



Policies of Three Rivers Soccer Association - TRSA

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ARTICLE I: GENERAL POLICIES

1.01 POLICY ON SEXUAL HARASSMENT

- 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. (Adopted May 1995)

1.02 POLICY ON CONTROLLED SUBSTANCES:

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 fourteen (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.
 - c. The penalty after confirmation of a third infraction of the rule will be

immediate expulsion from TRSA.

- d. There will be no refund of any player participation fees.

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 Executive Committee to explain the situation.
- c. The Executive Committee, under the direction of the Risk Management Director will assess the merits of the case and determine appropriate penalties. (Adopted May 11, 2008)

1.03 CONCUSSIONS AND CONCUSSED PLAYERS

A. Preliminary Statement:

- 1. The Minnesota Youth Soccer Association is adopting this policy as part of its obligation to provide a safe playing environment for its players.
- 2. Awareness of concussion and effects of concussion on players, especially youth players, has increased over the past decade. Medically, a concussion is a form of traumatic brain injury. Because it is a brain injury, a concussion is not a visible injury, such as a broken arm. It requires time to heal properly, involving both physical and mental rest. Consequences may include loss of coordination or memory, vision problems, learning issues and changes in emotions and behavior.
- 3. A concussion may result from a direct blow to the head or from an indirect blow to the body that causes various forces to affect the brain within the skull. Signs and symptoms may appear immediately or may be noticed hours or days (or longer) later. There are a wide variety of symptoms

which are possible. Loss of consciousness is not required to be diagnosed with a concussion. Adolescents require more time to recover from concussions than adults.

4. The US Center for Disease Control and Prevention has established the **HEADS UP: Concussion in Youth Sports** program and tool kit to provide training to coaches, athletes and parents regarding concussions. The Minnesota Legislature passed legislation (MN Statute 121A.37 and 121A.38) in 2011 regarding youth athletes, concussions and return to play.
- B. Application:
1. The Minnesota statute requires any nonprofit organization that organizes a youth athletic activity for which a fee is charged to meet the requirements of the statute. Accordingly, it is recommended that all MYSA Affiliate Member Clubs adopt the provisions of this policy to comply with the statute. This policy does apply to all MYSA coaches, officials and players who are involved in MYSA activities, including but not limited to such programs as ODP, TOPSoccer, MYSA camps and coaching clinics involving any youth player.
 2. The statute specifically applies to participating coaches and officials. Officials include referees, assistant referees and fourth officials. Furthermore, MYSA recommends that this policy apply to team managers and anyone else receiving an MYSA pass.
- C. Pre-Season Requirements: Coaches and officials are required to take the free CDC online training course *Concussion Training for Coaches*, www.cdc.gov/concussion/HeadsUp/online_training.html (click here to take the training, which is located in the middle of the webpage and takes approximately 45 minutes) before they may coach or officiate for the first time starting with the 2011/2012 season and once every three years thereafter. The certificate of completion at the end of the training is proof the course has been taken. Parents and athletes may take the course for their own information. (Adopted September 11, 2011)

ARTICLE II: ON-FIELD POLICIES:

2.01 POLICY ON INTERCLUB TRANSFERS:

- 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. (Adopted May 5, 2008)
 3. The transfer must be to a higher level in order to avoid recruitment and competition. (Adopted March 13, 2011)
- B. The President has the right to refuse the return of a transferred player once the interclub transfer form is signed by either club. (Adopted May 5, 2008)
- C. The deadline for a player to request an interclub transfer is January 1st of the current fiscal year. After January 1st if player has already been placed on a team and they have been playing with that team it is implied that they are committed to TRSA even if fees have not been paid in full to date. (Adopted March 13, 2011)

2.02 SAFE HAVEN POLICY

- A. 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:
1. First offense - a stern warning to both the **head coach** and other **adult**.
 2. Second offense - **head coach** and **adult** are suspended for the next two (2) weeks of games, including practices
 3. Third offense – both the **head coach** and **adult** would be suspended for one (1) year; A suspended coach may apply for reinstatement after completion of the suspension
- B. In addition the following fines will be implemented:
1. Volunteer Coach: Suspended and the coach is responsible for any costs incurred for a replacement coach.
 2. Paid coach: Will forfeit any pay for the time on suspension.
- C. The Executive Committee has the right to enforce stricter sanctions if necessary. (Adopted April 5, 2009)

2.03 KNOWINGLY USING AN ILLEGAL PLAYER

- A. 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:

1. First Offense: Suspension for the remainder of the season.
 2. Second Offense: Suspension for life.
 3. In all cases the person/s involved would need to apply to be reinstated
- B. In addition the following fines can be implemented:
1. Volunteer Coach: One hundred (\$100) dollars for each remaining game.
 2. Paid coach: Contract is terminated immediately and all remaining pay is forfeited with no back pay.
- C. The Executive Committee has the right to enforce stricter sanctions if necessary.

ARTICLE III: ADMINISTRATION POLICIES:

.01 POLICY ON USE OF THE TRSA LOGO

- A. The TRSA Logo shall be copyrighted.
- B. Use of the TRSA logo is only by approval of the President, Vice President of Travel or Vice President of Recreation.
- C. Vendors will be given a list of approved items and colors that the logo can be used on.
- D. The logo on this letterhead is the only version of TRSA to be used.
- E. Uniforms may only be those approved and distributed by TRSA and may only display:
 1. TRSA logo.
 2. Manufacturer's logo.
 3. Players' number.
 4. Primary Colors: Red and White
- F. No modification to the uniform may be made after it has been distributed to players and coaches by TRSA.
- G. Warm ups can have the players name and corporate sponsors in addition to the TRSA logo and the players number.
- H. This policy is derived from the USSF Advice to Referees listed below:

1. The issue is the content (personal, political, commercial, religious statements), not how it is displayed.
2. Wearing such statements directly and visibly on any uniform part or revealing such statements by removing any part of the uniform is prohibited.
3. Manufacturer's names and logos are an exception.
4. Sanctions are the responsibility of the competition organizer or FIFA, not the referee (but full details must be included in the match report).
5. The referee retains authority to deal with such statements if they are abusive, insulting, or offensive (see prior guidelines on this subject). (Adopted November 14, 2010)

3.02 POLICY ON REIMBURSEMENTS

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, or the Executive Committee.
 - a. If reimbursement is desired, prior approval is required.
 - b. A written coaching contract between the coach and TRSA will be utilized in these situations, to ensure the coach remains with TRSA for a minimum of 1 year.
 - c. First year coaches with TRSA, are not eligible to receive any reimbursement in this section until after a successful season is completed

and reviewed by the Committee on Coaching or the Executive Committee.

B. Reimbursement of player fees for coaching and TRSA work by parents or guardians.

1. For each Travel Team, a maximum of three hundred (\$300) dollars 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 one hundred fifty (\$150) dollars in player participation fees.
 - b. For a coach with a Class E license, reimbursement of one hundred (\$100) dollars in player participation fees.
 - c. For a coach with no license, reimbursement of fifty (\$50) dollars 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 three hundred (\$300) dollar per fiscal year.

C. Reimbursement of purchases made on behalf of TRSA:

1. A purchase made on an individual's credit card is limited to five hundred (\$500) dollars.
2. Purchases should be minimized where possible by ordering through the Purchasing Director, Treasurer or President.
3. Sales tax is not a reimbursable expense.
 - a. 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.

(Adopted November 14, 2010)

3.03 CHECKING ACCOUNTS

- A. No team may have a checking account in the name of TRSA.
- B. As a tax exempt organization, all income and expenses MUST flow through TRSA accounts and are filed on the organizations' Form 990.
- C. 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.
- D. Collecting and paying for tournaments:
 - 1. 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, or the TRSA credit card will be used.
 - 2. It is highly recommended that the team manager keep a payment log to aid in the accounting for each tournament. (Adopted April 5, 2009)

3.04 FINANCIAL ASSISTANCE:

- A. Three Rivers Soccer Association (TRSA) accrues funding from various sources to ensure children have the opportunity to play soccer regardless of their financial situation.
- B. The intent of the funding is to offset the *base* club fees for one season, making it possible for more children to participate in the TRSA program.
- C. All requests must be submitted by April 1st to be eligible to play the coming season. Requests must include some form of documented proof that the need exists: Reduced lunch, State aid and Bankruptcy are all examples that will assist in the processing of your application, but *will not guarantee* the reward. A Financial Assistance Committee will then review all requests and priority will be given to first time requests and to those with a greater need per provided documentation.
- D. Because there are limited funds available some requests may not be granted.
- E. Additional options do exist to offset the costs associated with soccer:
 - 1. Becoming a member of the Board of Directors.

2. Participating in local fundraisers (See the TRSA website for ideas: www.trsaonline.org).
3. Setting-up a Payment Plan with our Registrar (Arrangements can be made at: trsasoccor@yahoo.com). (Adopted November 14, 2010)

3.05 TEAM DONATIONS

- A. TRSA accepts donations, whether monetary or material in nature and will issue a written receipt for said donation for tax purposes.
- B. Donations made to/for a specific team where the donor wishes to claim the donation as tax deductible must do the following:
- C. Donations made to a specific team:
 1. If your team receives a donation, whether monetary or material, it can be earmarked for 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.
- D. A written receipt of donation will be sent from TRSA for tax reporting purposes. (Adopted April 5, 2009)

3.06 APPROVED VENDORS

- A. TRSA takes pride in building strong relationships with the vendors it works with as well as supporting vendors in our community.
- B. Any person wishing to add to/modify this list must present to the TRSA board who will make the final approval.
- C. Below is the list of approved vendors TRSA currently uses for major purchases.
 1. Sporting Goods and R&D Sales.
 2. Quality Photo.
 3. All Goals.
 4. Brite Stitch. (Adopted October 10, 2010).
 5. Xtreme (Adopted September 11, 2011)

.07 PARTICIPANTS:

A. Background check:

1. All members of the Board of Directors, TRSA staff, coaches and volunteers shall submit to a criminal background check.
2. The participant shall provide TRSA with information as determined necessary by the Board of Directors to complete the background check.
3. Results of the background check:
 - a. The results of the background check will remain confidential and be distributed only to the participant and the Executive Committee with a record maintained on file.
 - b. The participant shall have an opportunity to review the background check with the Executive Committee prior to an action by the Executive Committee to prohibit an individual from participating in any or all TRSA activities.
4. Based on information regarding the participant, including but not limited to the background check, the Executive Committee may by majority vote prohibit an individual from participating in any or all TRSA activities.

B. Use of Team Rosters:

1. Information regarding TRSA participants, rosters and scheduling information is for TRSA purposes only.
2. Any use of TRSA information for other purposes is prohibited. (Adopted November 14, 2010)