



Policies of Three Rivers Soccer Association - TRSA

POLICY ON SEXUAL HARASSMENT **Passed May 1995**

- A) It is illegal and against the policy of TRSA for any board member, official, coach, parent or player to sexually harass any other person on the field, at any TRSA meeting, or any other activity associated with TRSA. Any unwelcome sexual advance, request for sexual favor and/or other verbal or physical conduct of a sexual nature constitutes sexual harassment when:
- 1) Submission to or refusal of such conduct is specifically or generally implied as a condition of coaching or board member;
 - 2) Submission to or refusal of such conduct is used as a factor in determining any position within TRSA;
 - 3) Such conduct unreasonably interferes with their performance or creates an intimidating, hostile or offensive working environment.
- B) Sexual harassment is a serious offense and will not be tolerated. If you believe that you have been the victim of sexual harassment, you have the right and responsibility to state your objection and to report the objectionable act or behavior to the TRSA President. It is the goal of TRSA to see that harassing behavior is stopped immediately and not repeated.



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POLICY ON CONTROLLED SUBSTANCES Passed 05/11/08

A) Players under the legal age.

1) Rule:

No under legal age player representing TRSA either at a single contest or while participating (includes travel to, during and return travel) on a TRSA sponsored team in a tournament will be in possession of, consume or use any controlled substance that is illegal for that player to be in possession of, consume or use.

2) Penalties:

- a. The penalty for the first violation of the rule will be immediate suspension from team participation for 14 calendar days from the time the violation has been confirmed.
- b. The penalty after confirmation of a second violation of the rule will be immediate suspension from the team for the remainder of the present season. There will be no refund of any player participation fees.
- c. The penalty after confirmation of a third infraction of the rule will be immediate expulsion from the team. There will be no refund of any player participation fees. The player will not be allowed to register to participate on TRSA team again.

B) TRSA officials and personnel.

1) Rule:

- a) No person while acting as a representative of TRSA will abuse alcohol to the point of intoxication.
- b) No person while acting as representative of TRSA will be in possession of, consume or use any controlled substance that is illegal for that person to be in possession of, consume or use.

2) Penalty:

- a) The person will be suspended from TRSA duties immediately after the violation has been confirmed.
- b) The person will appear before the TRSA Board of Directors to explain the situation.
- c) The Board of Directors under the direction of the Risk Management Director will access the merits of the case and determine appropriate penalties.



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POLICY ON INTERCLUB TRANSFERS **Passed 05/11/08**

- A) Request for interclub transfer at any playing level.
 - 1. The President of the players club has the right to refuse transfer if any of the listed conditions are not met prior to the deadline.
 - 2. A prorated fee for expenses incurred to date must be paid in full. This includes players on financial assistance. All financial assistance terminates upon request for transfer.
 - 3. The transfer must be to a lower or higher level in order to avoid recruitment and competition.
- B) The President has the right to refuse the return of a transferred player once the interclub transfer form is signed by either club.
- C) The deadline for a player to request an interclub transfer is January 1st of the current fiscal year.



Policies of Three Rivers Soccer Association - TRSA

POLICY ON USE OF THE TRSA LOGO **Passed 07/20/08**

- 1) Use of the TRSA logo is only by approval of the President, Vice President of Travel or Vice President of Recreation.
- 2) Vendors will be given a list of approved items and colors that the logo can be used on.
- 3) The logo on this letterhead is the only version of TRSA to be used.
- 4) Uniforms can only have the TRSA logo, the manufacturer's logo and the players' number.
- 5) Warm ups can have the players name and corporate sponsors in addition to the TRSA logo and the players number.

This policy is derived from the information listed below.

USSF Advice to Referees:

- The issue is the content (personal, political, commercial, religious statements), not how it is displayed
- Wearing such statements directly and visibly on any uniform part or revealing such statements by removing any part of the uniform is prohibited
- Manufacturer's names and logos are an exception
- Sanctions are the responsibility of the competition organizer or FIFA, not the referee (but full details must be included in the match report)
- The referee retains authority to deal with such statements if they are abusive, insulting, or offensive (see prior guidelines on this subject)



Policies of Three Rivers Soccer Association - TRSA

POLICY ON REIMBURSEMENTS **Passed 07/20/08**

- A) Reimbursement for successful completion of coaching courses.
 - 1) A TRSA coach or prospective coach, after successful completion of a Class E or Class D License Course, can be reimbursed for the registration costs of the course.
 - a. If reimbursement is desired, the Coach and Player Development Director - Travel must be informed of the coach's intent to undertake the license course before the course is started.
 - b. It is expected that the reimbursed coach plans to coach in TRSA programs for several years.
 - c. A reimbursement form and a course diploma or some other proof of successful course completion can be submitted to the Coach and Player Development Director - Travel for reimbursement.
 - 2) Reimbursement or partial reimbursement for successful completion of more advanced coaching license courses (i.e. Class C, B or A) or different classes (i.e. NSCAA courses) will be decided on a case basis by the Committee on Coaching.
 - a. If reimbursement is desired, prior approval by the Committee on Coaching is required.
 - b. A written coaching contract by the coach with TRSA may be utilized in these situations.

- B) Reimbursement of player fees for coaching and TRSA work by parents or guardians.
 - 1) For each Travel Team, a maximum of \$300 in player participation fees can be reimbursed to the coach(s) according to the following schedule.
 - a. For a coach with a Class D license, reimbursement of \$150 in player participation fees.
 - b. For a coach with a Class E license, reimbursement of \$100 in player participation fees.
 - c. For a coach with no license, reimbursement of \$50 in player participation fees.
 - 2) For each voting position on the TRSA Board of Directors (excluding those on contract), board members in good standing, will receive a credit to be applied to player fees that does not exceed \$300 per fiscal year.



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POLICY ON REIMBURSEMENTS (cont)

- C) Reimbursement of purchases made on behalf of the club.
 - 1) A purchase made on an individual's credit card is limited to \$500, except as pre-approved by the Purchasing Director.
 - 2) Purchases should be minimized where possible by ordering through the Purchasing Director or individuals with direct control of a budget.
 - 3) Sales tax is not a reimbursable expense.
 - (1) TRSA has a ST17 tax exempt status. When purchasing on behalf of TRSA, no sales tax will be reimbursed if submitted with sales tax that would be exempt.
 - (a) *The organization is exempt from sales and use tax under MN law on purchases, rentals, and leases of merchandise and services to be used in the performance of its charitable, religious or educational functions. The exemption does not apply to purchases of meals, lodging, waste collection and disposal services, or to purchases or leases of motor vehicles, except motor vehicles that are used primarily to transport goods or people, other than employees, as part of the organization's charitable, religious, or educational functions are exempt.*



Policies of Three Rivers Soccer Association - TRSA

POLICY ON FINANCIAL ASSISTANCE **Passed 04/05/09**

It is our policy that all children who want to play soccer will have the opportunity to do so. Families are encouraged to provide a portion of their child's fee to participate in a TRSA program. In the event that families are able to provide additional fees at a later date, we encourage them to do so.

In order to be considered for financial assistance, families must provide the information requested below, sign/date and attach copies of documentation showing participation in the free and reduced lunch program. All applications for assistance will be reviewed by the Financial Assistance Committee and those chosen will be notified with how much, if any, they will be awarded.

Player name and date of birth
Parent Name
Complete Address and Phone

Which program would your child like to participate in
House League
Travel League
Fall 4v4
Fall Travel

How much financial assistance do you need?
How much can you provide?



Policies of Three Rivers Soccer Association - TRSA

SAFE HAVEN POLICY Passed 04/05/09

If an adult is found to be consistently interacting with the players without a coaching pass, the Executive Committee has the right to enforce the following disciplinary actions on a case by case basis:

- First offense (one game) - a stern warning to both the **head coach** and other **adult**
- Second offense - **head coach** and **adult** are suspended for the next 2 weeks of games, including practices
- Third offense – both the **head coach** and **adult** would be suspended for one year
 - * A suspended coach may apply for reinstatement after completion of the suspension

In addition the following fines will be implemented:

Volunteer Coach: will be suspended and the coach is responsible for any costs incurred for a replacement coach.

Paid coach: will forfeit any pay for the time on suspension.

The Executive Committee has the right to enforce stricter sanctions if necessary.



Policies of Three Rivers Soccer Association - TRSA

POLICY ON KNOWINGLY USING AN ILLEGAL PLAYER **Passed 04/05/09**

If a team is found to be knowingly using an illegal player, the Executive Committee has the right to enforce the following disciplinary actions on a case by case basis:

- First Offense – Suspension for the remainder of the year
- Second Offense – Suspension for life

* In all cases the person/s involved would need to apply to be reinstated

In addition the following fines will be implemented:

Volunteer Coach: will be fined \$100 for each remaining game.

Paid coach: contract is terminated immediately and all remaining pay is forfeited with no back pay.

The Executive Committee has the right to enforce stricter sanctions if necessary.



Policies of Three Rivers Soccer Association - TRSA

POLICY ON TEAM CHECKING ACCOUNTS **Passed 04/05/09**

No team may have a checking account in the name of TRSA. As a tax exempt organization, all income and expenses MUST flow through TRSA accounts and are filed on the organizations' Form 990. In the event that a team is doing fundraising, each team will be accounted for on a spreadsheet and the total of all fundraising will be reflected on the TRSA financials.

Collecting and paying for tournaments:

- A. The team manager should collect funds in one of two ways
 - a. Checks are made out in the name of the manager who, in turn, writes one check to the tournament
 - b. Checks made out to TRSA and when received by the TRSA Treasurer, a check will be written to the tournament.

It is highly recommend the manager keep a payment log to aid in the accounting for each tournament.



Policies of Three Rivers Soccer Association - TRSA

POLICY ON TEAM DONATIONS **Passed 04/05/09**

TRSA accepts donations, whether monetary or material in nature and will issue a written receipt for said donation for tax purposes.

Donations made to/for a specific team where the donor wishes to claim the donation as tax deductible must do the following:

Donations made to a specific team:

- A. If your team receives a donation, whether monetary or material, it can be earmarked for a specific team and be tax deductible if;
 - a. the individual donating approaches a TRSA board member first and
 - b. the individual indicates the donations intent

A written receipt of donation will be sent from TRSA for tax reporting purposes



Policies of Three Rivers Soccer Association - TRSA

POLICY ON TRSA APPROVED VENDORS Passed 04/05/09

TRSA takes pride in building strong relationships with the vendors it works with as well as supporting vendors in our community. Below is the list of approved vendors TRSA currently uses for major purchases.

Any person wishing to add to/modify this list must present to the TRSA board that will make the final approval.

Approved vendors as of February 2009

Apparel = Sporting Goods and R&D Sales

Photos = Quality Photo

Goals = All Goals