

# Wayne Wings Youth Soccer Club

## Policies and Procedures

Table of Contents

Revised 4/14/07

Policy 1	Registration
Policy 2	Try Outs
Policy 3	Team Structure
Policy 4	Discipline
Policy 5	Grievances
Policy 6	Scholarships
Policy 7	Uniforms
Policy 8	Committee Organization
Policy 9	Parent / Supporters
Policy 10	Coaching
Policy 11	Player
Policy 12	Manager
Policy 13	Manager Coordinator
Policy 14	Equipment Coordinator
Policy 15	Coaching Coordinator (boys and girls)
Policy 16	Webmaster
Policy 17	Team Representative
Policy 18	Fund Raisers
Policy 19	Volunteers
Policy 20	Incidents & Injuries

## Addendums

1. Conflict Resolution Chart

Policy Number: 1	Effective Date: 9/10/06	Page: 1 of 1
Subject: <b>Registration</b>	References: nyswysa.org	Revision Date: 6/15/06  Board Approval Date: 12/03/06

**Registration Procedure:**

Teams for players aged 11 years and below must have at least 10 committed players. Teams for players 12 years of age and above must have at least 14 committed players. All teams must have paid commitments by December 1 to remain as a team. Any additions after that must be initiated by the coach and brought in front of the Board for approval until April 1st. All teams will be finalized, with no additions, by April 1<sup>st</sup>.

**Registration Cost**

The fees are reviewed and set every summer by the Board for the following season. The current fees may be found at [www.waynewings.com](http://www.waynewings.com)

**A. For Regular and Secondary Players:**

- The tryout fee covers player insurance.
- The player membership fee covers club costs, one tournament, referee payments, field maintenance/improvement cost, player passes, coach's training/educations, membership to the community center, practice T-shirt and socks.
- The uniform fee includes 2 jerseys (blue and white) and one pair of shorts.

**B. Tournament Only Players**

- ½ cost of regular player
- Uniform fee
- Additional expenses may be incurred for participation in indoor and outdoor tournaments

**C. Practice Player**

- ½ cost of regular player
- Practice t-shirt and socks
- No uniform fee

**Required Information:**

1. Completed Try Out Form and Fee
2. One passport size (1"x1") photograph of players face with name printed on back
3. One copy of player's birth certificate if new player to WWYSC
4. Completed Registration Form
5. Completed medical release form with notarized signature
6. Completed Uniform Form
7. Player membership fees
8. Proof of Community Center membership (if you are already a member)
9. Signed Code of Conduct, Player and Parent

**Fee/Penalties:**

Non Sufficient Funds (returned check): If there is a NSF check that player will not be rostered or get a pass issued until resolved. Player will incur all bank charges.

All outstanding fines from Players, Coaches and Spectators must be paid before a child from that family can register for the new season.

Any player who registers the day of tryouts will incur the tryout fee plus a \$10.00 late fee.

Any player not at tryouts and added after tryout date will incur a \$30.00 late fee.

**Refunds:**

Prorated refunds would be granted based on the predetermined timeline.

Before first practice	Registration fee
Before first league game	½ Registration fee
After first league game*	Zero*

\*Prorated amount would be proposed based on the individual meeting the established league criteria for player withdrawal.

We will reimburse for injury or moving out of town. No money back for a child who decides he doesn't want to play and quits the Club.

Policy Number: 2	Effective Date: 9/10/06	Page: 1 of 2
Subject: <b>Try Outs</b>	References: See age matrix RDYSL Multiple rostering- RDYSL 307	Revision Date: 6/15/06  Board Approval Date: 12/03/06

**The Wayne Wings** organization believes in promoting good participation, sportsmanship, teamwork, and pride while teaching fundamental soccer skills.

**Tryouts:**

1. Player must attend all required tryouts.
2. Try out forms must be completed with associated fees paid before attending tryouts.
3. All tryout fees are non-refundable.
4. If you cannot attend tryouts, you can still register. All registered players are put into the player pool. After two thirds (2/3) of the roster is filled as a result of the tryout evaluation, a player pool is created from the remaining candidates for which further evaluations would be conducted before selecting the final players to be added to the roster.
5. If a player moves into area after tryout dates he/she must wait until next years try out unless
  - The appropriate team has openings
  - No players are currently in player pool

Team tryouts for the upcoming season will take place during the month of September. The tryout dates for each age group will be published each year. The specific times and locations of the tryouts will be advertised through the local media at least one month prior to the first scheduled date and may be found on the Wayne Wings website.

1. At least two knowledgeable persons/coaches will be involved in the evaluation process for each age group.
2. The number of players registered will be made available to the evaluation teams and the tryout committee prior to tryouts.
3. Tryouts will be held over two weekends for each age group to accommodate conflicts.
4. Players will attend all tryouts they are assigned to without exception. Accommodations will be made for the age groups where the players may be away from home at the time.
5. The evaluation teams will complete an evaluation for each player and submit those written evaluations to the coaching director and the tryout committee with out exception.
6. The evaluation teams will make recommendations for those players to be invited to the coaching director and the tryout committee.
7. Where there is more that one team in an age group the structure of those teams will be reviewed and approved by the tryout committee

**Trying Up an Age Level:**

As a general rule the club discourages a player playing up. However, there are a few players, who show exceptional ability. Those players have the opportunity to try-out and qualify to play on an older team. The club's policy on playing up is as follows:

1. The player must have current coach consent and parental permission to try-out and qualify to play on an older team.
2. The player qualifies to play on an older team by ranking in the top two thirds (2/3) of the team (the top 12 players) one age group higher and the top one third (1/3) of the team (the top 6 players) two age groups higher.
3. If the club sees a need to move players around to maximize the total number of teams and players, the Board can offer an option to allow players to play up.
4. Special consideration will be given to experiences such as: ODP state level participation, playing at an advanced age group in the school program, playing at an advanced age group for a travel club, or playing on a sanctioned NYSW premier team.
5. The Board, on an individual case basis, must approve all exceptions to the following process. All decisions rendered by the board are final.

**Player selection:**

The assigned evaluators utilize various techniques to evaluate all players that are trying out for the team. Generally the head coach of the team is responsible for overseeing the evaluation of players eligible for their team. Various evaluation criteria are applied and the players are then ranked based on their performance. U8-U10 rosters usually consist of 13-14 players with 14 the maximum allowed. U11 rosters usually have 14-17 players with a maximum of 18 allowed. U12 and up rosters usually have 16-18 players with a maximum of 22 allowed. The Tryout Committee and the Wayne Wing's Board is responsible to review and approve coaches' recommendations on team composition.

**Notification:**

We make every effort to notify the players as quickly as possible upon completion of tryouts. We try to notify all players of their status within 2 weeks of the last tryout date. All players will receive a letter stating whether they made the team or not.

**The Age Matrix Instructions from RDYSL may be found on the RDYSL website**

**Multiple Rostering**

A player may only appear on one RDYSL team roster during the season. RDYSL supports the NYSWYSA multiple rostering of players to more than one team providing the teams are in different leagues (e.g., Premier or Wayne Finger Lakes Youth Soccer League WFLYSL). However, a player can only be designated a primary player on one team. An RDYSL team may have a maximum of 3 secondary players on the roster and secondary players count toward the team roster size. Any player rostered to more than one team must participate in the game played by their primary team in case of a schedule conflict. The player's first obligation is to the primary team.

Secondary players must complete the appropriate paperwork on the NYSWYSA Release to Secondary Team form and pay the required fees. A player may become secondary only if he or she is rostered to a team as a primary player. If the player transfers or is released from their primary team, their secondary player pass becomes void. If the primary team is disbanded, the secondary player pass becomes void. It is at the coaches discretion to roster a player on the travel team if they are going to be dual rostered.

Policy Number: 3	Effective Date: 9/10/06	Page: 1 of 2
Subject: <b>Team Structure</b>	References: RDYSL rule 305	Revision Date: 7/25/08  Board Approval Date: 12/03/06

### **Team**

A team is a collection of individuals getting together to function as a single unit. It will consist of coaches, players, managers, and supporters. Each team will consist of between 14 and 18 players, 1 Head Coach, 1 or more Assistant Coach and/or 1 or more Managers. The team may elect one of the individuals to act as the team treasurer. This person will work closely with the club's treasurer on all financial matters. Once a roster has been determined replacement would be governed by the rules and regulations of New York State West Youth Soccer Association (NYSWYSA) and its affiliations (USYSA, USSF, and FIFA).

Teams in good standing with player passes turned in and all fines paid will receive \$100 for a year end party pending Board approval.

### **Team Representative**

Each team will designate team representatives who, on a rotational basis, will attend the board meetings on behalf of the team. By attending the meeting and sharing information on the team's activities, these individuals will provide a continuous communication channel among teams in the club. If the team is not represented at a board meeting, \$20 will be deducted from the year end party fund. (See Team Representative Policy)

### **Team Finalization**

Teams must have registration paid by December 1 to remain as a team. Any additions after that must be brought in front of the Board for approval. All teams will be finalized, with no additions by April 1st.

### **Extended Rosters**

Wayne Wings Youth Soccer Club gives the head coach full discretion on the use of the extended roster. See RDYSA rule 305 on roster sizes and limitations

### **The Conflict Resolution Committee**

The Conflict Resolution Committee will consist of the Club VP, Coaching Director and a parent of a club member appointed by the Board. If any of these individuals are not available, the Board will appoint substitutes.

Policy Number: 4	Effective Date: 9/10/06	Page: 1 of 1
Subject: <b>Discipline</b>	References: Codes of Conduct U.S.Y.S.A.	Revision Date: 7/28/06  Board Approval Date: 12/03/06

### **Disciplinary Actions**

Individuals failing to adhere to the rules and regulations of the organization would be subject to disciplinary actions, which could range from suspension of rights and privileges to separation from the organization.

### **Wayne Wings Disciplinary Policy (Coach)**

The Wayne Wing coaches (including assistant coaches) shall adhere to the responsibilities and code of conduct set forth in the Wayne Wing By-laws. In addition, the coaches are responsible to maintain the sportsmanship of their players. Any instructions to a player that do not conform to the rules of the game of soccer are grounds for disciplinary actions.

### **Wayne Wings Disciplinary Policy (Player)**

Any Club player found in violation of engaging in any activity detrimental to the character of that individual or the Wayne Wings Soccer Club, while participating in or attending a club activity will be suspended and or dismissed from the club pending a review before the Wayne Wings conflict Resolution Committee. Activities include games, (playing, watching, and traveling to and from), practice, tournaments (duration of stay), meetings and social functions.

Activities for disciplinary review include, but are not limited to;

- Possessing or using any alcohol products
- Possessing or using any illegal drugs
- Possessing or using any tobacco products
- Acts of vandalism
- Fighting
- Deliberately attacking (not playing the ball) an opposing player
- Offensive or abusive language or jesters to players, officials or spectators

### **Process**

Any individual wishing to bring a disciplinary issue to the attention of the Conflict Resolution Committee must document the information on the Wayne Wing web site in the Disciplinary folder under Club Information.

The Conflict Resolution Committee

- Will review the documented information
- Call for a hearing pending the review
- Review all of the information pertaining to the offense and determine disciplinary action

Policy Number: 5	Effective Date: 9/10/06	Page: 1 of 1
Subject: <b>Grievances</b>	References: USSF Part VI Attachment 1: Conflict Resolution Chart	Revision Date: 6/16/06  Board Approval Date: 12/03/06

**Grievance Procedures**

Parents/players should be instructed to bring problems or concerns to the Coach or the assistant coach first. If this outcome is not satisfactory – see conflict resolution chart (addendum).

Wayne Wings Soccer Board meets the first Sunday of each month. Individuals wishing to bring up concerns at this time should contact Board President to be included on the agenda.

See Disciplinary Policy for issues relating to individual conduct.

Policy Number: 6	Effective Date: 6/15/06	Page: 1 of 1
Subject: <b>Scholarships</b>	References:	Revision Date:  Board Approval Date: 12/03/06

**Dollars for Scholars Scholarship**

Each year, a \$250 scholarship is given to one senior boy and one senior girl who meet the following criteria:

- Played in The Wayne Wings Youth Soccer League for at least 2 years
- Has good academic standing
- Demonstrates good sportsmanship
- Will be continuing their education

Input is received from Wayne Wings coaches and the Board makes the final selection

Policy Number: 7	Effective Date: 6/15/06	Page: 1 of 1
Subject: <b>Uniforms</b>	References:	Revision Date:  Board Approval Date: 12/03/06

**Uniforms**

The club plans to purchase new uniforms every other year, so please plan accordingly. Uniforms must be in an acceptable condition – fit properly: no discoloration; no rips or tears and not autographs. New uniform socks are provided every year.

In the off year, parents may purchase uniforms at their own expense. New uniforms for all players will be provided for the 2009 season. Players that are new to the club in any year receive a new uniform as well. The club does NOT recycle uniforms because it is virtually impossible to ensure each child on a team will have a unique number.

**Duplicate Numbers**

- Players moving up to another team – current player will retain number
- For merging teams – the player with the most seniority (years in Club) or the oldest player will retain number

Policy Number: <b>8</b>	Effective Date: 9/10/06	Page: 1 of 1
Subject: <b>Committee Organization</b>	References: RDYSL (IV14)	Revision Date: 6/21/06  Board Approval Date: 12/03/06

### **Standing Committees**

The Board, by resolution, may designate from its members, standing or special committees to organize investigate and/or carry out special functions. Written minutes of the proceedings of all meetings of each committee shall be kept by a member appointed by the committee chairman. The minutes of each committee shall be made available on request to any Board member. The minutes shall be forwarded to the Wayne Wing Office Coordinator for permanent record. Committee findings shall be reported to the Board at regularly scheduled intervals.

The President shall be an ex-officio member of all standing committees. No notice of committee meetings is necessary.

Such committees may include, but are not limited to:

#### **By Laws Committee**

- To regularly review and update By Laws, Polices & Procedures and FAQ documents of The Wayne Wings Youth Soccer Organization

#### **Uniform Committee**

- Recommends uniform style and vendor
- Collect uniform information from registrar following team registration
- Order uniforms, warm-ups, etc. And distribute to all teams
- Provide coaching shirt to all lead and assistant coaches for each team

#### **Grants Committee**

- To research and write grants to benefit The Wayne Wings Soccer Organization

#### **Long Range Planning Committee**

- To create long term strategy for use of club funds & present proposals to the Board

#### **Clothing Committee**

- To sell club clothing at club functions
- To select new clothing items to offer
- To take orders from various functions and website
- To maintain inventory of club clothing
- To maintain and update web site through webmaster

#### **Conflict Resolution Committee**

- Consists of vice president, coaching director and club parent volunteer
- To review disciplinary issue
- To review grievance issues
- Call for a hearing pending review

Policy Number: 9	Effective Date: 9/10/06	Page: 1 of 1
Subject: <b>Parent/Supporters</b>	References: Registration Policy  Addendums: Coach Evaluation Form	Revision Date: 6/21/06  Board Approval Date: 12/03/06

## **Parents / Supporters**

### **Parent Responsibility**

Parental participation is an important part of the team and club's success. The following are examples of the types of endeavors to which parents should be willing to commit their support.

1. Ensure their child fulfill his/her responsibilities to the team
2. Provide assistance in fund raising for special events or participate in 'buy out' (see registration policy)
3. Share driving responsibilities for punctual transportation to and from tryouts, practices and games
4. Support the Wayne Wings Tournaments by fulfilling the duties assigned to your son's or daughter's team
5. Provide assistance and coordination in bringing refreshments to games and activities
6. Help with the arrangements and implementation of local and out of town travel plans
7. Treat officials with respect and as a guest of our club. Negative actions or remarks are inappropriate and may carry heavy fines
8. Show respect for the coaches and manager of a team. Open criticism is in poor taste. Should a problem develop, adults are expected to find an appropriate time and place to advise the coach/manager of their concern. The Wayne Wings Organization provides many avenues of appeal including coaches, managers, board members, and coaching directors, by which any Wayne Wings player or parent can pursue an issue.
9. Develop a team network to promote soccer as a family experience
10. Complete the coaches' evaluations forms
11. Are responsible for any personal fines levied by the league for misconduct.

### **Parent's Code**

1. Lead by example, not criticism.
2. Make your child's athletic experience a positive one.
3. Attempt to relieve the pressure of competition, not intensify it.
4. Be kind and respectful to all players, coaches and officials.
5. Applaud good play by your child, his or her teammates and their opponents.
6. Leave coaching to your child's coach.
7. Accept the results of each game and encourage your child to do the same.
8. Help your child understand that winning also means doing their best.

### **Supporters**

Relatives and friends are encouraged to attend as many games as possible and as such are considered part of the team. During these activities every effort must be made to treat officials and members of the opposing team with respect and as a guest of our club. If however, a team is penalized or fined by the league for supporter misconduct, the club would make every attempt to recover any cost from the offending individual(s).

Policy Number: 10	Effective Date: 9/10/06	Page: 1 of 2
Subject: <b>Coaching</b>	References: RDYSL – coach instructions	Revision Date: 6/21/06  Board Approval Date: 12/03/06

## **Coach Responsibility**

### **Tryouts:**

1. Attend all tryout sessions until roster is complete/closed
2. Prepare player evaluations and discuss with the players and parents
3. Should recommend for further evaluation those players who show exceptional abilities at their group's respective age

### **Training Sessions:**

1. Conduct a minimum of two (2) sessions per week pre-season starting around April 1 until the league games begins and at least one (1) session per scheduled game per week to augment the game schedule
2. Pre-season scrimmages are highly recommended
3. Conduct at least one (1) session per week during the indoor season. Additional session may be conducted based on the agreement by the team's personnel (parents, players, managers).
4. Indoor leagues are optional. Participation must be based on the agreement and approval of the team's personnel.

### **Games:**

1. Validate the initial league game schedule and resolve any potential conflicts within the mandated timeframe.
2. Clearly communicate to the players and parents all information relative to the final schedules.
3. Participate in at least two (2) tournaments during the outdoor season.

### **Meetings:**

1. Must attend Director of Coaches meetings. <sup>1</sup>
2. Call, hold and attend player / parents meetings as necessary to communicate and conduct relevant club and teams business.

### **General Behavior:**

1. Set a high ethical standard by his/her behavior both on and off the field.
2. Maintain discipline of the team at all games and club functions.
3. Know, understand and teach the rules of the game of soccer. Create an environment for learning in which the players would develop to their highest potential.
4. Be responsible for maintaining and improving personal knowledge and capabilities by attending courses and clinics whenever available.
5. Maintain contact with school personnel to minimize any potential conflicts with school functions.
6. Provide input to the coaching directors on the appointment of assistant coaches.
7. Must develop team goals, training plans and strategies for improving both players and team's skills.

8. Set policies and procedures for the proficient operation of the team.
9. Attend all league mandated coaches meetings.
10. Provide practice & game schedules to players / parents in a timely fashion.
11. Report injuries, accidents, cards, fines, incidents, property and/or equipment damage etc. to the Coaching Director.
12. Coaches must first contact the coach of any player whom they are considering to invite to be a guest player on his or her team before contacting the player of parents. Full consideration must be given to the player's health and welfare and the obligations to their primary team.
13. Determine and provide to the registrar the final team's roster.

### **Qualifications / Training**

Head coaches are trained and licensed by the United States Soccer Federation. Wayne Wings pays for the course fees for all of our coaches to obtain their "E" license. For a "D" license, the Club will pay half the cost the year the training is taken and the remaining amount the following year if the coach returns to coach the next season. The reimbursement of clinics will be subject to the approval of the coaching director for a maximum of 2 coaches per team per year. The maximum would be \$200 for the head coach and \$100 for an assistant coach for each team. Reimbursement for higher level licenses will be subject to Board approval. The Club pays for the coaches to become members of New York State West Youth Soccer Association so coaches can take advantage of the many educational offerings made available by that organization. Coaches must maintain a current Red Cross First Aid certificate.

### **Relief of Responsibilities:**

A coach may be relieved of his/her responsibilities if the actions of the coach are determined to put the safety or interest of the players and/or The Wayne Wings Youth Soccer Club at risk. This determination to be made by a majority vote of the Wayne Wings Youth Soccer Club board after hearing from any and all concerned parties.

<sup>1</sup> Attendance by both coaches at this meeting is mandatory. If neither coach is available then an alternate representative from the team must be present. A coach or representative can not represent more than one (1) team. Failure to provide meeting representatives may result in a fine payable by the coach of the team to the Wayne Wings Youth Soccer Club within ten (10) days of the incident. Coaches with outstanding fines are subject to disciplinary action. The Board of Directors will establish the schedule of fines at the beginning of each season.

<sup>2</sup> Coaches to coordinate the activities with the parent, player and manager on the requirements for the recovery of the player's pass from the league's divisional coordinator.

Policy Number: 11	Effective Date: 9/10/06	Page: 1 of 1
Subject: <b>Player</b>	References: Players Code of Conduct (Discipline Policy #4) Addendum: Coach Evaluation Form	Revision Date: 6/21/06  Board Approval Date: 12/03/06

### **Player's Responsibility**

#### **Objective:**

The Wayne Wings organization believes in promoting good participation, sportsmanship, teamwork, and pride while teaching fundamental soccer skills.

#### **Practices / Games**

1. Player must attend all required tryouts.
2. Players are expected to attend all practices / games.
3. Absences from game(s) or practice(s), except for emergencies, must be prearranged with the coaches or designee before an event.
4. Players are strongly encouraged to attend skill camps
5. Players must be prepared at each practice and game with the required equipment
6. Injured players are encouraged to attend practices and games to maintain contact and continuity with the team
7. Players will provide assistance as required or scheduled at each practice or game
8. The team's coaches will determine playing time
9. Open communication with coaches is highly recommended
10. Must complete the coaches' evaluation forms
11. Players are expected to police any area or facility used for team activities
12. Players are expected to adhere to Player's Code of Conduct

#### **Player's Code of Conduct**

1. Play the game for the game's sake
2. Be generous in winning and graceful in losing
3. Be fair always, at all cost
4. Obey the laws of the game
5. Work for the good of your team
6. Accept the decisions of your coaches and officials with good grace
7. Believe in the honesty of your opponents
8. Conduct yourself with honor and dignity
9. Strive to always do your best

Policy Number: 12	Effective Date: 9/10/06	Page: 1 of 1
Subject: <b>Manager</b>	References: RDYSL – manager instructions	Revision Date: 6/21/06  Board Approval Date: 12/03/06

### **Manager Responsibility**

The manager is the major connection between the team (the coaching staff, players and parents) and all external contacts. He/She contributes significantly to the proper administration and success of the team.

### **Managers must be willing to:**

1. Assist with the preparation of all rosters, registration forms, tournament applications forms or any other documentation necessary for the successful operation of the team.
2. Create phone trees and refreshment schedules
3. Coordinate all field preparation activities with the facilities coordinator
4. Create and distribute any instructions/directions/maps to the team's activities
5. Administer and coordinate the fiscal obligations of the team (i.e. referee's fees, tournament fees, fund raising activities, player's fines).
6. Sign game reports and collect the players' passes at the conclusion of the game
7. Assist the coaching staff whenever possible with maintaining proper decorum on the sidelines
8. At the end of the season managers are required to return player/coaches/managers passes, equipment, and turn in the request form for end of season party money

Policy Number: 13	Effective Date: 9/10/06	Page: 1 of 1
Subject: <b>Manager Coordinator</b>	References:	Revision Date: 6/21/06 Board Approval Date: 12/03/06

**Manager Coordinator Responsibility**

1. To distribute pertinent information from the Board to the team managers.
2. To help team managers understand their roles and responsibilities.
3. To organize and run manager meetings as needed.

Policy Number: 14	Effective Date: 9/10/06	Page: 1 of 1
Subject: <b>Equipment Coordinator</b>	References:  Addendum: Equipment Checklist	Revision Date: 7/25/06  Board Approval Date: 12/03/06

**Equipment Coordinator Responsibility**

1. To maintain an inventory of Club equipment and supplies
2. To order new equipment and supplies as needed
3. To distribute supplies to coaches at the beginning of each season
4. To collect supplies from coaches following the last game of the season

Policy Number: 15	Effective Date: 9/10/06	Page: 1 of 1
Subject: <b>Coaching Coordinator – boys &amp; girls team</b>	References:	Revision Date: 7/28/06 Board Approval Date: 12/03/06

**Coaching Coordinator Responsibility**

1. To attend all meetings of the Wayne Wings Youth Soccer Board
2. To assist the coaching director
3. To communicate with coaches and managers
4. To assist in the tryout process

Policy Number: 16	Effective Date: 9/10/06	Page: 1 of 1
Subject: <b>Webmaster</b>	References:	Revision Date: 7/25/06 Board Approval Date: 12/03/06

**Webmaster Responsibility**

1. Maintain yearly subscriptions to domain name and server services
2. Create, update and maintain individual pages included in the site
3. Answer or direct any questions about the Club that come through the website to the webmaster

Policy Number: 17	Effective Date: 9/10/06	Page: 1 of 1
Subject: <b>Team Representative</b>	References:	Revision Date: 7/25/06 Board Approval Date: 12/03/06

Each team playing for Wayne Wings Youth Soccer must appoint on a rotational basis a parent to act as team representative.

**Team Representative Responsibility**

1. To attend required Board Meetings on behalf of the team
2. To act as a liaison between them and Board

Policy Number: 18	Effective Date: 4/16/06	Page: 1 of 1
Subject: <b>Fund-raiser Participation</b>	References: Fund-Raiser Request Form	Revision Date:  Board Approval Date:

**Fund-raisers within the Wayne wings Youth Soccer Club**

1. All fund-raisers must be approved by the Board prior to initiation
2. Coach or manager must complete Form entitled "Request to Hold Fundraiser"
3. This form must be received by the Board Secretary at least two weeks prior to monthly Wayne Wings Soccer Club Board Meeting. Board Meetings are held the first Sunday of each Month
4. The Secretary will assure that this item be put on the monthly agenda for discussion
5. Coach or manager will be required to attend the scheduled meeting to answer any questions the Board may have
6. Fund-raiser request will be approved or denied by the board
7. Amount of money actually raised by the fund-raiser must be reported to the Board within one month of the conclusion of the event
8. Receipts outlining expenditures incurred in performing fund-raiser must also be received by the Board within a month of completion of said fund-raiser
9. Participation by team players in fund-raisers is not mandatory

Policy Number: 19	Effective Date: 4/2/06	Page: 1 of 1
Subject: <b>Volunteer</b>	References: WWYSC Registration Form	Revision Date: 4/1/07  Board Approval Date: 4/1/07

**Personal**

No compensation shall be paid to any member of the Wayne Wings Board of Directors for their service. But the Board may, at their discretion, reimburse members for documented expenditures reasonably incurred by Member in the performance of required duties. There shall be no paid personnel of the Corporation, all our coaches, managers, etc. are volunteers. The club has many opportunities for additional volunteers.

**Family**

Every family is required to volunteer service to the Wayne Wings Youth Soccer Club as an obligation of membership. Typically this involves working at the WWYSC indoor soccer tournament or by serving as a coach, assistant coach, team manager, committee or board member. You may satisfy the volunteer option through a set monetary buy out, which may change year to year.

Policy Number: 20	Effective Date: 6/25/07	Page: 1 of 1
Subject: <b>Incidents &amp; Injuries</b>	References: Player Incident Report	Revision Date:  Board Approval Date:

If a player is injured while playing soccer for The Wayne Wings, an incident report must be completed and given to the Team Coach. This report must be signed by the parent and the coach and then forwarded to the Coaching Director or the Club President within 2 days.

All Player Incident Reports' must be kept on file at The Wayne Wings Office.

If further medical assistance is required, please contact the Coaching Director or the Club President via [www.waynewings.com](http://www.waynewings.com).

**Wayne Wings Youth Soccer Club**

**ADDENDUMS**

# Conflict Resolution Flow Chart



