

Policy and Procedures of the Burleson Independent Soccer Association (Amended August 2009)

General Policy and procedures of the Burleson Independent Soccer Association (herein after referred to as the "Association" or "BISA"):

The seasonal year of this Association shall begin on June 1 and end on May 31 of the following calendar year.

1. Registration Fees and Refunds

1.1 Registration fees are due and payable at the time of registration. Registration without the appropriate payment, certified birth certificate (non-hospital) and forms are not acceptable.

1.2 A fee may be applied for late registrations.

1.3 Registration fees are set by the Board for each playing season.

1.4 Refunds of registration fees must be requested in writing and submitted to the Association Board for approval before the start of the season.

1.6 All refund requests approved by the Board, after the close of the last registration date, will be subject to an additional uniform fee (may be applied for returned player in the spring). This fee will be based on the estimated cost of the uniform that has been ordered for that child or the cost incurred by the Association with filling the vacancy due to the player's withdrawal.

1.7 If imposed by the Board, all Association members are required to participate in the fund raising program in one (1) of the following ways prior to the beginning of the season.

A. Take the fund raising item(s) and make a concerted effort to sell all items.

B. Work four (4) hours at the soccer complex.

C. Pay twenty dollars (\$20) buyout per child.

2. Registration of Coaches

2.1 Each person over the age of 18, who at any time could be expected to be performing duties with any registered youth player, must have on file a completed Consent for Criminal Background Check (NTSSA Adult Application). A copy of a valid photo ID is required. ALL Coaches/Assistant Coaches/Managers/Team Parent of a team shall be required to register with BISA each soccer season and an ID card issued.

2.2 The Board will approve all persons applying for positions, such as, Coaches, Assistant Coaches, and/or Managers.

2.3 Any Coach offering or participating in individual/team practices, soccer camp, skills camp, tournaments, and/or similar activities involving youth player, must be registered with and hold a current valid NTSSA coaches ID card.

2.4 A copy of the Policy and Procedures and the Code of Ethics provided by NTSSA will be made available to all Coaches/Assistant Coaches/Managers

3. Conflicts of Interest

3.1 No Board member shall use their position on the Board or special information obtained by being on the Board to their advantage or their team. This includes early practicing due to any prior knowledge about team formation, special team formation requests, etc.

3.2 Board members will not be allowed to bid on BISA paid positions.

4. Discipline

4.1 Any individual placed in “not good standing” will not be allowed to participate/register in BISA activities until the situation is rectified. The decision to place an individual in “not good standing” is made by the Appeals and Discipline committee. The individual(s) placed in “not good standing” will be notified by the A&D Chairman and given the opportunity to prepare their side of the issue (not to exceed five days) before the hearing date

4.2 Definition of “not in good standing” is an individual, Association member and/or Board member who has outstanding monies owed to the Association; neglects their duties, per their position defined by the Bylaws or has missed meetings defined in the Bylaws, and/or will not complete an adult criminal background application, or one who will not honor all orders of suspension issued by the Association or Affiliates.

4.3 Board Members are required to be on the field during soccer games. (Use of rotating system will be implemented).

5. Drafting

Using a combination of BISA processes and procedures as well as NTSSA drafting and team formation rules, these are the processes to be used going forward for drafting and team formation within BISA.

5.1 Non Age Specific Processes/Procedures

5.1.1 Returning Players

A returning player is defined as a player returning to register for a consecutive season or returning to register after missing only one season. Returning players have the right to return to the last team they played for if there is space available unless:

5.1.1.1 - At the players/parents request, the player may be placed back into the draft.

5.1.1.2 - The player must move up in age group and the team does not.

5.1.1.3 - The team does not reform for the new season with enough players to form the age specific bracket (*Example: must have 7 returning players for 7v7*)

5.1.1.4 - The player may lose their spot if not registered before the draft if registering late.

5.1.1.5 - In adhering to NTSSA rules and/or guidelines, number of field players has been modified from the previous season.

5.1.1.6 - Siblings of the same age or within one year of each other requesting

same team will be able to stay together with the understanding that the younger sibling will be playing up.

5.1.2 - If a player skips one season (*Example: plays soccer in Spring and football in Fall*), they will be able to return to the same team if there is availability before the draft process. Skipping more than one season will result in the player being put into the draft pool.

5.1.3 - Two or more players having never played before may request to be together on the same team. Specific team requests will not be honored. Team assignments will be random per NTSSA Guidelines.

5.2 U5/U6 Draft Processes

5.2.1 - Registering players can request a friend to be placed on the same team if the friend has not played before.

5.2.2 - Draft hierarchy procedure

- A. Group by school, location, zip code, etc.
- B. Group by birthdays within the 6 month cutoff dates (Jan-July, Aug-Dec)
- C. Random selection process. If draft hierarchy does not cover the need, all draft processes will default to random selection

5.3 U7-U19 Processes

5.3.1 - Draft hierarchy procedure

- A. Group by school, location, zip code, etc.
- B. Group by birthdays within the 6 month cutoff dates (Jan-July, Aug-Dec)
- C. Random selection process. If draft hierarchy does not cover the need, all draft processes will default to random selection

6. Handling of Funds

6.1 All significant registration funds (in excess of \$500) will be handled in the presence of multiple individuals and two signatures on written receipts will be kept when transferring funds between Board members. No person (including any Board member) will be allowed solitary access to cash, funds, etc. of the Association without written receipts noted above. A concession committee member can deliver funds to the Treasurer for deposit and the Treasurer will sign for the amount-received and verify that it matches the accompanying receipt within three (3) days.

6.2 A petty cash fund may be established for the Concession stand. However, the amount must not exceed \$100.00.

7. Concessions

7.1 The concession stand will remain locked unless it is opened for business or a Board member is supervising an activity using the concession stand and/or equipment.

7.2 No significant amount of money will be left in the concession stand.

7.3 If imposed by the Board, all teams will be responsible for their appointed concession stand duty and are required to work. Failure to report for duty at their appointed day and time will

incur an additional two (2) more work days scheduled by the Concession Committee.

7.4 Referees and concession stand workers, while on duty, may receive concession stand product at 50% of the published price.

8. Fundraising

8.1 All fundraising monies are due on the scheduled date(s) set forth by the Fundraising Committee.

8.2 Failure of a coach or team to turn in their money on or before the appointed date will result in forfeiture of any prizes associated with the fundraising program. A coach may turn in part of his team's funds on time and only the late member(s) be excluded from the prize program.

8.3 Members not returning their fundraiser by the last schedule due date will be contacted by telephone for collection. If the fundraiser is not received with seven (7) days after contact, a certified letter will be sent from the Association. The Fundraising Committee will attempt to collect funds.

Failure to comply, the party will be placed "not in good standing" and come before the A&D Committee.

9. Payment of Referees

9.1 Referees will be paid in a timely manner.

9.2 Referees are paid in the result of a forfeit by one or more of the teams and for scheduling errors (as long as the referee(s) were present, on time and prepared to officiate the game).

9.4 Referees will not be paid for games that are canceled due to weather, unsafe condition, etc, unless the game has begun before the unexpected event

9.3 Referees will be paid for scheduled games if the game is cancelled within 30 minutes of the start time and the referee has been present.

10. Playing Rules and Regulations

10.1 All coaches of recreational teams should strive to provide all players with equal playing time and game starts. The NTSSA guidelines must be followed.

11. Use of Fields

11.1 Practices or scrimmages are scheduled through the Facilities Directors at his/her discretion.

12. Individual Team Fundraising/Sponsorship

12.1 Teams are permitted to raise funds for special events, such as tournament fees, hotel costs, etc.

12.2 Teams are permitted to have individual Corporate Sponsors with Board approval.

12.3 Sponsor logos and other modifications to jerseys are acceptable as long as they don't cover the BISA logo or jersey number.

13. Amending Policies and Procedures

13.1 These Policies and Procedures may be amended at any meeting. The Board members will inform the membership of the proposed amendments. A notice will be posted ten days before the meeting and a written copy will be available of the proposed changes.

14. Whistleblower Policy

If any board member or board committee member reasonably believes that some policy, practice, or activity of the Burlison Independent Soccer Association (BISA) is in violation of any law, rule or regulation, a written complaint shall be submitted by that member to the Board President.

It is the intent of BISA to adhere to all laws, rules and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all members is necessary to achieve a compliance with all laws, rules and regulations. Any member is protected from retaliation only if the member brings the alleged unlawful activity, policy or practice to the attention of BISA and provides the BISA with a reasonable opportunity to investigate and correct the alleged unlawful activity.

The protection described herein is only available to those members who comply with this requirement. BISA will not retaliate against a member who in good faith has submitted a complaint regarding some practice of BISA, or of another individual or entity with whom BISA has a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

BISA will not retaliate against members who disclose or threaten to disclose to any Board Member or a public body, any activity, policy or practice of BISA that the member reasonably believes to be in violation of a law, rule or regulation or to be in violation of public policy concerning the health, safety, welfare, or protection of the environment.

This policy will be the responsibility of the BISA Board and its officers to be monitored on an ongoing basis. Any updates or changes will be made as determined by the Board.

Appendix A

**Burleson Independent Soccer Association
Conflict of Interest Statement**

No board member or board committee member, or any member of his/her family shall accept any gift, entertainment, service, loan, or promise of future benefits from any person who either personally or whose employees might benefit or appear to benefit from such board or committee member's association with Burleson Independent Soccer Association (BISA), unless the facts of such benefit, gift, service, or loan are disclosed in good faith and are authorized by the board. Board and committee members are expected to resolve for themselves the most gracious method of declining gifts, entertainment, and benefits that are not authorized by the Board.

No board member or board committee member, or any member of his/her family shall perform, for any personal gain, services to any BISA supplier of goods or services, as employee, consultant, or in any other capacity which promises compensation of any kind, unless the facts of such transaction or contract are disclosed in good faith and are authorized by the Board.

No board member or board committee member or any member of his/her family should have any beneficial interest in, or substantial obligation to, any BISA supplier of goods or services or any other organization that is engaged in doing business with or serving BISA unless it has been determined by the board, on the basis of full disclosure of facts, that such interest does not give rise to a conflict of interest.

This policy statement is not intended to apply to gifts and/or similar entertainment of nominal value that clearly are in keeping with good business ethics and do not obligate the recipient.

Any matter of question or interpretation that arises relating to this policy should be referred to the president for decision and/or for referral to the board of directors for decision, where appropriate.

I have received, read and understand fully the Conflict of Interest Statement and will comply with the statement by bringing any potential conflict of interest situations to the board for consideration.

Date

Signature