

Policies and Procedures Manual

Sewickley Area Soccer (SAS) is a division of Quaker Valley Recreation Association (QVRA), which is a registered 501(c)3 non-profit organization. SAS was previously referred to as Ohio River Valley Football Club (ORVFC) and may still be referenced as such in recorded documents. SAS is a member of Pennsylvania West State Soccer Association (PA West Soccer).

1) PURPOSE AND OBJECTIVES

The purpose of SAS is to organize and conduct programs of education and athletic competition in amateur youth soccer. Its goals are to promote and elevate the standards of sportsmanship and fair play among the youth of our community and to provide an opportunity for all participants to develop and improve their soccer skills. SAS objectives include:

- Introduce kids to the game of soccer
- Develop Individual Soccer Skills and Tactics
- Teach Teamwork and Positive Attitudes
- Foster Parent Volunteer Involvement and Community Support
- Support all kids who want to participate regardless of their family's financial situation or location of residence.

2) MEMBERSHIP

All families with a registered player and any executive board members will be considered active members of SAS and participants of QVRA.

3) MEETINGS

General Meetings - The general membership of the division shall meet annually in June for the main purpose of electing officers for the following year. The majority vote of members present at a general meeting shall constitute a quorum.

Board Meetings - All board meetings will be held monthly at a place and time agreed upon by the officers. Any active members are welcome to attend board meetings. The majority vote of board members present at a board meeting shall constitute a quorum with a minimum of 2 officers.

The parliamentary authority at all meetings shall be the latest edition of Robert's Rules of Order, Newly Revised.

4) GOVERNANCE

Executive Board - The Executive Board is collectively responsible for making decisions on behalf of the division and managing the execution of its activities, including adopting new

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policies and procedures. The Board shall be comprised of all officers and current committee chairpersons. All members of the executive board have the right to vote during monthly board meetings.

Officers And Their Election - The officers of SAS shall be a President, Vice-President, Secretary and Treasurer who shall be elected from the active membership during the annual General Membership meeting in June. The Officers shall be elected by secret ballot. If there is no contest for any office, the secretary may cast the ballot. President and Treasurer shall be subject to approval by the QVRA Board of Directors.

All officers shall hold office for 2 years beginning July 1st and ending June 30th and may be re-elected to the same office for one consecutive term. Whenever possible, the President and Secretary shall be elected on the odd-numbered years and the Vice President and Treasurer on the even-numbered years.

Nominating Committee - A nomination committee shall be appointed at the March board meeting by the President to create a recommended slate of officers. The Nomination Committee shall consist of at least 2 active members and a member of the current Executive Board. They shall present nominations to the board in May. Nominations may also be made from the floor at the May meeting. Only those who have consented to serve shall be eligible for nomination.

5) DUTIES OF THE OFFICERS

President - shall preside at business meetings, appoint all committee chairpersons, and assume such other duties as are generally associated with this office. President may also serve as a QVRA Board of Director member.

Vice-President - shall act as aide to the President and shall perform the duties of the President in the absence of that officer.

Secretary - shall record the minutes of all meetings and distribute them in a timely manner, conduct all correspondence of the association, and notify members of dates of meetings. Once the minutes are approved at the following meeting they shall be made available to the general membership. The Secretary shall maintain official documents of SAS.

Treasurer - shall receive all moneys of the division, pay all debts and obligations of the division; shall keep an accurate record of all receipts and disbursements; only in such manner as is authorized by the Executive Board. The SAS Treasurer shall report to the QVRA Treasurer. Treasurer's accounts shall be examined annually by the QVRA auditing committee.

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6) COMMITTEES

Standing or Special Committees shall be created or discontinued by the Board as the work of SAS demands. Committee chairpersons shall be appointed by the President and approved by majority vote of remaining Officers. The respective chairpersons shall select other committee members.

Committee chairpersons shall present reports at monthly board meetings or the annual General Meeting at the request of the Officers.

Standing Committees may include but not be limited to the following:

- U4 In-house AGC
- U6 In-house AGC
- U8 In-house AGC
- Girls U9 and up Travel AGC
- Boys U9 and up Travel AGC
- Referees
- Fields
- Equipment
- Uniforms
- Registrar
- PR/Communications

7) FINANCIAL AFFAIRS

The fiscal year for SAS shall be from November 1 through October 31.

The Treasurer shall create an annual budget for the upcoming fiscal year that will be approved by the Executive Board by the October board meeting.

Scholarships – Scholarships for registration fees and in some cases uniform costs shall be awarded to those families that qualify for the Free and Reduced Lunch Program through Quaker Valley SD. Other scholarships requests will be reviewed and awarded on a case-by-case basis.

Refund Policy - Refund requests shall be submitted in writing to the treasurer.

Travel team players - A full refund will be issued if requested prior to the team declaration date. After team declaration and prior to the first game, refunds will be issued less a \$15 fee. No refunds will be issued after the first game.

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In-house players - A full refund will be issued if requested prior to the first game or practice (whichever comes first). After this date, refunds will be issued less a \$15 fee. No refunds will be issued after mid-season.

8) DIRECTOR OF COACHING (DOC)

The DOC is a paid contractor with the following job responsibilities:

- Recruit and instruct coaches for all levels u4 and up.
- Develop and maintain Coaching Manual and distribute to each coach.
- Ensure all coaches have proper required USSF, USYSA, and PAW coaching licenses and certifications. Provide continuing coaching education towards this goal.
- Implement u4, u6, u8 training and small sides game curriculum.
- Provide u9 and older training guidelines (including session plans) for travel age coaches toward proper player development and game understanding.
- Maintain and share master field use schedule for Osborne, QVMS, QVHS and Edgeworth.
- Organize, hire qualified staff, and direct summer camps.
- Organize and direct winter training programs.
- Oversight for advancement of players from in house to travel, ensuring proper player placement as they move up. This with proper collaboration of AGC's and coaches.
- Responsible for monitoring and maintaining training equipment, goals, sandbags, etc for proper field set up and safety.
- Attend PA West Meetings and District as designated and available and report content to Board.
- Attend SAS monthly Board Meetings in advisory capacity, non voting seat.
- Available to SAS Year-Round in all above capacities.

9) VOLUNTEER COACHES

Volunteer coaches will be recruited and assigned for each team by the DOC. Each coach shall register through PAWest and submit required volunteer clearances. All active coaches shall attain the appropriate license for their age group and may submit the receipt for paid course fees (up to grassroots 11v11) for reimbursement by SAS.

DOC will create and maintain a coaches manual with more details and distribute to all coaches at the beginning of each season.

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10) PLAYER SAFETY

Abuse Policy – SAS will follow the policies and guidelines outlined in U.S. Soccer’s Safe Soccer Framework Handbook. The Safe Soccer Framework is a comprehensive program of policies and process, screening, education and training, reporting, monitoring and enforcement designed to help participants detect and report abuse, respond to it, and prevent future occurrences. It is designed to implement the “SafeSport Act”.

Concussion Management – SAS will follow the QVRA Concussion Management Plan (CMP).

Playing Conditions – SAS will follow the Safe Playing Condition Guidelines established by PAWest Soccer.

11) PLAYING TIME

The goal for each player is to approach equal playing time during the season.

CERTIFICATE OF ADOPTION

I do hereby certify that the above stated Policies and Procedures were approved by the Board on _____, 2019.

Secretary: _____

Date: _____