



RSFC Policy and Procedures

River Surge FC

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General

Any requested exceptions to these policies must be presented to or acted upon by the River Surge FC Board (RSFC Board).

The East Central District (www.eastcentralsoccer.org or www.ecdsoccer.org) is one of the governing bodies for RSFC (www.riversurgefc.org). All RSFC recreational, academy and Competitive teams participate in the East Central District league. Some Competitive teams may also participate in the State



and National leagues. Most Competitive and academy teams would play games during the Fall and Spring/Summer, whereas the recreational teams would play games during the Spring/Summer. RSFC teams may also participate in self-organized scrimmages in the Fall and/or Spring/Summer.

Vision

To create a positive soccer community and provide the best experience for all players; whether they want to enjoy soccer at the recreational level or aspire to compete at the highest level of play.

Mission

To promote and develop the sport of soccer within our communities by providing affordable, safe, and accessible programs for players of all ages and abilities. We strive to develop skilled, confident, and well-rounded players, coaches, and leaders that create teams built on teamwork, sportsmanship, and love for the game of soccer.



Coaches

Coach training

- a. Paid/contracted coaches.
 - RSFC does not pay for their licensing fees or training needed to achieve the necessary license needed to coach with-in RSFC.
- b. Volunteer Coaches
 - RSFC will offer coach training in addition to the required training and licensing dictated by the Wisconsin Youth Soccer Association (“WYSA” or “State”).
 - Coaching clinic registration fees will be reimbursed by RSFC upon approval from the Director of Coaching (DOC) or VP of Soccer; D license and above require prior approval before signing up for the course.
- c. All Coaches
 - Coaches must attend mandatory preseason coach meetings to be apprised of game and league rule changes, game day requirements, and score posting.
 - Adhere to risk management and licensing requirements.
 - Coaches should annually review coaching resources as provided on the club website and other web resources.

Coaching License Requirements

- a. All coaches must be registered directly with the WI Youth Soccer Association and complete the mandatory pass card policy as well as the Risk Management process.
- b. Coaches must meet the minimum licensing requirements dictated by the State/League which vary by age and competition level.

Coaches per diem guidelines

- a. The purpose of the per diem is to reduce the travel and meal costs to coaches and encourage them to attend training. In the case a coach attends RSFC qualified training, the club will reimburse the attending coach a per diem of \$65 for every day the coach attends.
- b. For contracted coaches, per diem guidelines are laid out in their contract.
- c. RSFC qualified training is considered when all of the following criteria are true:
 - c.1 You are a volunteer RSFC coach or assistant coach.
 - c.2 The training has been pre-approved by the club or the club has publicized and encouraged RSFC coaches to sign up and attend the training.
 - c.3 The training lasts longer than 6 hours. The location of the training is over 50 miles from the coach’s home.

Coach’s Responsibility

- a. COACHING IS A PRIVILEGE – RSFC Coaches are expected to exhibit the highest level of sporting behavior and are responsible for the attitudes and behavior of their assistant coaches, players, and spectators.



Tryouts

- a. RSFC's intent is to field at least one age appropriate coed and girls Competitive teams from ages 11u through 19U. Our goal is to roster 14-16 players on 11u-12U and 16-18 players on teams 13u and up. We will also form teams to keep RSFC club kids playing soccer and will look to share players with-in the club to make this happen.
- b. Competitive team coaches will participate in tryouts for their team's age group.
- c. Where there are no familial conflicts of interest, Competitive team coaches will participate in tryouts of other Competitive teams as needed.
- d. In the case of a U11 Competitive team(s) and U10 developmental teams (U11 Dev), players will be assessed and selected by a committee that can include the Technical Director, and the Director of Coaching. The committee will determine the roster for the team(s) pool.

Ensure the safety of their players.

- a. Prior to the start of a new season, coaches must review concussion awareness training as provided by RSFC, and provide RSFC with confirmation of such training.
- b. Coaches should be especially aware of the possibility of head injuries and heat related problems.
- c. If a coach suspects an issue, they should contact a parent, guardian or medical personnel.
- d. All injuries should be taken seriously, and all injured players should be removed from the game until injuries can be appropriately evaluated.
- e. Coaches may refuse to play a game if conditions are not conducive to the safety of their players.
- f. Every year, when a coach renews their coach pass, they are required to take the Safe Sport testing.

Players

Player registration

- a. All players are required to register with RSFC and provide the necessary documentation to participate.
- b. The soccer "year" runs from August 1 to July 31 of the following year.
- c. Registration acceptance is dependent on when the registration was received (before or after deadline) along with team availability. Additional fees may be incurred.
- d. In some cases, additional registration fees may be incurred if an "out of season" team chooses to play a tournament or other league outside the standard league season. For instance, if a fall HS girls team (who play High School in spring) would want to play in a tournament in July.

Principles of participation

- a. Recreational/Academy
 - a.1 All players, regardless of ability, must be given an opportunity to participate at the recreational level or academy depending on player's age. Players in the recreational and academy programs should participate in similar amounts of playing time per event or game.
- b. Competitive and above
 - b.1 At the Competitive level participation should follow these guidelines.



(i) U11-U12 (East Central)

1. The goal at this age is still player development. Players are developing their individual ball mastery skills and learning positional and tactical parts of the game. Learning happens in practice and games are used to showcase what was learned in practice. Individual play time will vary at this age, with some players getting more on-field time than others. To ensure player development, coaches will strive to have all players who dress for the game and are healthy enough to play on the field for approximately half of each league game. Some may receive more play time. Other factors may influence play time minutes such as commitment to the team, attitude, number of players rostered for event, and work ethic. The coach will strive to place players in a variety position where they can be successful with the ball.
2. Tournament environments are more competitive; however player development and enjoyment are still key. Coaches will strive to have all players on the field at a minimum of 40% of the total game time for the tournament at a minimum.

(ii) U13-U14 (East Central)

1. Player development is building off the strong foundation of individual skills. Team play becomes more of a focus. Coaches may focus players into more consistent positions. Individual play time will vary at this age, with some players getting more on-field time than others. To ensure player development, coaches will strive to have all players who dress for the game and are healthy enough to play on the field for approximately half of each league game. Some may receive more playing time. Other factors may influence play time minutes such as commitment to the team, attitude and work ethic.
2. Tournament environments remain competitive and winning tournaments becomes increasingly more important. Coaches will strive to have all players on the field approximately 40% of the total game time for the tournament; however, other factors may influence game play during tournaments such as playoff games. Even with these other influences, players should not play less than 30% of the total game time in the tournament.

(iii) U15+ and State Level Teams (regardless of age)

1. Player development is still happening while competition is still increasing. Team tactics and game strategy are a focus. Coaches will strive to have all players on the field approximately 35% of the time each game at a minimum. However, other factors may influence game play time such as: commitment to the team, attitude and work ethic.
2. Tournament environments remain competitive and winning tournament becomes the focus. Coaches will strive to have all players on the field approximately 30% of the total game time for tournaments, however other factors may influence game play during tournaments such as playoff games. Even with these other influences, players should not play less than 25% of the total tournament game time at a minimum.



3. When playing in State Cup, College Showcases, or other high level tournaments, playing time could be highly variable including not playing at all. Playing time is not a guarantee.

Player registration fees

- a. Players need to be registered with RSFC and be paid in full, have an agreed upon payment plan, or approved scholarship request in order to participate with a team.
- b. At the RSFC Board meeting prior to Competitive tryouts, player registration fees will be established for the following year.
- c. Scholarship requests must be filled out at the time of registration.
- d. Request for refund consideration must follow the Refund Policy.

Player Passes

- a. Player passes are required for all teams playing Midwest Conference. No player shall play without a player pass when a pass is required for league play or tournaments.
- b. Some State level competitions require player passes and must be requested one month prior to needing them.
- c. East League does not require player pass cards. Rather rosters with pictures are required.
- d. When a player registers for a team, the player is committed to play (rostered) for that team for the current soccer year but can be club passed to play on other teams.
- e. A player cannot be on the official roster for more than one team.

Club Passes

A club pass player is a player that currently plays for a RSFC team but is loaned to another RSFC team for the purpose of league or tournament play.

- a. East Central teams can augment a game day roster using players from their own club via the “club pass” system. A roster cannot contain more than the approved number of players including club pass players for any game.
- b. This permits a player to participate on more than one team in the club.
- c. Players can play at or up within any age appropriate division or level of play. See East Central Policies and procedures (www.eastcentralsoccer.org) for additional information on club passes.
- d. Contact the Director of Coaching and the head coach of the team the player(s) currently play for within RSFC to begin the club pass process. RSFC coaches should not reach out to parents/players directly to club pass players.
- e. Playing time expectations for Club pass players- Club pass players are there to help field a team and provide substitutions for regular team members. Club pass players should not displace playing time from regular team players.

Guest Player

A guest player is a player that is rostered on another club’s team that is loaned to a RSFC team for the purpose of tournament play ONLY. Player loans between clubs for league play are not permitted.



- a. The coach must acquire a guest player permission form from WYSA for tournaments that allow guest players. Visit the WYSA website to begin the guest player process.
- b. Player passes of the guest players are required for tournament play.
- c. Playing time expectations for guest pass players- Guest player playing time must get managed by the coach of the team. Guest players should only be used when there is no club pass players available suitable to participate.

Players Leaving the Team

A player may decide at any time to discontinue playing for a team.

- a. The player must be released by their club and the player pass must be returned to the District Registrar before they can officially join another club.
- b. The family is responsible for all fee's associated with a transfer.
If the player had committed to a RSFC team and registered, no club or team fee's will be reimbursed to the player/family. RSFC forms teams and commits to expenses based on player involvement, if it is the players choice to move to a different club after a commitment is made, RSFC team families should not be penalized.

In the instance where a RSFC team disbands or cannot be formed after a player has registered, then RSFC will reimburse club fee's as defined in the reimbursement policy for players that committed to RSFC.

Recreational player assignment

- a. Players joining the club will be placed on teams by random selection or location
- b. Parent coaches will have their child placed upon their team.
- c. Recreational teams may have no more than half of the team returning from the previous season's team. This will be determined based on players associated with the new team, not based on a prior team's name.
- d. Player team or special requests will be considered but cannot be guaranteed.
- e. Youth players being assigned to recreational teams that cover a two-year age span, such as 7 and 8 (U8) and 9 and 10 (U10) will be distributed equally by age. This avoids having all the younger or older players on one team.

Academy

- a. Players are placed in a "team pool" and can be moved between teams. Teams may be formed to help Academy Operations. A "team pool" is a way to group all players by age and gender
- b. Age groups are U8, and U10
- c. Genders are girls and co-ed
- d. Team pools could be further sub-divided if there are enough players in the pool and it the club believes it contributes to the development of the players.

Competitive player assignment

The following calendar of activities outlines the process for forming Competitive teams and the due dates for each activity. RSFC follows the tryout policy from WYSA ([link](#)).



| Activity | Due Date | |
|--|-------------|---|
| Competitive coach selection | | |
| Competitive coach application form | May | Prior to May board meeting |
| Competitive committee and RSFC Board approval of coaches | May | at May board meeting |
| Competitive team tryouts | | |
| | June | TBD |
| Public notification of RSFC tryouts dates | April | Last week |
| Tryout by age group | June | |
| Player selection and notification by age group | June & July | 1-2 weeks after final tryout for age groups |

Feasibility

- When players are available at an appropriate age level to support a Competitive team, player selection will be determined by a formal tryout process.
- The number of Competitive teams at any age level and gender will be based on the number of selected players through the tryout process and coach availability.

Tryout Date and Field Selection

- Proposed dates must follow those set by the VP of Soccer.
- All Competitive tryouts, for U11 through U14, must be completed before the end of June.
- All Competitive tryouts, for U15 and above, should be completed before the end of June, but could extend to July if needed.
- An alternate tryout date must be provided for those players unable to attend the scheduled date due to sickness or injury.

Public notification of tryouts dates

- RSFC must follow the rules set forth by WYSA and East Central in terms of tryout advertisement.
- RSFC shall post tryout dates for all teams on RSFC's web site (www.riversurgefc.org), local newspapers and on any other appropriate media.
- Teams must not advertise individually unless approved by the RSFC Board.
- All RSFC registered players, recreational and Competitive, of the appropriate age will be notified about tryouts via email, facebook, or any other media deemed appropriate.
- All RSFC recreational coaches shall be notified about tryouts.

Tryouts

- Tryouts will be held at the same time as all the other local clubs. (WYSA calendar)
- If the possibility exists for multiple teams at the same age group, tryouts must be carried out on a collective basis on the scheduled date(s).
- All players will be given the opportunity to earn a position on a team based on their ranking.
- Players belonging to an existing team will not be guaranteed a position on a team.
- Coaches shall have NO authority to grant exceptions or make guarantees to players of their existing team. Making such statements is grounds for the immediate removal of that coach from ALL coaching activities.



- f. A RSFC standard evaluation form shall be used to assess all players. A copy of which must be furnished to the evaluation committee for every player. All players will be assessed on (list is not inclusive):
 - a. Technical ability.
 - b. Physical condition.
 - c. Awareness (knowledge of the game and field presence).
 - d. All players trying out must provide the following information, but not limited to:
- g. Signed release of liability and consent for medical treatment will be needed if you are not a registered RSFC player.
- h. Each player shall be assigned a colored and numbered jersey.
 - a. The jersey colors must be assigned in a random fashion to limit possible bias.
- i. The tryout process must be structured to be as unbiased as possible.
- j. Player evaluations shall be performed primarily by independent assessors. Other team coaches and RSFC Board members are assigned to participate. All assessors shall use RSFC's standard evaluation form.



Player team assignment

- a. Each player will receive an objective assessment from the tryout process.
- b. Age appropriate. We want to roster strong, age appropriate teams.
- c. See Play up Policy On RSFC Website
- d. Past commitment to previous RSFC team and player past behavior will be a consideration.
- e. A threshold for each division shall be set by the club. The number of divisions is set by East Central and WYSA for State League.
- f. The number of Competitive teams at each age group will be determined by the number of players trying out and the minimum roster size; provided that the teams created have an average player ranking equal to or above a division's threshold.
- g. Players will be assigned to an appropriate team based on that team's combined skill level.
- h. Each team formed will be placed in the most appropriate division. This decision should be made with a combination of team coach, Director of Coaching, and club direction. Note: Going into tryouts, the club may advertise that a team plans to play at a certain level to set expectations of families. This will be done with the help of the Director of Coaching.
- i. Selected players have one day to consider the offer and the right to accept or decline it. Coaches are allowed to give the players more time to consider the offer.
- j. Players not selected are guaranteed a position on a recreational team upon registration for the soccer season.
- k. If new players are identified after the tryout process, those players must be evaluated such that their skill level can be compared to the rest of the players on the team
- l. If there is only one team of that age group, the coach may contact the player to discuss placement in the team.
- m. If multiple teams exist, the coaches involved shall meet to discuss appropriate player placement. If the coaches cannot come to an agreement, they shall approach the Director of Coaching which will mediate the player placement.

Coach assignment to team

- a. For new coaches to the club, a coach's application (Coach Information Request Form) shall be received by the Director of Coaching. The DOC will assign coaches to teams after consultation from the VP of Soccer Operations. If no decision can be made, it will escalate to the RSFC Executive Board.
- b. The RSFC Board shall assign the coach to one of the appropriate formed teams based upon soccer and coaching experience.



Teams

RSFC offers three levels of soccer programs, recreational, RSFC Academy and Competitive, for co-ed (boys) and girls teams. The recreational program is available for players 4U through adulthood. The RSFC Academy is available for players 8U through 10U. Finally, the Competitive program is available for players 11U through adulthood. All levels strive to develop soccer skills, love for the game, and to have fun. The RSFC Academy and Competitive level provides more structure, skill development and experienced training. Competitive level participates in competitive tournaments and are expected a higher level of commitment.

Competitive teams wishing to participate on a state league or above must approach the Director of Coaching for approval and guidance.

Recreational teams

- a. Teams at the U5 and U6 age group are co-ed only.
- b. Teams at the U8 thru U12 age group are either co-ed or girls.
- c. Teams at the U14 and above age group could be co-ed and girls or co-ed only depending on number of players registered.
- d. Referee fees are supplied by RSFC and will be distributed at the beginning of each soccer season.
- e. The check is to be cashed and used for the express purpose of paying referees at each scheduled game.
- f. Unused referee fees shall be returned to RSFC at the end of the soccer season.

Academy teams

- a. Teams are either co-ed or girls, players are placed in age appropriate groups based on birth year. Exceptions may be granted on a case by case basis and with approval of Technical Director.
- b. The purpose is to provide high-level instructional ball-handling skills along with high-level team concepts.
- c. This program is designed for players who are looking for new challenges, are good listeners, are willing to learn, and want additional quality training.
- d. The focus is on player development vs. winning.
- e. Training is provided at least twice per week during the season, Fall and Spring/Summer.

Competitive teams

- a. Teams at the 11U thru 19U age group are either co-ed or girls.
- b. The East Central league divisions are: 1, 2 and 3. Level 1 being the highest level. If appropriate, teams may play State or Midwest Conference (National League).
- c. East Central offers two soccer seasons; one in the Fall and another in Spring/Summer.
- d. Teams are assigned to a division based on the coaches' recommendation, the Director of Coaching's input, last season's standing and the results of the tryout process.



Team tournaments

- a. Competitive teams may only participate in sanctioned tournaments unless previously approved by the RSFC Board and teams shall apply to WYSA for permission to travel for out of state tournaments. Application is an online process.
 - a. Be advised that the WYSA insurance will not be in effect and WYSA player passes cannot be used for unsanctioned and out of state tournaments. For more info, check the WYSA web site.
- b. Competitive teams may enter as many fall and spring tournaments as the coach, parents and players desire.
- c. Recreational teams may attend any tournaments with the agreement of the team and their parents.
- d. Academy players may attend tournaments. Depending on the number of participants, the entire group may be divided into one or more teams.

Team picture

- a. RSFC no longer offers Team Pictures

Team Equipment

- a. Recreational Coaches
 - a. RSFC provides, at the minimum, the following equipment to all teams: soccer balls, corner flags, and soccer ball bag.
 - b. All equipment shall be returned to RSFC upon the team needing a different soccer ball size or when the team ceases to exist.
 - c. Requests for new equipment shall be submitted in the Equipment Request form found on the River Surge FC Website.
- b. Competitive Coaches
 - a. Competitive Coaches must submit their requests on the Equipment Request Form found on the River Surge FC Website.
 - b. The Equipment Coordinator will review the request and hand out equipment as determined by the standards at the time.



Team Finances

General

a. Club Treasurer responsibilities

- a. The fiscal year starts on August 1st and ends on July 31st of the following year.
- b. All funds collected and disbursed in the name of RSFC must be within the acceptable practices of all 501(C)(3) tax exempt non-profit organizations.

b. Fundraising and Donations

a. Ownership

- a. All funds raised through fundraising are owned by RSFC.
- b. All funds earned and collected shall be deposited in a timely manner into the club's bank account using a Deposit Summary Form.
 - a. Funds will be held in an account on the club's books for use during the current league year.
 - b. Any funds raised for a team over the amount needed to participate in team tournaments will become general club funds at the end of the season to be used for club initiatives and to help keep registration fees accessible.

- b. Donations from a sponsor should be coordinated with RSFC's Sponsorship Director to ensure it is aligned with RSFC's fundraising and sponsorship strategy.

a. Fundraising

- a. Club Wide Fundraiser (Mandatory)
- b. Families will be responsible for participating in the club wide fundraiser for their RSFC players.
- c. Family maximum of 2 players at the highest level of participation.
- d. For those families who choose not to participate in the club fundraiser, a buyout option at registration is available.
- e. The buyout is based upon the program level.

b. Competitive Team Fundraiser (Optional)

- a. Competitive Teams will have the opportunity to raise funds to be used for tournament registration expenses only.
- b. All fundraising opportunities will be coordinated at the club level.
- c. Additional fundraisers may be evaluated for the next league year but will require the identification of a leader to manage the process for all competitive teams.

c. Referee and other team fees

- a. Referee fees are supplied by River Surge FC and will be distributed at the beginning of each soccer season, in Fall and Spring/Summer.
- b. The referee fees will be issued by check to the head coach or team manager. The fees are to be used for the express purpose of paying referees at each scheduled game.



- c. Unused referee fees shall be returned to the River Surge FC Treasurer via check at the end of the soccer season.
 - d. State and Midwest Conference Level team league year fees will be paid by the RSFC Treasurer.
- d. Tournaments**
- a. RSFC reimburses each competitive and academy team up to \$600 annually for a tournament per league year. The team manager or coach should register the team for the tournament and then submit a reimbursement request with proof of registration through RSFC's website.
 - b. Tournaments paid via Fundraiser Credits
 - a. Teams are responsible for registering for each tournament.
 - b. Teams that fundraise for tournaments will have credits available to them for tournament fees. The club will keep track of each team's credits. If a team wants to use these credits for a specific tournament, they should submit a reimbursement request with proof of registration through the RSFC's website.
 - c. Tournaments paid via Money Collected
 - a. Teams are responsible for registering for each tournament.
 - b. If the team is collecting money from families to cover tournament fees, the tournament fees can be paid in one of two ways:
 - a. Payment directly by the team
 - b. Payment made through RSFC
 - c. Refer to the Team Manager Manual for additional details.
 - c. RSFC does not reimburse Recreational teams for tournament fees.
 - d. Tournament Discounts
 - a. Certain tournaments may offer a discount if RSFC sends multiple teams to their tournament.
 - b. No discounts should be accounted for at the team level. RSFC shall determine at their sole discretion how these discounts are applied.
 - c. Please note that the club has no visibility into what tournaments teams are participating in thus no control over a discount.

Reimbursement Policy for board members, head and assistant coaches

River Surge FC will reimburse a fixed amount of the registration for each player to board members, and volunteer head and assistant coaches.

The table below shows the refundable amounts per program:

| Program | Registration Reimbursement Amount | Head Coach | Assistant Coach | Board Member |
|------------|---|------------|-----------------|----------------|
| Rec 5U-6U | Not applicable | N/A | N/A | 1 player total |
| Rec 7U-19U | Up to \$350, not to exceed actual amount paid | 1 per team | 1 per team | 1 player total |
| Adult | Not applicable | N/A | N/A | N/A |



| | | | | |
|-------------|---|------------|------------|----------------|
| Academy | Up to \$350, not to exceed actual amount paid | 1 per team | 1 per team | 1 player total |
| Competitive | Up to \$350, not to exceed actual amount paid | 1 per team | 1 per team | 1 player total |

The following rules apply:

- a. The reimbursed amount shall never exceed the amount paid for registration at the normal rate
- b. Reimbursement does not include any fees (i.e. late fees, tryout fees or processing fees),
- c. The player is still responsible for any fundraising obligations at the club level via either participation in the fundraiser of the applicable buy-out based on the child's age.
- d. Reimbursement will be less any outstanding fees (i.e. fundraising fee if unpaid)
- e. The Recreational Coordinator, Director of Coaching and Technical Director will notify the club Treasurer as to which coaches are eligible for reimbursements.
- f. Board members must be in good standing to be eligible for reimbursement.
- g. All reimbursements will be issued back to the original form of payment by the end of the league year.
- h. For competitive teams with a contracted Head Coach, there will not be reimbursement for any assistant coaches.

REFUND POLICY

This policy is for parents/guardians requesting a refund of the registration fee for one or more players.

RSFC will refund a portion of the registration fee for the Fall and Spring/Summer by subtracting the fees to the registration. The held River Surge FC fees are used to cover the district, state registration fees, and other fees.

All refunds are subject to the following rules:

- a. Refunds will be processed only prior to the team's first game of the soccer season.
- b. Hardship refunds would be by the executive committee on a case-by-case basis with a report back to the board
- c. Refunds will be paid within four weeks of the receipt date.
- d. In the event that a soccer season is canceled for reasons beyond our control, such as the COVID-19 pandemic in the Spring of 2020, it will be necessary for RSFC to retain a portion of your registration fees, as the club incurs costs during registration that are not refunded to the club if a season is canceled. The amount of fees the club incurs will depend on the point at which a season and/or league year is canceled.
- e. We anticipate the portion of fees that RSFC would need to retain will be no more than 15% of your registration fee, unless your player has already participated in a season of play during a



league year (Fall/Spring), in which case RSFC would be unable to provide a refund, as the majority of the club expenses will have already been incurred.

- f. Registration refund requests must be submitted via the Reimbursement and Refund request:

| | |
|---------------------------|---|
| Web site | http://www.riversurgefc.org |
| Page | Parent's Place >RSFC Refund Policy> Reimbursement request Link to : RSFC Reimbursement Request |
| Reimbursement type | Registration refund |

Uniform

Recreational players

- Recreational team jerseys, containing the sponsor's logo, will be supplied to the teams by RSFC.
- Players must play league games through June to retain this jersey.
- If the player leaves before June, the coach may have to collect the jersey in case there is another player interested/waiting for a spot on the team.

Academy players

- RSFC will provide each player the practice and game-day jersey needed to play. Families are responsible to purchase the additional equipment and uniform pieces required for the Academy season.
- It is expected that every Academy player wears the appropriate dress/uniform to practice and games.

Competitive players

- Following the completion of tryouts all competitive teams will order new, RSFC Board approved, uniform sets if needed.
 - Uniform sets will be ordered and purchased from the RSFC approved vendor only.
 - Teams U16 and older shall be allowed to retain their existing uniforms. If new uniforms are needed they must be the RSFC Board approved uniform sets through the RSFC approved vendor.
 - New teams and new players will order uniforms from the RSFC Board approved vendor only.
 - Uniform numbers will be assigned by the club when initially joining the club. The methodology of numbers is described below:
 - The even or odd designation of the players number is based on birth year and gender. Girls will have even numbers on odd birth years and Boys will have odd numbers on odd birth years.
 - Numbers are assigned in batches and as registrations come in.
 - The intent is your number will be yours as long as you play in the club. It



will prevent conflicts if you were to play with other RSFC teams.

- d. The uniform may only contain club sponsored advertising.
- e. Minimum uniform set will be determined at the start of the season and based on the league the team is playing in.
- f. Uniforms will be owned by the player. If the player leaves, is cut from team, or the team dissolves, player(s) can do as they wish with their uniform. The exiting players number will be reassigned.
- g. Club provides Blood Jersey's
- h. Uniform(s) must be paid for by the player, at the time of ordering.
 - a. Correct ordering of uniform sizes is the responsibility of each player. Any errors in size, defects of uniforms, or ordering mistakes, will be resolved by the uniform vendor. The club is not involved nor responsible.



Game cancellations.

- a. Game cancellations follow the policies of the league you are in.
- b. RSFC is responsible for cancelling any home field games due to inclement weather or bad field conditions.
- c. Individual coaches are **not** authorized to cancel games.
- d. Under very limited circumstances, a coach may be allowed to reschedule a game. All such requests shall be coordinated through the field and referee assignor prior to contacting the opposing team to cancel. The field assignor must approve the reason for rescheduling prior to any action.

Inclement Weather

- a. Only the field owner, or club field scheduler has the authority to postpone a game prior to or in addition to the referee during a game.
- b. For complete information regarding game termination and/or cancellation and rescheduling of such game, go to www.eastcentralsoccer.org under Official Rules and Code of Conduct.

Changing/rescheduling a game

- a. Once a game is on the East Central schedule, it can only be changed for reasons permitted by East Central.
- b. The coaches for the two teams must plan, at least 48 hours in advance, to make the requested changes.
- c. The home coach will:
 - a. Check with the field scheduler to cancel the existing field and to find an open field for the rescheduled game.
 - b. Call the referee scheduler to cancel referees for the game. This must be done at least 48 hours in advance of the scheduled game.
 - c. Discuss with the opposing coach possible make-up dates supplied by the field scheduler.
 - d. The field scheduler will call and/or e-mail the referee scheduler to reschedule referees for the make-up date.
 - e. The coach should confirm with both the referee scheduler and the field scheduler that the field and referees are scheduled for the make-up game.

Cardings and Player Suspensions

- a. See East Central Official Rules at www.eastcentralsoccer.org/Info
- b. See WYSA Official rules for State
- c. See NL Official rules for National League

Game modified rules

- a. See East Central modified rules at www.eastcentralsoccer.org/Info.
- b. See WYSA Official rules for State League
- c. See NL Official rules for National League



Incidents, issues, and Governance Committee

- a. **Purpose:** The purpose of the Committee is to address and manage incidents and issues arising within the soccer club, with a specific focus on matters raised by club members. Additionally, the Committee is responsible for overseeing salaries and monitoring spending patterns related to club activities to ensure financial transparency and responsibility.
 - a. Note that many club board members also function as paid independent contractors to fill various roles for the club. Board members that also serve as independent contractors cannot be on the Incidents, Issues, and Governance Committee.
- b. **Formation of the committee:** The Committee will be established by the VP of Business. The committee will consist of three board members in good standing. The board members will be appointed by the VP of Business and will agree to fulfil the commitments of the committee members defined by the board and explained below. The VP of Business operations may also be a committee member. The committee is formed at the September AGM and will serve a term of one year.
 - a. Committee members should have a comprehensive understanding of the club's operations, governance, and financial management. They should also bring a holistic approach to solving issues/governance conflicts.
- c. **Incident and Issues Management:**
 - a. Review and address incidents and issues brought forth by club members, ensuring a fair and impartial resolution process.
 - b. Establish and maintain a confidential process for reporting incidents and issues within the club.
 - c. Review compensation structures for Independent Contractors, including coaches, staff, and other relevant positions.
 - d. Periodically assess salary scales to ensure competitiveness within the industry and fairness within the organization.
 - e. If compensation seems out of range, the committee will escalate the issue to the Executive Board for resolution.
- d. **Financial Transparency:**
 - a. Ensure that the club maintains transparent financial practices and addresses any conflict between a club member and the board in regard to financial transparency.
- e. **Frequency:**
 - a. The Committee shall meet, at a minimum, in March and August to specifically review compensation related to independent contractor pay and provide guidance on pay scales for the upcoming season. Otherwise the committee may meet at the request at any one of the committee members or the Club president to address a incident, issue, or governance related item.



f. Specific Independent Contractor Pay to be reviewed

- a. Director of Coaching- March of every year with a new contract signed in May before tryouts.
- b. Club Coordinator- As needed
- c. Club Coaches and Trainers- Review in March to anticipate coaches and trainer compensation and starting points for next year budget. Review in August to provide oversight and guide compensation decision by the VP of Soccer and Director of Coaching in contractor negotiations.

g. Issue Resolution Process:

- a. All incidences must be reported in writing via incidentsandissues@riversurgefc.org email.
 - a. The Incidents and Issues Committee Chair will review the communication and forward to the proper people to resolve.
- b. The Incident and Issues committee is a committee of three board member.
- c. These board members will serve a one year term on the committee and will be established at the Club's Annual General Meeting., however there is no limit to the number of terms the board member may serve on the committee.
- h. Investigation may commence immediately or over a couple of days depending on the issue described. The Board will give it's best efforts will be used to resolve it within fifteen (15) working days.
- i. The committee will serve as mediator in any club related dispute or allegations of wrongdoing.
- j. The committee will only take action after the first steps of the RSFC Communication Protocol have taken place.
 - a. The committee recommends that the first step in any problem between players, parents and coaches should be discussed between those parties before escalated.
- k. If the committee does become involved in a dispute involving a coach, that coach will be notified of the dispute. If the complainant is unwilling to be identified no formal response or action should be expected.
- l. Director of Coaching will enforce policy in regard to player and coach conduct such as red cards, suspensions, and expulsions.
 - a. The committee will serve as an escalation step for the DOC and coaches if warranted.
 - b. The committee will investigate and enforce the recommendation from WYSA and/or law enforcement regarding background checks of existing and prospective coaches.
- m. The committee is responsible to the RSFC Board of Directors and selected by the RSFC Executive Board.
- n. All incidences, findings, resolutions and decisions shall be reported to the RSFC Board.
- o. Incidences and issues resolved by the committee, to the dissatisfaction of any of the parties, may be presented to the RSFC Board in writing. A presence before the RSFC Board will follow. The RSFC Board's ruling will be final.
- p. Coaches, player and spectators are expected to follow the RSFC player, parent, coach expectations and the Code of Conduct which the player/parent participates in.



Grievance policy (Communication Protocol)

RSFC strives to create a positive environment for our youth and adults to learn and play soccer. Such an experience can be achieved only through the mutual efforts of the entire RSFC community—coaches, parents, and players. At times, concerns may arise about a coach, a team's administration, an incident during a game or practice, or the club's program in general. When an issue cannot be resolved through direct discussion at the coach/team level, any individual affiliated with RSFC can report it to the club by writing incidentsandissues@riversurgefc.org. The intent for all parties shall be to resolve the issue before it becomes more serious. For matters and concerns that cannot be resolved informally, RSFC has a Communication Protocol for systematically and formally voicing and resolving those concerns.

RSFC encourages individuals to make every effort to try to resolve team issues at the team level first. In trying to resolve concerns, it is important to remember that RSFC is a volunteer-run organization, and all coaches are volunteers that spend many hours working with their teams. Additionally, RSFC coaches must balance the needs of individual players with the needs of the team. There will be differences of opinion on many issues, but we hope that with honest and open communication those differences can be resolved at the team level.

Grievance issues most often concern inappropriate behavior by the coach or other adults affiliated with the team. Examples of serious issues include the following:

- a. The coach is not coming to practice.
- b. The coach is not coming to practice or games on time.
- c. The coach or an adult affiliated with the team is speaking to players or referees in an inappropriate manner.
- d. The coach is witnessed to be under the influence of alcohol, tobacco or drugs at a practice or game.
- e. The coach is accused of player abuse or harassment.

Parental concerns that involve questioning the soccer judgment of the coach are NOT appropriate for grievance. Examples of issues that fall within the responsibilities and authorities of the coach, and should not be addressed as a grievance include the following:

- a. My child is not playing the right position.
- b. My child should be a starting player.
- c. My child's coach is not playing the best system for the team.

The River Surge FC board of directors maintains an Incidence and Issues Committee to investigate and resolve grievances. The RSFC grievance procedure is intended to produce a fair resolution in a timely and confidential manner.

Incidents and Issues **Procedure**

To initiate the grievance procedure, an individual should write incidentsandissues@riversurgefc.org with the below information. This will alert the club that a formal grievance is being submitted.

When filing a grievance, you should include the following information:

- a. Date of the Incident or Issue
- b. Name, phone number, and e-mail address of the person filing the grievance
- c. Name of the team
- d. Age group, boys/girls
- e. Name of the team manager
- f. Name of the coach



- g. Summary of the problem for which the grievance is being filed
- h. Steps that have already been taken to address the problem

Your Incident and Issues letter should be sent to:

River Surge FC
Incidents and Issues Committee
P.O. Box 114, Kimberly, WI 54136

Or email sent to incidentsandissues@riversurgefc.org

The appropriate party on the Incidence and Issues Committee will reply to the complaining party by e-mail or in writing within one week acknowledging receipt of the grievance and giving an estimated time frame for a resolution.

The Incidence and Issues Committee will investigate the grievance and take steps as appropriate to resolve it. These steps may include, but are not limited to, clarifying club policy, convening a meeting between the person filing the grievance and the other parties involved, interviewing other parents on the team to determine whether the grievance is a team issue, or taking disciplinary action. The Incidence and Issue Committee will notify the person submitting the grievance of the resolution. If the individual is not satisfied with the resolution, the decision can be appealed to the RSFC Board of directors. The RSFC Board of directors is responsible for taking any action on all appeals and their decision will be final.



Conflict of Interest and Disclosure Policy

Introduction

Decisions by the directors, officers, staff, advisory committees, and others on behalf of River Surge FC (“RSFC”) and RSFC’s statements, publications, and recommendations may have far reaching significance and consequences. There are potential and real conflicts of interest that may affect an individual’s opinion or may appear to make that opinion self - serving.

Conflicts of interest are present in situations that might not allow for impartial or objective determinations. These situations include but are not limited to relationships with providers of services and manufacturers of products, devices, industry or equipment.

RSFC does not wish to exclude individuals who are experts in given fields from participation in policy formulation or other activities on behalf of the organization merely because they have other relationships that may give rise to conflicts of interest. However, the validity of RSFC decisions and recommendations and RSFC’s reputation are based on confidence in its integrity and the belief by members and the public that its policies are unbiased and based only on concerns for the best interests of the children and families it serves . For these reasons, strict adherence to the procedures for disclosure and resolution of real and potential conflicts of interest that follow is required.

Disclosure

It is required that all RSFC officers; members of the Board of Directors; members of advisory committees; consultants; faculty; employees; and others acting on behalf of RSFC openly disclose any real and potential conflicts of interest. Candidates for positions will be informed of and asked to comply with the RSFC’s conflict of interest policy and procedures before they are hired or appointed. It is required that appointed and elected members of RSFC entities and editors of publications will sign the River Surge FC Voluntary Disclosure Statement at the beginning of each term of service. When a real or potential conflict exists that may affect objectivity, the appropriate entity within RSFC should immediately be informed by the interested individual of the outside interest that gives rise to the conflict. The interested individual will under most circumstances be entitled to participate in the discussions on the matter after making full disclosure of the conflict to the RSFC entity that has the matter under consideration. However, the interested individual should participate in drafting statements and communications relevant to the matter ONLY after the conflict has been declared and if specifically asked to do so by the chairperson of the affected committee or RSFC entity. The interested individual should disqualify /recuse himself/herself from voting on recommendations or any other matter relevant to the outside interest giving rise to the conflict. Board members should also recuse themselves in decision making situations that directly involve their child(ren).

Restricting those with Conflicts

If the chairperson of the affected committee or other RSFC entity finds that the circumstances surrounding the conflict warrant the imposition of greater restrictions than those outlined above, the interested individual may be excluded from some or all of the discussions on the matter under consideration or asked to resign from either the outside position giving rise to the conflict or the position affected by the conflict. If the conflict is *de minimis* (not likely to have any impact on the RSFC



matter in question), the chairperson may waive some or all of the restrictions. In the event that the interested person is the chairperson, or a greater level of exclusion appears warranted (i.e., resignation), the Technical Director and the RSFC Executive Committee of the Board of Directors should determine the level of restriction. In the event of a dispute respecting the appropriate restrictions in any situation involving a real or potential conflict of interest with a RSFC matter, the Board of Directors shall have the final authority to determine whether, in fact, a conflict exists and how that conflict should be managed or resolved. In all cases, conflicts and their restrictions and other disposition need to be officially documented in an appropriate set of minutes.

Publishing Disclosures

Authors submitting articles and content for RSFC communications (regardless of delivery media), including individuals identified as primary authors of newsletters or blast email communications, will be required with each submission to declare whether they have a conflict of interest or any outside relationship that might give rise to a real or apparent conflict of interest. Such declaration will affirm that an author does not have a financial interest (i.e., employment, direct/indirect payments, stock holdings, retainers, consultantships, patent - licensing arrangements, honoraria, grants, or research support), or other involvement within the last three years with any commercial organization with a direct financial interest in the subject or materials discussed in the manuscript submission, or any other potential conflict of interest. If no conflict of interest is declared, a statement to that effect may be published with the article. Any disclosed conflict of interest may be published with the article at the editor's discretion. Reviewers of RSFC publications will be required to declare whether a conflict of interest exists for each manuscript reviewed, which declaration shall include a statement to protect the confidentiality of the manuscript until publication.

Acting on Behalf of RSFC

All officers, members of the Board of Directors, and others acting on behalf of RSFC must avoid being influenced by any conflict of interest when acting on behalf of the organization. This obligation includes an obligation to preserve the confidentiality of all information concerning RSFC that is not publicly known or disseminated. No one acting on behalf of RSFC should use privileged information to benefit personally or to gain advantage in opportunities competing with RSFC interests.



**VOLUNTARY DISCLOSURE STATEMENT
RIVER SURGE FC (RSFC)**

I declare that if I have any direct or indirect financial interests, or any personal, family or other relationships which conflict (or have the appearance of conflicting) with my duties, responsibilities, and exercise of independent judgment as an officer, member of the Board of Directors, employee, or agent of River Surge FC, or as a member of an advisory committee or other body of the organization, or as a representative of RSFC to other public, private or governmental organizations, I shall voluntarily disclose that a conflict (potential or real) exists, will abstain from voting and from drafting policies or other communications on the RSFC matter which could be influenced by the conflict, and will take such other actions as may be deemed necessary or appropriate by the Board of Directors of RSFC under the circumstances then present to manage the conflict of interest. I have read the RSFC's policy entitled "Conflict Of Interest and Disclosure Statement" and I agree to comply with its terms.

Signature: _____

Name: _____
Print Name

Position: _____
Officer, Board Member, Advisory Committee Member, Employee, Other

Date: _____



Whistleblower Protection Policy

RSFC requires directors, officers and board members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of RSFC, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable members and others to raise serious concerns internally so that RSFC can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, representatives, volunteers and members at large to report concerns about violations of RSFC's code of ethics or suspected violations of law or regulations that govern RSFC's operations.

No Retaliation

It is contrary to the values of RSFC for anyone to retaliate against any board member, officer, representative, volunteer or member who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of RSFC.

Reporting Procedure

RSFC has an open-door policy and suggests that representatives and members share their questions, concerns, suggestions or complaints with the board. If you are not comfortable speaking with the board, you are encouraged to speak with RSFC's president as a first step. All concerns or complaints must be submitted in writing to the Incidents and Issues committee, whom has the responsibility to investigate all reported complaints (incidentsandissues@riversurgefc.org)

The RSFC's Incidents and Issues committee is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Incidents, Issues, and Governance Section of these Policies and Procedures can provide more detail.

Acting in Good Faith

Anyone filing a written 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. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.



Document Retention and Destruction Policy

This policy provides guidelines for paper and electronic document retention and destruction to promote compliance with laws, good business practices, and efficiency in the operation of River Surge FC - RSFC. These guidelines may be superseded by applicable law.

This policy establishes the minimum retention and/or destruction requirements for the document types identified below. If no destruction requirement is specified, the document can be destroyed at any time after the minimum retention period has been completed. Also, there are no issues keeping a document after the specified minimum retention period has been completed. Document destruction shall be performed in an environmentally friendly fashion and to ensure that no sensitive or confidential information can be obtained from the destroyed documents. Additionally, document destruction shall be suspended when an investigation is pending.

Questions about this Policy should be referred to the RSFC board, who is responsible for administering, enforcing and updating this Policy.

Business and Governance Records

| Document Type | Requirement |
|---|--------------------|
| Articles of Incorporation and Amendments | Retain permanently |
| Bylaws and Amendments | Retain permanently |
| Employer Identification (EIN) designation | Retain permanently |
| Meeting minutes | Retain for 7 years |
| Fixed Asset Records | Retain for 7 years |
| Board committee meetings | Retain for 3 years |

Player, Coach, Referee and Team Records

| Document Type | Requirement |
|--|---------------------|
| Proof of age (birth certificate, passport, etc.) | Destroy immediately |
| Player registration | Retain for 7 years |
| Player medical release Form | Retain for 1 year |
| Player card | Retain for 1 year |
| Scholarship applications and related documentation | Retain for 1 year |
| Team rosters and Competitive team rosters | Retain for 1 year |
| Referee information | Retain for 3 years |
| Tryout registration | Retain for 3 years |



Financial and Tax Records

| Document Type | Requirement |
|---|--------------------|
| General Ledger | Retain for 7 years |
| Accounts Payable | Retain for 7 years |
| Accounts Receivable | Retain for 7 years |
| Employee and business expense receipts | Retain for 5 years |
| Invoices to customers and from vendors | Retain for 5 years |
| Purchase orders to vendors | Retain for 5 years |
| Bank Reconciliations & Deposit Slips | Retain for 5 years |
| Financial statements (bank, credit card, donation, etc.) | Retain for 5 years |
| IRS Form 1096 Annual Summary and Transmittal | Retain for 7 years |
| IRS Form 1099-MISC Income | Retain for 7 years |
| IRS Form W-9 Taxpayer Identification Number and Certification | Retain for 7 years |
| IRS tax exemption documents & correspondence | Retain for 7 years |
| WI form 1952 Charitable organization annual report | Retain for 7 years |
| IRS Form 990 Return of Organization Exempt from Income Tax | Retain for 7 years |
| Reimbursement & Refund Request | Retain for 3 years |



