors in the team configuration.

## 5. Filling Teams

a. The goal of the GGFSC is to fill a minimum of each single age bracket with a separate team of each gender. When age groups must be combined to fill teams, the Board will make the determinations based on the following criteria:

- 1) When possible, single age groups will be filled first.
- 2) The age groupings will be based on the number and ages of the athletes for each particular year.

b. Coaches who have openings on their team will not allow new players to practice with the team until they have been properly registered. There will be no insurance in effect for that player until registration has been processed. No unregistered player will be allowed to participate in any practice or game for any reason. Coaches found in violation of this policy will be referred to the Director of Coaching and/or the Board of Directors for possible disciplinary action. (moved up from below same wording)

c. Player movement from one team to another:

- All players MUST stay within their own age group.
- NO player may be moved to a different age-group without the authorization of the Director of Coaching & Player Development.
- If it is necessary to combine age groups, then players may up an age-group to accommodate the formation of a team.

## 6. Determining Team Rosters

Team rosters will be filled on a "first-come, first-serve" basis. The order of registrations will be determined by the date of receipt by an authorized representative of the GGFSC, *if received in person*, or by the postmark date of the mailed registration form, whichever is earlier. The registration form must have the required registration fee to be considered complete. The dated registration form should be mailed to the Club address.

Preregistration for current players will be accepted during the last tournament of the season by completing a new registration form which will be turned in to the Team Manager along with the appropriate deposit.

When the roster is full, additional players will be placed on a waiting list for their respective team. Players on a waiting list must pay the full fee. (See Refund section for information on registration refunds, if applicable.) Those players on the waiting list will have first priority to fill player vacancies that may occur during the season due to vacations, illness, injury or other player absences. Vacancies on a roster will be filled in the order of the postmarked registration.

Players will not be allowed to register for only certain tournaments during the season. The club and the teams require a commitment from all athletes for the entire season. If a coach expresses a need for additional players it will be referred to the Board for consideration.

No team shall be allowed more than the specified number of rostered players in accordance with NDYSA rules. A team playing an ineligible or an unregistered player will forfeit all games in which that player takes part. A fine of \$25.00 for each ineligible player will be assessed to the coach per violation and violations will be referred to the GGFSC Board of Directors for consideration of disciplinary action.

### **Selection of teams when more the rostered number:**

**Rationale: The younger players should be divided equally to provide the best possible outcome of success in practices and games. The older age groups (U13-U19) will be divided into 2 teams (if necessary) to provide the best possible outcome of success in practices and games.**

- **U10: Teams will be divided equally**
- **U11-U12: Teams will be divided equally**
- **U13-U19: In the event that there are 20 or more players registered in an age-group there will be two teams registered for that age-group. Every effort will be made to recruit more players. Try-outs will be held to determine the placement of the players on each team. There will be an 'A' team and a 'B' team. Placement of players will be conducted by the DOC/PD and select GGFSC coaches.**

- Try-outs will be conducted in May for the boys and August for the girls.

**Guest Players:**

- The club will not distribute player passes for the purpose of only playing in tournaments unless there are extreme and extenuating circumstances. All GGSFC players must pay the full amount.
- Guest players must be from opposing clubs or states.
- Guest players will be charged a minimum tournament fee to be determined by the GGFSC Board.

7. Fees for Players

The GGFSC shall establish its own schedule of fees for its players. Fees for players include the fees for NDYSA and USYSA assessments and insurance, and an estimated amount to cover GGFSC team expenses for the year.

8. Uniforms and Personal Equipment

a. Uniforms

The GGFSC requires all players to utilize the proper equipment as specified by the USYSA. This includes shin guards, socks over shin guards and proper footwear.

GGFSC requires issued team uniforms to be worn during any official club sponsored competition.

The official uniform of the GGFSC is determined by the Board of Directors and shall be as follows:

Jerseys:	white with navy
Alternate jersey:	navy with white
Shorts:	navy with white stripe
Socks:	white and navy nike swoosh

Each member is required to purchase the standard uniform package which includes home and away jerseys, shorts, home and away socks, game bag and ball.

b. Personal Equipment

Players' equipment includes a jersey, shorts, stockings, shin guards and footwear. Visible garments under the shorts must be the same color as the team shorts. Tracksuits or similar warm-ups are permitted in adverse weather. All players shall wear the same jersey; goalkeepers will have a shirt that distinguishes him/her from the other players and the referee.

Players with eyeglasses require the proper equipment such as bands or goggles. ***(Individual tournaments may have specific requirements)***

**Shin guards are mandatory. No player will be allowed to play without shin guards.**

NOTE: The socks should be long enough to cover the entire shin guard.

Jersey sleeves must be worn down during games and jerseys must be tucked into shorts during game play.

Jewelry is unacceptable at any game or practice (except for medical ID bands which must be taped or wrapped appropriately).

Hard casts must be wrapped and are subject to referee, coach, and medical approval.

c. Suggested Equipment

- Players are to provide their own individual water bottles. Sharing of water bottles is not allowed due to sanitary and health reasons.
- Soccer shoes
- A list of suggested supplies such as sunscreen, mosquito repellent, etc.. will be provided to the

players at the beginning of the season.

#### 9. Uniform Distribution

At the time of registration each year, new members of the club will complete a uniform order form indicating the required items plus any additional items desired. Uniforms will be distributed before the first tournament.

#### 10. Playing Fields and Equipment

The GGFSC, in conjunction with the Grand Forks Park District and the Grand Forks Public Schools, is responsible for providing and maintaining sufficient playing fields of the required sizes to support home team scheduling for its teams. The GGFSC is responsible for marking the fields to meet the NDYSA field standards. The GGFSC may be required to invest in various equipment and to pay various fees to the Park District for providing fields, maintenance and equipment to support this partnership.

## C. COACHES

### 1. Director of Coaching (DOC)

#### a. Goals and Philosophy of Position

This position is to help guide, build and develop GGFSC's coaches and players to a more competitive level within the region. The DOC will advise the GGFSC Board of Directors on all matters related to soccer and provide players, coaches, and the Board with soccer expertise which will include an age-appropriate player developmental plan to be used by all club coaches. The DOC will be available to coaches as a resource and be up-to-date on innovations in coaching soccer.

#### b. Responsibilities of the DOC

- 1) Develop a centralized age-specific and appropriate coaching plan for the indoor and summer programs.
  - Schedule a minimum of three annual meetings with all of the coaches to discuss the overall coaching program, coaching techniques, and individual coaching needs.
  - Establish age-specific and appropriate technical and tactical goals.
  - Determine the coaching assignments.
  - Evaluate training sessions and matches and provide every head coach with a written evaluation at mid- and post-season.
  - Be available to attend pre-season team meetings and other team meetings at the head coach's request.
- 2) Facilitate and encourage GGFSC coaches to obtain advancement in licensing.
- 3) Develop a budget for coaches that may include an incentive salary structure based upon licensing and performance.
- 4) Make recommendations to the Board regarding equipment and uniforms.
- 5) Enforce GGFSC policies for issues related to player movement between squads and/or guest player registrations.
- 6) Reinforce GGFSC guidelines concerning player, coach, and parent conduct.
- 7) Work with NDYSA State DOC to develop our coaches by helping organize licensing classes, coaching clinics, and seminars.
- 8) Represent the GGFSC by attending the quarterly meetings of the NDYSA Coaching Committee.

#### c. Contract timeline, salary and continuing education

The DOC will serve the GGFSC on a two year contract from November 1st - October 31st of each year. The DOC will attend all GGFSC Board meetings and prepare a written progress report for the September Board meeting including accomplishments of the past year and future goals for the coaching program. The DOC may be asked to present a summary of the coaching program at the Annual General Membership meeting in October. The DOC's performance will be reviewed by the Board each year and the review at the end of the second year of the contract will consider renewal and the need, if any, for salary adjustments.

Since continuing education is a critical requirement for professional development of coaching, the DOC will receive funds, subject to Board approval, to attend courses/conventions such as the NSCAA Coaches Convention, the National Youth Soccer Convention, and individual developmental courses as appropriate.

The annual salary and annual coaching development budget, if any, will be reviewed and approved by the Board each year in October.

### 2. Coaching Requirements and Qualifications

- Complete and file a Risk Management Release Form with the Club.
- Complete and return a signed coaching contract.
- Attend required coaching meetings.
- Must be eighteen (18) years of age or older.
- Must be qualified and registered under NDYSA.
- Must agree to adhere to the Bylaws, rules and regulations of GGFSC, NDYSA and USYSA.

- Must possess good communication skills.
- Must have commitment to gain knowledge of the game of soccer.
- A head coach must possess a NDYSA recognized coaching license or certificate.
- Young people who wish to coach and play must make coaching at practices their priority. Player-coaches must coordinate their game schedules with their head coaches prior to the beginning of the tournament.

### 3. Coaching Education

GGFSC strongly supports the education of all coaches and encourages them to participate in coaching clinics, certifications and licensures. Any request for financial assistance for any coaching clinics, certifications or licensures must be received in writing and approved by the Board prior to course registration. The request form can be obtained from the President.

### 4. Coach Responsibilities

- To provide a SAFE and HEALTHY environment for the practice and play of soccer.
- To provide MATURE and ADULT supervision for young athletes.
  - To insure that all comments directed onto the field of play are positive.
  - To promote sportsmanship and maintain discipline.
  - To serve as a positive role model.
- The coach is responsible for his/her sidelines.
- Teach soccer skills, fundamentals of the game, and team play.
- Arrive at practices and games early and stay late if necessary.
- Use constructive criticism and positive encouragement rather than insulting or degrading comments.
- Treat players, parents, officials, and opponents with respect.
- Be accessible to players and parents on a reasonable basis to discuss issues in concert with appropriate personnel.
- Coaches will develop practice plans, game strategies and perform player assessment in consideration of the overall program direction provided by the DOC.
- There should be a minimum of two supervisors, including the coach, at practices. A parent should be designated as supervisor, if needed, to insure the minimum is met.
- There will be absolutely no alcohol, tobacco or drugs used by coaches while responsible for supervising players.
- There will be no foul or abusive language at any time, on the field, bench, locker rooms or otherwise, directed toward players.
- No coach will move a player from/to another team without the express approval of the DOC. The requesting coach must seek approval from the DOC for all such proposed moves prior to the move.
- Coaches may suspend a player according to player disciplinary policy stated in this policy handbook, but may not remove any player from a team without the approval of the DOC and/or the Board.
- Coaches must notify the DOC of any player who abuses another player or players on the team and must enforce any subsequent disciplinary action decided upon by the DOC and/or the Board.
- In all cases, coaches are expected to support the actions of the referee to help provide a healthy, safe and positive environment for the players. NEVER CONFRONT THE REFEREE ON THE FIELD OF PLAY, BEFORE, DURING OR AFTER THE GAME.
- Anyone assaulting a referee will be banned locally from all GGFSC club activities for a minimum of the remainder of the season or as mandated by the rules of the NDYSA. Assault is described as an act that elicits the fear of bodily harm. Verbal confrontation directed at a referee who is under eighteen years of age may be penalized as if it was an assault.

### 5. Disciplinary Policy for Coaches

- Coaches who violate the coaching guidelines and or the rules and regulations of GGFSC and/or NDYSA or any of the governing bodies of Youth Soccer will be subject to disciplinary actions as described below:
  - Generally, for an infraction of any of the rules of the GGFSC and/or NDYSA or other applicable rules other than red cards, the coach will receive:
    - For the first occurrence - a verbal warning from the DOC that will be noted in her/his file.
    - For the second occurrence - a written warning that will be placed in his/her file.
    - For the third occurrence - suspension for one game following the game in which the

violation occurs.

d) Any further occurrence - suspension for the season and review status by the Board as to whether the person will be allowed to continue coaching.

e) An ejection for misconduct not involving physical contact incurs a one (1) game suspension.

f) Any ejection for an offense toward the referee, or any ejection which is the second ejection during a registration year, is reviewed by the GGFSC Board of Directors for ruling and discipline.

These disciplinary guidelines are subject to NDYSA rules and authority, which may separately direct the GGFSC to discipline, suspend or remove a coach. Any violations of the coaching responsibilities should be reported in writing and signed by the player and/or guardian and submitted to the DOC, who will report the details and recommended subsequent actions taken or to be taken (detailed in this section) to the Board. However, an automatic review process will be initiated by the Board for infractions of item 5.f.

*Note: Coach has a right of appeal to the Board.*

## D. PLAYERS

### 1. Players' Rights And Responsibilities

a. The GGFSC board recognizes that player development, as well as team development are the goals of the club. Player development is especially important in the younger age groups. Player development occurs in team practice, individual practice and in game. All playing time requirements are subject to modification by the coach for disciplinary reasons such as failure to attend practices regularly, lack of effort in practice, arriving late to a game, or due to injury. Additionally, there may have to be some deviation in these policies if the players are not willing to play in whatever position they are assigned.

**b. There will be absolutely no tobacco, alcohol or drug use by or in the possession of players while representing the GGFSC at tournaments or other sponsored events.**

c. Players and their parents will be responsible for having all required equipment in their athlete's possession.

d. Players are expected to be at all practices on time unless a valid and reasonable excuse is provided such as vacation, illness, camps, etc.

e. Players are expected to follow the instruction of their coach and give her/him their full attention during practices and games.

f. Players are expected to respect their coaches, team managers, fellow teammates, opponents, referees, and parents.

g. Inappropriate language will not be tolerated.

h. Players must represent the GGFSC and the Grand Forks community appropriately. Damage to motels or other property by players will not be tolerated; disciplinary actions may be levied, and all expenses are the responsibility of the player and parents/guardian. Players and other related parties are required to follow motel policies and respect other motel guests by refraining from making unnecessary noise or engaging in other inappropriate/inconsiderate activity.

i. Anyone assaulting a referee will be banned locally from all GGFSC club activities for a minimum of the remainder of the season or as mandated by the rules of the NDYSA and GGFSC. Assault is described as an act that elicits the fear of bodily harm. Verbal confrontation directed at a referee who is under eighteen years of age may be penalized as if it was an assault.

### 2. Disciplinary Policy

Most disciplinary actions will be administered by the coach/coaches of the respective team. These might include but are not limited to: additional training or drill time, loss of playing time, suspension from a game/s (not to exceed 2 games or one week of practice without written notice by the coach to the DOC). Suspensions greater than two games or one week of practice must be administered by the DOC and/or the Board of Directors. Those suspensions may include dismissal for the remainder of the current season. Players who exhibit behavior that requires action from the Board are allowed the opportunity for an informal due process hearing in front of the Board of Directors. The custodial parent or legal guardian will be notified by registered mail of the hearing and the opportunity to be heard. The decision of the Board of Directors following the hearing is final.

## E. PARENTS

### 1. Involvement

GGFSC is a volunteer organization and many involved parents are needed to get organized for the summer season. Please volunteer your time as a coach, manager, board member, committee member, or however you can be helpful! Parental involvement also means attending your child's soccer games and helping your coach or manager. Families are expected to participate in and support the Ralph Engelstad cleanings and to volunteer for shifts at our GGFSC Tournament.

### 2. Communication

- a. Annual General Membership meeting - fall of each year.
- b. Spring kickoff event - April of each year.
- c. Board meetings - The GGFSC Board meets regularly throughout the year. Meetings are open. Please contact a Board member if you wish to have an item placed on the agenda. (See website for meeting related information)
- d. Concerns about your athlete - all concerns about your athlete should first be directed to the coach. If a resolution is not reached the issue should next be addressed with the DOC.
- e. Other Issues - All other concerns may be brought to the attention of a Board member who shall in turn bring the issue forward to the entire Board. The Board is also open for constructive and positive feedback (preferably in writing). The Board is open to presentation of an issue at a Board meeting provided the Board President is notified in advance for placement of the issue on the agenda.
- f. When traveling to tournaments, you should provide your coach or team manager with information as to where you are staying and the phone number(s) where you can be reached in the event of an emergency or if game locations/times have changed or been canceled.

### 3. Guidelines for parents

Parental support is necessary in creating a positive environment for coaching and playing soccer. Parents have a tremendous impact on the team - positively or negatively - upon the morale and outcome of the team. Please contribute to a positive experience for your child by following these guidelines:

- a. Make sure your child attends practice regularly and on time, equipped with shin guards, soccer shoes, soccer ball, and water bottle.
- b. Make an effort to stay informed about your child's team. Get to know your team manager and coach and deal with them in a positive manner.
- c. Leave the coaching to the coach. Do not coach from the sidelines or publicly question the coach's decision.
- d. Control your negative emotions and display positive support for the team.
- e. Respect the judgment of the referees and do not criticize them.

## F. GAME ENVIRONMENT

1. COACHES ARE RESPONSIBLE FOR AND EXPECTED TO CONTROL THEIR SIDELINES.
2. Coaches are to remain within their technical area during the game, or within the coaching box as per NDYSA rules.
3. Coaches and team managers are to remind parents and spectators that they are to be seated on the side opposite the teams or as guidelines dictate.
4. Spectators must remain at least 3 yards back from the touchline in order to allow room for sideline throw-ins, and to allow room for linesmen to see the entire length of the line to move easily along the line.
5. Spectators are not allowed behind the goal line.

## G. TEAM MANAGERS

The team manager is responsible for communicating information, collecting and monitoring jerseys and jerseys deposits, distributing player cards and any other duties as designated by the coach or team manager coordinator.

#### **IV. INDOOR SOCCER**

A. Purpose: The GGFSC provides an indoor soccer program during the winter season. This program provides an opportunity for athletes to stay involved with soccer, improve their skills, and maintain their physical condition.

B. Description: The indoor program is meant to be a recreational program with a limited amount of structure. Players are divided into elementary, middle school and high school age groups and compete on teams in each age group category. GGFSC does not provide coaches for individual teams. Supervision is provided to insure that players are playing in a safe and controlled manner, and that the athletes are generally supervised.

#### **V. INSURANCE COVERAGE**

The NDYSA provides insurance coverage for registered players, coaches, and referees. A portion of the indoor program registration fee is used to pay for those recreational players and a portion of the summer program registration fee is used to pay for competitive players. The NDYSA policy is a secondary insurance that pays any claim or part of a claim that is not paid by an injured player's primary personal insurance carrier.

Coverage begins when registrations are received for the respective program and have been submitted to NDYSA. Coverage expires August 31st of each year and is in effect for the entire season (including any related post-season play).

The team manager has insurance claim forms. If an injury should occur, the claim form should be obtained from the Team Manager, filled out and returned by mail to the NDYSA as soon as possible.

#### **VI. PROMOTIONS AND FUND-RAISING PROJECTS**

GGFSC may engage in promotions and sponsorships for club teams, and conduct fundraising projects to offset the cost of registration fees or other expenses, or for development of players and of soccer in the community. All fundraising projects must have Board approval.

##### **GRAND CITIES TOURNAMENT**

The GGFSC has hosted a soccer tournament in Grand Forks since 1986. This tournament provides an opportunity for athletes and parents to compete in the city and save traveling expense. The tournament is also an opportunity for the club to generate income through entry fees, concessions, sponsorships and contributions. This allows the club to keep the cost of GGFSC registration fees as low as possible. It also allows the GGFSC to financially support player and coach clinics, maintain fields, buy equipment and supplies and pay for other administrative expenses, as well as work on development of soccer in the community. Parent volunteers and involvement are essential for a successful tournament.

#### **VII. PLAYER/ADULT PROTECTION PROGRAM**

As awareness increases about the risk associated with individuals working with children who abuse their authority by committing sexual, physical, mental, and emotional abuse, there is a need to provide a means of protection. In August 1994, the United States Youth Soccer Association (USYSA) approved a KidSafe Program and placed it into effect immediately. As a part of this program, the USYSA charged each state organization with the responsibility of developing a written program outlining safety guidelines and procedures.

The GGFSC supports this effort and adheres to NDYSA rules relating to providing a safe and healthy environment for players. The GGFSC has designated the Treasurer of the Club as its Risk Manager and the President will act as alternate.

The President, Vice President, and Treasurer will act as the committee to receive and review any complaints. Complaints must be in writing and signed, and must be received from the abused or his/her guardian or parent. The Committee will do a preliminary investigation of the facts and if necessary, will refer the matter to the local authorities, as well as to the NDYSA.

## VIII. BOARD OF DIRECTORS

Individuals are elected to the GGFSC Board at the GGFSC Annual General Membership meeting. Board members are expected to make every effort to attend all Board meetings, to carry out assigned duties, and assist in policymaking decisions. The Board shall conduct the business affairs of the GGFSC. There can be no more than 14 Board members.

### A. ELECTED BOARD POSITIONS

1. President - the executive officer of the Club. Cannot serve more than two consecutive years.
2. Vice President - assists the President. Cannot serve more than two consecutive years.
3. Secretary - records and publishes all meeting minutes, gives notice of all meetings, and is custodian of club correspondence.
4. Treasurer - maintains all financial accounts of the GGFSC and is also Risk Manager.
5. Registrar - handles all matters relating to player and coach registration.

### B. OTHER STANDING BOARD POSITIONS

1. Out-of-Town Tournament Coordinator - responsible for registering teams and providing information to the club for all out of town tournaments.
2. Equipment & Field Coordinator - manages fields and equipment. Arranges equipment distribution to teams, and maintains inventory list of equipment.
3. Team Manager Coordinator - responsible for recruiting, supervising and coordinating team managers.
4. Tournament Coordinator(s) - coordinates all aspects of the tournament sponsored by GGFSC.
5. Public Relations Coordinator – responsible for visibility and community public relations

C. COMMITTEES - are organized by the Board as needed.