



Willamette United Football Club  
Policy Manual  
Updated: February 21, 2020



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## **SECTION I. PURPOSE**

The purpose of this manual is to provide a resource for everyone involved with the Willamette United Football Club. This manual will be a reference guide for the day-to-day operations of the club. The manual is not intended to detract from the power and effect of the by-laws and in all matters if there is a conflict, the by-laws shall prevail. The policy manual has been created to change as frequently as is necessary to be an accurate reflection of the manner in which Willamette United is managing its operations.

a. Core principles and sporting intent of Willamette United Football Club: The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and the club's three pillars: club, character and community.

### **CLUB BELIEFS:**

- We will help every player become the best soccer player they are capable of becoming.
- Willamette United players will develop attributes that will serve them well throughout their lives and give them the opportunity to bless the lives of others.
- Our players, parents and coaches will understand the roles they play in the community and how they can impact the lives of others.
- Our players will learn tolerance, empathy and the art of serving others.
- Willamette United players will learn and understand the value of hard work and dedication.
- Willamette United players will learn to take care of their bodies and equipment.
- Willamette United players will learn to be disciplined, focused and dedicated.
- Our players, parents and coaches will be gracious in defeat and humble in success.
- Willamette United players will learn to work with others and to be great teammates.
- Our players will learn how to responsibly deal with disappointment, failure and losing.
- Willamette United players will set and accomplish short and long term goals.
- Willamette United players will respect themselves, their opponents, officials and coaches.
- Our players will learn that it takes years of hard work and practice to create a champion.
- Our players will learn that attaining success is not easy and does not happen overnight.
- Our players will make life long friendships and create lifelong memories.

b. The manual will assist the club in achieving our goals of:

- Providing player safety and security
- Providing excellent customer service
- Providing clear communication between the club and all members, reducing friction and increasing participation in programs
- Achieving superior fiscal controls and financial responsibility
- Providing our players with well-educated, inspirational experienced coaching
- Providing soccer that serves the whole community and the needs of every child no matter what kind of soccer experience they are looking for.



c. This manual is a living document that reflects the documentation of best practices operations for the club combined with the appropriate governance on the part of the executive board. Typically changes come from staff, members of the board, or coaches with changing situations that need matters of policy addressed. Any member of the club may make recommendations for changes to the manual by submitting those to the club administrator in writing, preferably by email.

Changes or revision recommendations should be submitted along with an explanation for the requested change. The club administrator will then forward the request with any commentary to the voting members of the executive board. If there is some urgency to the need for the change, then a vote will be taken electronically by email with the documentation of that vote recorded by the club administrator. If there is no urgency to the requested change then the matter will be addressed at the next scheduled board meeting.

## **II. BEHAVIOR AND SPORTSMANSHIP OF WILLAMETTE UNITED MEMBERS**

Willamette United Football Club members make up our club, whether they are players, parents, or coaches. All club members must conduct themselves in a way that properly represents the club and honors the game. Violations of the codes of conduct will be dealt with by the club's director of coaching and any appeals will go to the club's executive board. The DOC will use progressive discipline where possible, but will have available actions ranging from verbal counseling to termination of club membership. The executive board has empowered the DOC to take whatever action necessary to maintain appropriate behavior on the part of club members on the practice or game pitch or during travel events.

### **COACH CONDUCT**

The Willamette United Code of Conduct for Coaches is the most extensive because coaches must provide an example of strong leadership at all times for our members. This code has been developed to clarify and distinguish approved and accepted professional, ethical, and moral behavior. The term "Coach" includes, but is not limited to Director of Coaching, Head Coach, Assistant Coach(s), and Managers.

### **WILLAMETTE UNITED COACH CODE OF CONDUCT RESPONSIBILITIES TO PLAYERS**

- Coaches must never place the value of winning over the safety and welfare of players.
- Coaches shall instruct players to play within the written laws and within the spirit of the game at all times.
- Coaches shall not seek unfair advantage by teaching deliberate unsportsmanlike behavior to players.
- Coaches should not tolerate inappropriate behavior from players regardless of the situation.
- Coaches should be a positive role model and set the standard for sportsmanship at all times.
- Demands on a players' time should never be so extensive as to interfere with academic goals and progress. Motivation for excellence should include academics as well as athletics. Coaches should keep sport in proper perspective with player's academic education.
- Coaches must never encourage or allow players to violate OYSA recruitment, eligibility, or guest player rules and policies.



- Under no circumstances should coaches authorize or encourage the use of medicinal or performance enhancing drugs. Players should be directed to seek proper medical attention for injuries and at no time should a player be put at risk by returning from injury prematurely or by being forced to play while injured.
- Coaches should continue their own education in the sport in order to be able to educate the players in technical, tactical, physical and psychological demands of the game for their level.

### **RESPONSIBILITY FOR “THE LAWS OF THE GAME”**

- Coaches should be thoroughly acquainted with and demonstrate a working knowledge of the laws of the game of soccer. Coaches are also responsible to ensure that their players understand the intent as well as the application of the laws.
- Coaches must adhere to the letter and spirit of the laws of the game.
- Coaches are responsible for their players’ actions on the field and must not permit them to perform with the intent of causing injury to opposing players.
- If coaches permit, encourage, or condone performance which is not in the letter or spirit of the laws, the coach is derelict in their responsibility to players and the sport of soccer. The coach must strive constantly to teach good sporting behavior.

### **RESPONSIBILITY TO OFFICIALS**

- Officials must have the support of coaches, players and spectators. Criticism of officials undermines their purpose in the game.
- Officials should be treated with respect before, during, and after the game. Officials should be addressed as “Referee” and not by name. Professional respect should be mutual and there should be no demeaning dialogue or gesture between official, coach, or player.
- Comments regarding an official should be made in writing to the appropriate organization assigning the official.

### **RESPONSIBILITY REGARDING RECRUITING**

- It is unethical to recruit player(s) while they are registered on another team. Recruiting will NOT be tolerated.
- Coach and team representatives shall strictly adhere to OYSA and league rules pertaining to recruitment.
- Coaches have an ethical obligation to be forthright and refrain from making derogatory remarks regarding other coaches, teams, and organizations when discussing the advantages of their organization.
- It is unethical for a coach or team representative to provide compensation or inducement to a player. It is unethical for any coach to make a statement to a prospective athlete, which cannot be fulfilled.



## **RESPONSIBILITY FOR PUBLIC RELATIONS**

- Coaches have a responsibility to promote the game of soccer to the public. Comments and critiques of governing bodies, teams, coaches, players, parents, or the media should be positive and constructive, never prejudicial or inflammatory.
- Coaches have the responsibility to assist their players in conducting themselves properly while representing their team, league, and OYSA in public.
- Comments blaming officials, organizers, players, etc. for a loss or unsuccessful endeavor are detrimental and must be avoided.

## **GAME DAY AND OTHER RESPONSIBILITIES**

- Coaches' behavior must bring credit to their organization, and the sport of soccer.
- Coaches shall exhibit a respectful attitude towards players, officials, spectators, opposing players and coaches. Verbal abuse or physical assault is unethical and shall be punishable by fines and/or suspension from the program.
- Coaches should use their influence to control the behavior of the players, parents and spectators.
- Coaches should arrive at the appropriate field at least 45 minutes before kick off.

## **WILLAMETTE UNITED PLAYER CODE OF CONDUCT**

- Players will not argue with a lines person or referee.
- Players will obey all rules of the team and Willamette United and will adhere to the laws of the game.
- Players will stand respectfully with either their hands at their side or their right hand over their heart during play of the national anthem before any game.
- Players will accept victory with class, and defeat with the same class.
- Players will treat teammates, coaches, opponents, and officials with respect.
- Players will praise players on both teams for good play.
- Players will not ridicule or taunt opposing players.
- Players will be aware that inappropriate behavior at practices, games, team and Club events -- including tournaments-- is prohibited. This includes any use of alcoholic beverages, foul language, substance abuse, violent or destructive behavior, etc.
- Players will play for the enjoyment of the sport.
- Players will win through skill, effort, good tactics and clean play.
- Players will be at all practices and games on time or communicate as early as possible to their coach the reason for their absence.

## **WILLAMETTE UNITED PARENT CODE OF CONDUCT**

- Parents will remember that children participate to have fun and that the game is for youth, not adults.
- Parents will be familiar with the Willamette United Player Code of Conduct and ensure that they assist in making sure that their player is able to support their players goals and need to be timely, properly equipped and a part of their team.
- Parents will inform the coach of any physical disability or ailment that may affect the safety of their child or the safety of others.



- Parents will learn the rules of the game and the policies of Willamette United.
- Parents and their guests will be a positive role model for children and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
- Parents will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
- Parents will teach their child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- Parents will demand that their child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
- Parents will teach their child that doing one's best is more important than winning so that their child will never feel defeated by the outcome of a game or their performance.
- Parents will praise their child for competing fairly and trying hard, and make my child feel like a winner every time. Parents should NOT coach their child.
- Parents will never ridicule or yell at their child or other participant for making a mistake or losing a competition.
- Parents will emphasize skill development and practices and how they benefit my child over winning. Parents will also deemphasize games and competition in the lower age groups.
- Parents will promote the emotional and physical well-being of the athletes ahead of any personal desire they may have for their child to win.
- Parents will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field or away from the game field, and will take time to speak with coaches at an agreed upon time and place.
- Parents will demand a sports environment for their child that is free from drugs, tobacco, and alcohol and parents and players will refrain from their use at all youth sports events.
- Parents will refrain from coaching their child or other players during games and practices, unless they are one of the official coaches of the team. Parents will remain away from the team and coaching side of the field to prevent any misunderstanding about roles.

### **PARENT 3-10 RULE CONCERNING GAME VIEWING**

Coaches, players on the bench and all spectators are required to maintain a minimum of a 3 yard buffer between themselves, their chairs and the game field sidelines. For the safety of the players and pets we ask that our families leave their dogs at home. Spectators that must bring their dogs to the game are required to keep dogs 10 yards off the sidelines. This rule is MANDATORY and will be enforced by referees by stopping the game if they feel that a dog's presence is a potential danger to the players. Service dogs will be allowed to sit with their owner at the 3 yard mark provided they can be placed in a position where they are BEHIND the owner giving a buffer between the animal and the field of play.

We hope our members understand that this rule is in place for the SAFETY of all players and pets.

No parent, coach, pet or spectator is allowed to sit or stand on, behind or near the field ENDLINE (The line that runs between two corner flags with the goal sitting on said line.)



## **CHILD ABUSE AVOIDANCE**

It is the strict and unequivocal policy of Willamette United that this club will strongly condemn the abuse of children, both physically and sexually. In addition, through policy, Willamette United will direct all club employees and volunteers to behave in such a manner that there will not be circumstances where such abuse will occur. If such abuse is discovered to have occurred, Willamette United will provide full cooperation to law enforcement and DHS to prosecute the abuse. After reporting has been conducted with law enforcement and DHS the club president should be notified as soon as possible.

Willamette United employees and volunteers will affirmatively act to prevent all acts of hazing. Hazing is prohibited and hazing will not be tolerated. Hazing can lead to abuse and this prohibition is part of the abuse avoidance policy. Willamette United employees and volunteers will ensure that they are not alone with a child and isolated in any manner. There is no circumstance where a Willamette United employee or volunteer should be a conversation with a child alone except in the immediate vicinity of a practice in plain view of all. The exception is when the child is the child of the employee or volunteer. Willamette United employees and volunteers will not develop relationships with children they coach outside of coaching, to include special friendships or dating. Inappropriate relationships will result in termination of the employee or volunteer and reporting to law enforcement. For the purposes of this issue “inappropriate relationships” has its normal meaning and generally is a relationship which might lead to a violation of this club policy. Willamette United does not permit any corporal punishment by any employee or volunteer while they are acting in their professional or volunteer capacity.

Coaches and volunteers should NOT connect with their players on social media accounts unless it is through a social media account set up for a Willamette United team, group or program.

## **REPORTING OF CHILD ABUSE**

Many of the club’s volunteers are mandatory reporters. Those mandatory reporters should act in compliance with ORS 419B and other relevant statutes. Club employees or volunteers will report child abuse or neglect in order to protect our players consistent with Oregon law. The phone number for Clackamas County police dispatch is 503-655-8211. The phone number for DHS is 971-637-7112.

## **CRIMINAL HISTORIES OF VOLUNTEERS AND STAFF**

In accordance with Oregon Revised Statutes 418.691-701 Willamette United will continue to conduct annual criminal background questionnaires and checks of all employees and volunteers of the club. If during the course of a background check there is a discrepancy between the responses to the questionnaire and the check, the club will suspend the employee or volunteer until the discrepancy can be resolved by further investigation or action by the executive board. If an employee or volunteer is found to have failed to disclose a criminal conviction as required they will be banned from the club and the failure to disclose will be reported to OYSA. ORS 418.696 reads: Youth sports providers encouraged to perform certain activities related to qualifications of coaches or supervisors. Every youth sports provider is encouraged to:

- (1) Create and adopt a list of crimes that disqualify a subject individual from coaching or supervising a youth sports activity for the youth sports provider if the subject individual has been convicted of the crime or has been convicted of a substantially equivalent crime in another jurisdiction;





(2) Complete a criminal records check on subject individuals who coach or supervise a youth sports activity for the youth sports provider; and follow through with action if any reports return with records of criminal activity.

(3) Require all subject individuals who coach or supervise a youth sports activity to complete a sports education program. [2001 c.550 §2] In compliance with sub (1) Willamette United specifies the following crimes under Oregon statute or the equivalent in another state, or under federal statute to include the Uniform Code of Military Justice or tribal law, as disqualifying: ORS 163 (Offenses Against Persons), any offense containing sexual components, any felony, any offense against an animal, any drug crime, any crime where the victim was a child or other vulnerable person such as the elderly or disabled, and any crime involving moral turpitude or fraud including financial crimes. The board will be notified if there are any instances of alcohol and drug abuse. Appropriate action will be taken based upon a case by case review. Additional crimes may be added as the executive board may direct.

## **PARENTING ISSUES**

Willamette United Football Club is a youth soccer club that puts the welfare of children as the highest value. The vast majority of parents, regardless of their marital status, are cognizant of this at all times. However it is important to remind every member that placing the child's welfare first must happen with every child. We ask that parents share information that may impact their child's (and the children around them) participation and experience in soccer. Where possible coaches, managers, and staff will send e-mails and similar communications to both parents, but this is a courtesy and the club should not be placed in the middle of custody situations.

We do not want parents to give us any sensitive information unless it may impact our ability to keep your child, and other children safe. In the following situations, we ask that parents provide the club appropriate information that may impact a child's physical and mental well-being and safety.

- Divorce (when impacting drop off and pick up) or if custody is an issue
- Allergies
- Special medical conditions
- Recurring behavioral issues

If important information is withheld from the club we can not do our best to protect children and provide them with an enjoyable and safe experience.

In cases where there has been domestic violence or a restraining order, the club should be notified immediately in writing with copies of documentation to the club president, director of coaching, and the child's head coach. Consultation with local law enforcement should be considered in such situations as the club is NOT in the business of dealing specifically with these issues.



### **III. ADMINISTRATION GENERAL OPERATIONS**

The club administrator and staff run the day to day operations of Willamette United. Willamette United attempts to staff the office to the greatest extent possible during the periods of greatest need for registration and other administrative support, while controlling personnel costs.

#### **OFFICE MANAGEMENT**

a. Phone Calls—whenever possible the club administrator and staff will work together to ensure and no phone message or email goes more than two business days without being answered.

b. Web Site—Willamette United's web site is the primary tool for advertising programs and disseminating information through postings and emails. The club administrator is the central clearing house for posting information on the web site for all manner of information from new programs to cancellations.

c. Chain of Communication—With regard to the administrative matters club members should begin by communicating with the Willamette United office. However, it is critical that coaches (in the recreational program) and team managers (in the classic program) communicate effectively with their teams from the formation of the team to reduce avoidable demands upon the club office staff.

#### **PRIVACY AND IDENTITY THEFT PROTECTION**

As a matter of conducting the business of the club, Willamette United gathers the personal and financial information of parents and children. It is critical that the club act to prevent the unauthorized disclosure of this information.

- The office staff will implement measures to ensure the physical and electronic security of records maintained by the club.
- The office staff will implement measures to secure the financial information from members from unauthorized access to a standard that is accepted throughout the industry.
- The office staff will use either an in house shredding capability or contract with an outside vendor for the shredding of all documents containing personal information.
- The office staff will develop a contingency plan to be briefed to the executive board should a member or members become the victims of identity theft due to an error on the part of the club.

The club will not post or distribute physical addresses of any member of the club on the Internet with the express permission of the member authorizing that posting. The club will clarify with members that email addresses and phone numbers might be distributed and should be of a type that does not create concerns for the member.

The club will have a process for members, such as those that have been the victim of domestic violence or have a protective order in place, for using the club office as a point of contact. The ability to shield the information of a club member should be clarified on the web site and in registration materials.



## **SALE OF PERSONAL INFORMATION**

Willamette United Football Club will NEVER sell email databases or other contact information. However, we can not be held responsible for our partners, including OYSA, US Club Soccer, US Youth Soccer, and US Soccer Federation in this matter. We are required to provide this information to our certifying organizations and they have their own such policies on these issues. Complaints about such releases of information should be communicated directly to the management of that organization.

## **CANCELLATION POLICY**

### **REFUNDS FOR GAMES CANCELED**

If any games are canceled due to circumstances out of the club's control including but not limited to lightning, ice, field closure due to rain etc. there will be no refunds given. The club will make a reasonable effort to reschedule any canceled game but if the game can not be rescheduled due to circumstances out of the club's control there will be no refunds.

### **FALL RECREATIONAL PROGRAM**

By August 1st - A full refund will be given to any registrant who cancels  
After August 1st - Cancellations received will be pro-rated on a case by case basis.

**FALL CLASSIC PROGRAM** – Circumstances may arise where a player feels it necessary to drop from the team once selections are made. If this occurs, the refund policy is as follows:

Automatically forfeit original non-refundable tryout fee

Drop within 30 days after team selection – 25% refund

After 60 days of team selection – No refunds

\*Refund requests due to injury will be considered on a case by case basis.

### **SPRING INDOOR & FUTSAL RECREATIONAL PROGRAM**

A full refund will be given to any registrant who cancels prior to the start of the game season. Cancellations received after the season begins will be pro-rated on a case by case basis.

### **SPRING RECREATIONAL SOCCER**

A full refund will be given to any registrant who cancels prior to the start of the first game of the season. There will be no refunds after games begin. If any games are canceled due to circumstances out of the club's control including but not limited to lightning, ice, field closure due to rain etc. there will be no refunds given.

### **WILLAMETTE UNITED FOOTBALL CLUB FALL RECREATIONAL PROGRAM REGISTRATION**

Online registration opens on or near April 1st each year. From April 1st to May 31st regular fees apply. Beginning June 1st and ending on June 15th there is a \$25 late fee added to regular fees. After June 15 and ending July 31st registrants are placed on an online waiting list with the \$25 late fee added. No guarantees of team placement are made at any time, but after the close of regular registration, team placement becomes more difficult. For families moving to the area after the closing date of registration, a request for waiver of late fees will be considered.



## **SCHOLARSHIP POLICY**

As a Club, Willamette United believes that no player should be turned away due to financial hardship. The club offers several vehicles to provide financial assistance. This section outlines the policies surrounding the Willamette United Scholarship program.

Scholarship applications will be reviewed and approved by a committee of the DOC, Associate DOC, and Executive Director, as funds are available.

- A Full Scholarship covers all Club fees. Scholarships do not include subsidizing such items as out of league tournament costs, uniform expenses, or travel expenses.

- A Partial Scholarship covers one half (1/2) of the Club fees and the same exclusions apply as in the full scholarship section. Willamette United is happy to waive club fees for any family in need in exchange for volunteer hours at the Club level (i.e., lining fields, working tournaments, field prep, office help or any other area where the club may need help). The number of volunteer hours will be determined at a rate of \$20 an hour. The number of volunteer hours required will then be determined by the scholarship amount. You will be given the total number of volunteer hours required at the time your scholarship is approved. For Recreational players the number of hours will be approximately 5 hours per scholarship. For the classic program the number of hours will be approximately 60 hours per scholarship. These hours are an estimate and the actual number of hours will depend on the total amount of your scholarships.

- Scholarship amounts awarded will be based on the needs of the individual.
- Scholarships will be reviewed on season by season basis.
- If there is a need to cover more than the club fees (uniforms, shoes etc.), a written request should be sent to the club stating what the need is and why you can not cover those fees. These additional request will be handled on a case-by-case request and will go through the same process as the scholarships listed above.
- It is the Parent/Guardian responsibility to keep the club notified of current phone number, address and e-mail contacts. Failure to do so may result in future scholarship request denied.
- A parent/guardian will be asked to sign a contract stating the number of volunteer hours needed to be fulfilled. By signing the contract you agree that you have read the contract and agree to the terms.
- Failure to meet your scholarship volunteer hours will result in future scholarship requests to be denied. It will also result in the formal and legal collection of the fees that were provided in the scholarship. The club will also pursue any and all fees accrued in attempts to collect any balance. A signed copy of the scholarship policy and a signed copy of the volunteer hours contract will be kept on file.

## **IV. FISCAL CONTROLS PURPOSE**

This portion of the policy manual describes the financial controls policy for the Willamette United Football Club. This document provides details not covered in the bylaws about financial operation and management of the Club. These financial policies may be amended by the Board using the same process established for amending the Club's policy manual.



## **BANK ACCOUNTS**

The Club shall maintain only one checking account for the purpose of paying club expenses. A second checking account exists for the purpose of field/facility purchase and any other new accounts must be approved by the board prior to its establishment. The Board may approve the use of safe, short-term interest bearing financial instruments for the purpose of achieving long-term project goals. These may not include stock purchases or other risky investments. The total amount allocated to these interest bearing accounts shall not exceed 10% of the total expenses expected for the current fiscal year. All bank accounts must be held by FDIC insured institutions.

## **OPERATIONAL EXPENSES**

All club expenses shall be paid by either check or electronic payment through the Club's checking account.

- a. Checks shall only be written for the documented amount on the receipt or invoice.
- b. Cash may be withdrawn via check for a maximum total of \$500.00 only with prior approval from the board. The cash must only be used for making change and must be re-deposited with the other received funds.
- c. All checks will be drafted by the club administrator. In the event, the club administrator is out-of-town, the club manager may, draft checks for the Club.
- d. All checks must be signed by two approved signers from the Club.
- e. The maximum number of check signers in the Club at any time shall be four (4). It is recommended that the club have a least three (3) signers so that two signers are always available when needed.
- f. A recipient and signer of a particular check may never be the same individual. Likewise, a signer may never sign a check to be received by a direct family member.
- g. All capital or large dollar expenses must be approved by the board.
- h. Budgeted expenses are considered to be pre-approved and do not require explicitly board approval.
- i. All expense reimbursements must be accompanied by transaction receipts on the club approved reimbursement form.
- j. Check by mail may only be used with explicit approval from the Board and only for the amount of the invoice. This is the preferred method when NET 30 terms with the supplier are not available to the Club.

## **PAYROLL EXPENSES**

Persons paid to carry out duties on behalf of the Club shall be treated as employees. This does not apply to referees who are viewed to be independent contractors.

## **DEPOSITS**

All funds received shall be recorded on club deposit slips and deposited by the Club's Administrator.

- a. All funds shall be held in secure lock boxes or other secure container until they can be deposited by the Club Administrator.
  - b. All funds shall be deposited within five (5) business days of receiving them either in person or from the mailbox.
  - c. Deposit slips for received funds must be kept with Club financial records.
  - d. The Club shall provide an invoice or receipt to any customer who requests one. These receipts must also be kept with Club records.
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- e. The Club deposit policies apply to all funds received by mail or in person.
- f. Funds received by Electronic Deposit shall be categorized as such and reviewed and reconciled monthly by the Club treasurer. Examples of this might be direct payment of registration through online website or Pay Pal account.

### **CHECK CASHING POLICIES**

The Club shall not deposit checks which have been held for more than ninety (90) days without written consent from the check drafter.

- a. The Club shall not request photo ID - most notably a Driver's License - for cashing checks unless this is requested from all customers for a particular event, e.g. Fall Registration. Other forms of ID shall never be requested.
- b. The Club shall not allow customers to post-date checks.
- c. In the event a deposited check should bounce, the Club administrator or manager will contact the debtor by phone during the hours of 9:00am to 5:00pm within five (5) business days of receiving notice from the Club's bank. This contact shall be made in a non-threatening, informative manner. There will also be a \$25 fee for all bounced checks
- d. In the event the funds are not received from a debtor, the Board may approve secondary measures to recover lost funds including writing a collection letter, contacting the bank, going to small claims court or hiring a collection agency.
- e. The Club shall follow the latest guidelines from the State of Oregon for the collection of monies owed.

### **FUND RAISER AND SPECIAL EVENT POLICIES**

The Board shall appoint a member to chair each and every event or fund raiser at its own choosing.

- a. The chair for a particular special event or fund raiser shall be responsible for preparing an initial budget to be approved by the Board.
- b. The chair shall present a final accounting of all funds received and fees paid to the Club Treasurer within 30 days of the close of the fundraising event.
- c. A fund raiser shall never just report the profit as Club income or pay any of its expenses from the event revenue received.
- d. The board shall appoint an event chair and organizers who shall be responsible for managing the event.

### **REPORTS**

- a. The Treasurer shall provide the board budget versus actual income statements for the previous month and the current fiscal year.
  - b. The Treasurer shall provide the Board an Income statement for the board to review at its month's board meeting. The Treasurer shall reconcile the monthly bank statements.
  - c. The Treasurer shall provide the Board any financial report it requests.
  - d. The Treasurer shall have until the next board meeting to prepare the requested report.
  - e. The Club shall provide its parent organization - Oregon Youth Soccer Association (OYSA) - with any financial report or information it requests. The Treasurer will have 30 days to provide this information to the Board for it to forward to OYSA.
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## **ANNUAL BUDGETING AND TIME LINE**

The Board shall prepare and approve an annual budget prior to the start of its fiscal year as defined in the Club bylaws. This budget shall be used as a guide to predict income and control expenses.

- a. The budget shall be established and maintained for each independent program as determined by the Board. These shall be known as P/L entities. This shall be done to examine profitability of each program as well as to help set fees appropriately.
- b. The board shall periodically review its programs and projects publishing both short-term and long-term goals for the Club which will be used to guide the annual budget process.
- c. At its meeting four (2) months prior to the start of the next fiscal year, the board shall approve the programs targeted for funding in the next annual budget cycle.
- d. The Treasurer shall present the initial draft of budget three (1) months prior to the start of the next fiscal year.
- e. The Treasurer shall modify the budget as directed by the Board and present these modified drafts to the Board at its request.
- f. The Treasurer shall present the final budget to the Board for its approval five weeks prior to the start of the upcoming fiscal year. This will give the board at least 10 days to review the budget prior final meeting in the current fiscal year.

## **FISCAL OVERSIGHT**

- a. The Club shall undergo an independent financial review every year. The review shall be completed by a Certified Public Accountant.
- b. The Club finances shall be maintained using accounting software purchased for the Club.
- c. The Board shall approve the software to be used by the Club to manage its finances. The Club Treasurer may recommend changes to the accounting software used.
- d. All general, payroll and other checks will be kept under lock and key. This includes both signed and unsigned Club checks. The keys are to be kept in the possession of the Club Treasurer.

## **BONDING**

The Club's officers and check signers shall be covered by a fidelity bond as a part of the overall risk management plan.

- a. The amount of the bond shall be determined by averaging the highest monthly revenue for the past three (3) years.
- b. The bond shall be renewed prior the start of each fiscal year.

## **PLAYER REGISTRATION**

All players must be registered in accordance with the rules of the Club. Coaches are not allowed to add players to their roster without the written consent of either the Recreation Director or a Staff member and coaches will not allow any players to practice with their team unless they are registered as players with Willamette United.



## **TEAM ASSIGNMENTS**

While it is our goal to accommodate as many requests as possible, it is not always possible. The following criteria will be used in placing players on teams. It is the responsibility of the Recreation Director with the Staff help to form teams prior to the beginning of the season.

1. Grade
2. Gender
3. School attending in the fall of the given season
4. The previous year's team will serve as a starting ground (template).
5. Teammate requests (Car-pooling/siblings).

Players registered prior to the deadline will be given priority. Players registered after the deadline will be given second priority. Players registered late (for example, new to the district) will be placed on a wait list and every effort will be made to place them on a team.

## **PRACTICE FIELD ASSIGNMENT**

Teams must not practice on any soccer field without written permission from the Club's Field Coordinator.

## **CONTACTING TEAM MEMBERS**

It is the responsibility of the volunteer rec Head Coach to contact each team member prior to the beginning of the season. This should be completed within 72 hours of receiving your roster at the annual coaches meeting in Mid-August of the given season.

## **PLAYING TIME**

It is the goal of our Recreational Program to provide each player with the opportunity to learn and enjoy the game. Each player should play a minimum of 50% of the game. This does not mean equal playing time for all players. In some cases less than 50% is acceptable due to injury, sickness, or lack of participation or attendance of scheduled practice times.

## **DISCIPLINE WITHIN THE RECREATIONAL PROGRAM**

Disciplinary actions remain under the control of the Director of Coaching, but the Recreation Director will be consulted or advised as practical.

## **SPECIAL RULES FOR RECREATIONAL SOCCER**

1. No Slide Tackling allowed at any level of Recreation Soccer.
2. K-2. Opponents shall be required to be 5 yards from the ball on a re-start rather than the normal 10 yards.
3. Goal Kicks. Teams will be allowed to take a goal kick 10 yards from the goal line rather than the normal 6 yards.
4. "5 Goal Rule" 3-4th grade. A team behind by more than 5 goals will be allowed to add an additional player until the goal difference is 2 goals.





## **FALL RECREATIONAL TEAM ASSIGNMENTS**

For 1st-8th graders, rosters from the previous season act as a template. Players are reassigned to the same roster unless we are asked not to do so. Late registrants are only added to those rosters as space allows; just because a player was on a certain team last year doesn't guarantee that same placement if the registration is late. New Club members are assigned to teams based on space, the school attended and if possible, teammate requests.

## **SPRING INDOOR TEAM ASSIGNMENTS**

Fall teams who want to play together will be allowed to. Other players will be assigned to teams with room on their rosters. Teams may be made up of different grade levels such as a blending 3rd and 4th team or similar arrangement. Co-ed blended teams are avoided except in the high school programs with that specific design.

## **VI. CLASSIC PROGRAM**

### **CLASSIC PROGRAM OVERVIEW**

Classic soccer is a competitive soccer program that is designed for players seeking a higher level of competition, and more diverse soccer playing and training opportunities. The classic program is divided into two parts: classic soccer for children in the U11 age group and player development program (PDP) for children in the U10, U9 and U8 age groups. For players in the U11 through U14 programs this is a year round commitment. For the PDP players there are two seasons, fall and spring, with additional opportunities to play tournaments in the summer and indoor and futsal in the winter. For U15 and above programs the program accounts for the high school soccer season.

### **CLASSIC PROGRAM REALITIES**

The program that encompasses PDP and Classic soccer are competitive. They require commitment and skill on the part of the player. Players will be evaluated and in some cases might not have the requisite skill to play at this level when compared to the other players that are trying out. It is the intent of Willamette United to try to include the largest number of interested players we can accommodate, but sometimes during evaluation periods players may be cut.

If a player still wishes to pursue competitive soccer, Willamette United's recreational program, combined with additional playing opportunities can help the player achieve this goal. The director of coaching or one of the associate directors of coaching should be consulted to develop such a plan for the player.

### **CLASSIC**

Willamette United operates year-round programs. The cost of each program depends on which age group the player participates in. Generally, team membership fees include the league, club, referee, field, administrative, tournament, and coaching fees. Fall teams will train during the winter and participate in a spring league, which is included. Uniforms are purchased for use throughout the year from Tursi's or other vendors as directed by the Club Manager or other staff. The Director of Coaching determines choice of uniform colors and styles. Styles change every three years. Uniforms will be the property of the player. Teams will practice at least once per week during the summer and at least twice per week during seasons of play. Teams will also participate in summer tournaments.



Playing time will be determined by the team head coach. Each player will play an average of 50% per game during the season. Coaches are not required to keep 'stats' on playing time but are experienced enough to see that playing time is fairly distributed.

The only time that this policy is not required to be followed is during State Cup and Qualifying tournaments where the result could ensure more games being played on subsequent days or higher league status attained. All teams will attempt to play in the highest division possible within the OYSA program. If appropriate, teams will participate in qualifying tournaments to determine their appropriate division.

All players are free to participate in multiple sports at any age. In the fall, U-11 through U-14 players must make soccer their priority in cases of conflict. Players are not allowed to play for two different soccer clubs within any season. Questions about this matter must be directed to the Director of Coaching.

### **TRYOUTS**

Willamette United classic teams will be formed from open try-outs held under the rules and regulations of the OYSA. The number of teams per age group will depend upon the number of players attending try-outs and if the club feels that the teams meet Willamette United standards. Willamette United reserves the right to not field a team at an age group if there are not enough players at try outs or if the players at the try outs are not skilled enough to participate at the classic level. This decision will be made by the Director of Coaching. Following try outs, players will be informed whether they have been invited to join the team. The club reserves the right to select up to a maximum of 18 players per roster. Players may be asked to "play up" an age group. The parent(s) and player will be informed of this before that roster spot is offered to them.

### **LATE APPLICATIONS TO CLASSIC**

In some cases children become interested or available for classic play after tryouts. The most generous consideration of this should be given to children that have moved to the area after tryouts. In any case, the director of coaching or their associate director will be consulted and the coaching staff will determine if there is enough room on the team for another player. If there is enough room on the team to add a player, then an evaluation will be arranged. The club administrator will provide a prorated cost for the remainder of the season.

### **PDP**

The player development program is for children that are interested in increasing their skills and participation beyond that which might be available with their recreational program. It is a logical progression toward classic soccer for players in the U8, U9 and U10 categories. It is not a prerequisite for participation on classic soccer. PDP players may be cut if they are not equipped to succeed in that program. If your child does not make the PDP program, the PDP program coordinator or director of coaching can make recommendations on how to prepare for success in PDP in the future or classic. Typically that would include events like camps, recreational play, more free play, and other play opportunities. However, since each player is evaluated independently, that evaluation can identify the areas requiring development.



## **TRAVEL POLICY**

PDP Teams are not permitted to travel without special permission of the Director of Coaching. U11 teams are discouraged from traveling out of state. Other classic teams occasionally travel to other parts of Oregon or out of the state. It is critical for safety and risk management along with maintaining the reputation of Willamette United that travel be carefully planned.

Dress code—teams will travel wherever possible dressed in a travel uniform determined by the coach or manager prior to the travel that is consistent with the duration and method of travel. For example, the team can travel in training t-shirts and jeans. The team is represented well by a uniform appearance and accountability is enhanced.

Behavior—prior to departing coached will review the player code of conduct with the team. Additionally, any additional considerations for behavior will be reviewed. Coaches should be very clear with their players of the high standards expected of behavior.

Travel—wherever possible players and coaches or chaperons should occur together by the safest and most reasonable means possible.

Motor vehicle travel—when travel is to be done by vehicle, planning should occur to ensure that safest routes are taken, vehicles are of appropriate design to ensure the safety of passengers, and driver rest periods are enforced.

## **DISCIPLINE DURING TRAVEL**

Prior to travel, coaches will discuss with their team's parents and players the implications of misconduct and the possibility that a child might be sent home immediately at additional cost to the parents of the child. By participating in the travel play, the parents of the child accept this additional cost and agree to immediate payment to the club for any costs that might be incurred. Clear communication is critical to preventing problems.

### **International Travel**

Any international travel (except to British Columbia) by teams will require a comprehensive written plan to be submitted to the executive board for approval. International travel planning will contain all manner of details including a budget, diplomatic issues, health considerations, governing body coordination, and safety plan.

## **TEAM MANAGERS**

a. One of the things that distinguishes the classic program from the recreational program is the importance and role of the team manager. The team manager is critical to the success of the classic program and to the success of each team. Team managers are registered with OYSA and receive the same mailings as the coach.

b. Selection: The team manager is chosen from among parent volunteers when teams are selected and formed. The primary responsibilities of the team manager are to serve as a communication link between parents and coach and to assist with the administrative details of running the team. The team manager also receives information from the club administrator regarding administrative requirements of the classic program.



c. Communication with Coach: The team manager and coach determine what assistance is needed and identify the activities requiring support. They will clarify which duties the coach, the team manager, and parent volunteers will handle. The team manager is responsible for coordinating the various team activities and finding the appropriate help when needed.

d. Communication with Players and Parents: Early in the season, team managers should establish a workable communication system to inform team members and parents of practice and game changes and any other information. This can be done in the form of a phone tree, email list, or a contact person can be designated for team members to call for information. Team managers should also provide a roster with names, emails, phone numbers and a schedule of games, directions to away games, carpool information, etc.

e. Team Funds: The team manager is responsible for handling deposits and disbursements of team funds with the Club Administrator (see Section 10). Team managers or a designee will gather funds for tournaments not included in the standard classic fees and deliver those to the club administrator for the club to pay those fees.

f. Uniforms: Team managers are responsible for handling uniform orders for their team with the Willamette United club administrator.

g. Player Cards. Managers are responsible for preparing and coordinating players cards preparation and official team rosters.

## **VII. COACHING**

### **COACHING TRAINING**

In order to provide the best possible coaching experience the club provides training opportunities to coaches that include licensing. Ideally every coach would have their USSF "E" License and the coaching module for the age or ages of children they are currently coaching. The club will continue to set aside monies to support coaching education as needed. Coaches wishing to attend classes that have a cost not automatically covered by the club or OYSA should apply for coverage before attending the training to the club DOC. At the successful completion of the training the cost is then returned to the coach by Willamette United.

### **COACH PARENT COMMUNICATION**

All coaches, whether classic or recreational program, will have a minimum of one coach parent meeting per year. This meeting should occur shortly after the team is formed. Additional meetings should be scheduled as needed and are encouraged. Coach parent meetings provide an excellent way for parents and coaches to communicate if they are properly managed.



Communication with parents is very important to Willamette United. Coaches should inform players and parents the following:

- Goals for the upcoming season.
- The coach's philosophy for the team and individuals.
- Parent conduct and support expectations.
- Tournaments and other team functions, with the greatest possible detail about critical dates.
- Player commitment expectations. Coaches must ensure that parents are notified of any changes as soon as the information becomes available.

### **COACHES AND SOCIAL MEDIA COMMUNICATION**

Willamette United coaches will NOT connect with children directly on ANY social media platforms. If a player wants to connect with a coach through social media those children should be directed to "like" or "link" to the club's official social media accounts.

Coaches will NOT post any pictures of any child/player on either

### **COACHING IN THE RECREATIONAL PROGRAM**

The Office Staff works with the Recreation Director to recruit and register Volunteer Coaches. All volunteer coaches must fill out Background Disclosure Statements in order to be confirmed as a team coach. WUSC Board of Directors reserves the right to refuse coaching assignments to anyone it deems not fit to coach in the program. Recreational coaches will be held to the same code of conduct as all coaches. The Recreation Director and staff will schedule training as necessary for volunteer coaches. Recreational coaches must complete a background check and all required medical training.

Coaches of Recreation Teams will not be allowed to choose their teams nor will they be paid for their time coaching their team.

### **COACHING CONSIDERATIONS WITH REGARD TO MEDICAL EMERGENCIES AND FIRST AID**

Willamette United strongly encourages all coaches to pursue first aid and CPR training.

- a. In the event of a medical emergency, appropriate action must be taken immediately. Coaches are strongly encouraged to have a phone nearby in order to quickly activate the emergency medical system.
- b. It is recommended that each coach and/or program administrator have a first aid kit on the field at all times. The first aid kit should include, but is not limited to: (a) Antiseptic wipes (b) Tweezers (c) Scissors (d) Band-Aids (e) Roll gauze (f) Triangular bandage (g) Instant cold packs (h) Eye pads (i) Feminine pad (for heavy bleeding) (j) Ace bandages and plastic bags (for ice) (k) Adhesive Tape (l) Latex Gloves (several pairs) (m) Plastic trash bags (n) Small bottles of Hydrogen Peroxide and Distilled Water (o) Tube of Antibiotic Ointment (p) Spray bottle containing a solution of 1:10 chlorine bleach to water



c. All Medical Release forms must be on the field at all times during practices and games. Make sure that emergency phone numbers are listed.

d. All coaches should go through the appropriate concussion training and protocol.

e. We ask all WUFC coaches to report any player injury that requires attention from a medical professional (Doctor, nurse, nurse practitioner etc). If a player visits a medical facility or is given attention by a medical professional, we ask that the player's coach and or parent complete a WUFC injury report form. (Found in the resources section of the club's web site.) Please turn the completed form into the club administrator by email or in person. (The club administrator's contact info can always be found on the club's web site.) We ask that an injury report form be completed and turned into the club within 48 hours of when an injury occurs. There are hundreds of soccer games happening every weekend and the club relies on our coaches and parents to report injuries. By collecting the injury report form, the club is able to follow up with information, return to play materials and safety questions. By tracking soccer related injuries we are better able to serve our membership.

### **COACHING PROCEDURES RELATED TO BLOOD**

Willamette United requires that coaches act to prevent exposure of players to other player's blood.

a. The first concern is always to make sure the player is not seriously injured. Never move a player that may have internal injuries. If serious injury is suspected, clear the field and summon medical help. It is recommended that standby medical help be present at all tournaments.

b. If it will not hurt the player more, remove him/her from the field to the sidelines away from spectators.

c. Carry plastic bags at all times in the coach's bag. These bags should be large enough to carry a uniform and shoes. It is also recommended that rags be carried and a spray bottle containing a 1:10 solution of chlorine bleach and water for wiping up surrounding areas. All tainted grass should be sprayed with the solution. A separate bag should include all contaminated articles including bandages, rags, wipes, etc. This bag should be tied off and placed in a covered container.

d. Referees will not allow a player on the field with a uniform that has blood on it. It is recommended that extra clothing be carried as a precaution. Many referees will allow a T-shirt of the same color as the jersey to be worn should an accident happen.

### **SOCIAL MEDIA POLICY.**

#### **PURPOSE**

Social media offers the opportunity for people to gather in online communities of shared interest and create, share or consume content. As a member based organization, Willamette United Football Club (WUFC) recognizes the benefits of social media as an important tool of engagement and enrichment for our members.



Our number one goal, as a club, is to protect our members from inappropriate use of social media platforms when associated with WUFC. The safety of our members is our top priority. It is also important that the reputation of WUFC, its affiliated associations and clubs and the sport generally is not tarnished by anyone using social media tools inappropriately, particularly in relation to any content that might reference WUFC.

When someone clearly identifies their association with WUFC, and/or discusses their involvement in the organization in this type of forum, they are expected to behave and express themselves appropriately and in the ways that are consistent with WUFC's stated values and policies.

This document aims to provide guiding principles to follow when using social media. Because the membership at WUFC is comprised of children we expect our staff, coaches and membership to follow basic levels of appropriate behavior and communication. Appropriate communication and content will be defined by the club's Board of Directors and this policy guide.

In the case of inappropriate posts by a club member, the club will eliminate any connection with the offending party's social media account(s). WUFC staff and coaches may face disciplinary action if inappropriate behavior or communication is found on social media platforms. The action of our employees reflects directly to our club and thereby impacts the children we care for.

What you write is your responsibility. Parents and players are personally responsible for the content of their posts. Neither players nor parents, nor others affiliated with Gretna Soccer Club may engage in conduct through social media which would otherwise violate the substantive provisions of Gretna Soccer Club's Parent and Player Affiliation Handbook were they to engage in the same conduct or make such statements directly or indirectly other than through social media.

## **SCOPE**

This policy applies to WUFC Members and the staff and coaches of WUFC.

This policy covers all forms of social media. Social media includes, but is not limited to, activities such as:

- Maintaining a profile page on social or business networking sites (such as LinkedIn, Facebook, Shutterfly, Twitter and Instagram);
- Content sharing including Flickr (photo sharing) and YouTube (Video Sharing);
- Commenting on blogs for personal or business reasons;
- Leaving product or service reviews on retailer sites or customer review sites;
- Taking part in online votes and polls;
- Taking part in conversations on public and private web forums (message boards); or
- Editing a Wikipedia page



The intent of this policy is to include anything posted online where information is shared that might affect members, colleagues, sponsors or WUFC as an organization and the reputation of the sport in general.

## **GUIDING PRINCIPLES**

The web is not anonymous. WUFC Members and staff should assume that everything they write can be traced back to them.

Due to the unique nature of WUFC, the boundaries between a WUFC Member and staff's profession, volunteer time and social life can often be blurred. It is therefore essential that staff and members make a clear distinction between what they do, think or say in their capacity as a staff member or Member of WUFC. WUFC considers all staff members and Members of the organization as its representatives.

When using the internet for professional or personal pursuits, all staff and Members must respect the brands of WUFC, all Association Members, other staff and members and anybody else involved in our sport and follow the guidelines in place to ensure that sport's intellectual property or its relationships with sponsors and stakeholders is not compromised (see "Branding and Intellectual Property" below) or the organization is brought into disrepute.

## **USAGE**

For WUFC Members and staff using social media, such use:

- Must not contain, or link to, libellous, defamatory or harassing content – this also applies to the use of illustrations or nicknames;
- Must not comment on, or publish information that is confidential in anyway;
- Must not bring the organization or the sport into disrepute; or

For WUFC staff using social media, such use must not interfere with work commitments.

## **BRANDING AND INTELLECTUAL PROPERTY**

It is important that any trademarks belonging to WUFC, are not used in personal social media applications, except where such use can be considered incidental – (where incidents is taken to mean "happening in subordinate conjunction with something else").

## **OFFICIAL WUFC BLOGS, SOCIAL PAGES AND ONLINE FORUMS**

When creating a new website, social networking page or forum for staff, Association Members, Football Clubs, competitions or Members generally, care should be taken to ensure the appropriate person has given permission to create the page or forum. We do NOT want staff or members creating WUFC branded pages or accounts.





Similarly, appropriate permissions must be obtained for the use of logos or images. Images of children may only be used if the child is a registered member of WUFC and their parents have NOT opted out of the image permission agreement listed within the WUFC registration process. If a parent changes their mind, and later denies permission to have their child appear on WUFC social media accounts the club will make their best effort to remove the images in question as quickly as possible.

## **RULES**

For official WUFC blogs, social pages and online forums:

- Posts must not contain, nor link to pornographic or indecent content
- Posts must not contain sexist, racist, obscene or profane material of any kind.
- Posts must not contain any comment or image that degrades, demeans, or attacks any person, school group, team or club.
- Posts must not contain any content relating to acts in violation of any federal or state laws.
- WUFC athletes will not post material that reflects negatively on themselves, their team or WUFC.
- Posts must not contain any content that reflect a political opinion unless the political opinion benefits the good of the whole club as agreed upon by the Board of Directors. For example the club may choose to support a local bond measure or school board member that benefits the well being of the club.
- Some hosted sites may sell the right to advertise on their sites through “pop up” content which may be of a questionable nature. This type of hosted site should not be used for online forum or social pages as the nature of “pop up” content cannot be controlled
- WUFC employees must not use WUFC online pages to promote personal projects
- All materials published or used must respect the copyright of third parties.

## **CONSIDERATION TOWARDS OTHERS WHEN USING SOCIAL NETWORKING SITES**

Social networking sites allow photographs, videos and comments to be shared with thousands of other users. WUFC Members and staff must recognize that it may not be appropriate to share photographs, videos and comments in this way.

For example, there may be an expectation that photographs taken at private WUFC events will not appear publicly on the Internet. In certain situations, WUFC staff or Members could potentially breach the Privacy Act or inadvertently make WUFC liable for breach of copyright.



WUFC Members or staff should be considerate to others in such circumstances and should not post information when they have been asked not to or consent has not been sought and given. They must also remove information about another person should they be asked to do so.

Under no circumstance should offensive comments be made about WUFC, staff and WUFC Members online.

### **BREACH OF POLICY**

WUFC will continually monitor online activity in relation to the organization and the sport. Detected breaches of this policy should be reported to WUFC.

If detected, a breach of this policy may result in disciplinary action from WUFC under the WUFC Constitution and By-Laws. A breach of this policy may also amount to breaches of other WUFC governing documents including its constitution, by-laws and other policies. This may involve a verbal or written warning or in serious cases, termination of employment or engagement with WUFC including suspension of membership.

### **POSTING GUIDELINES**

- **THINK FIRST** – Before you post anything be aware that once you post, it is available and viewable to anyone, anytime, anywhere in the world. The moment you put content in cyber space, it is out of your control – even if you limit access to your account. Is your post something you'd want your mother, father, and grandparents to see or have broadcast on ESPN?
- **FREEDOM OF SPEECH** - Be sure to not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is NOT unlimited. Social media is not a place where you can say and do whatever you want without repercussions.
- **STRIVE FOR ACCURACY** – Get your facts straight before posting them to social media. Don't start rumors or post anything you are not 100% sure of. Review all of your content for grammatical and spelling errors. Don't make yourself sound uneducated.
- **BE AWARE OF LIABILITY** – At all times, you are responsible for what you post on your own site and the sites of others. You can be held liable for anything deemed to be copyright infringement, defamatory, proprietary, libel or obscene (as defined by the courts). Be sure what you post today does not come back to haunt you tomorrow.
- **PHOTOS** - Again, you are responsible for anything you post including pictures. DO NOT post pictures of anyone other than yourself unless you get their permission. Photos of drinking activities or other inappropriate photos will not be tolerated. The first place college coaches and future employers look when you apply is your social media accounts.
- **BE YOURSELF** – Never pretend to be someone else. Tracking tools make it possible to find out who posted anonymously. Even if you delete a post or comment, it can still be found.



- **CORRECT MISTAKES** – If you make a mistake when posting, admit it. Be upfront and be quick with your correction, don't wait three days to correct something. Also, monitor your teammates. If you see a post that's borderline, encourage them to delete it.

## **SAFETY & PRIVACY**

- Never post anything in relation to your home address, local address, phone number(s), date of birth or other private information. Always exercise caution when posting your whereabouts or plans for the night.
- Be aware of who you add as a friend / connection– many people are looking to take advantage of student-athletes. Furthermore, at WUFC we expect that our coaches and players will not be “friends”, connections or have any interaction with one another on social media. If a player wants to “connect” with a coach encourage the player to connect through approved CLUB ACCOUNTS.
- Protect yourself at all times. While you want to be honest about yourself, don't provide anything that scam artists or identity thieves could use against you.
- Maintain privacy at all times, especially with pictures. Don't discuss or recreate the scene from a picture you post involving names of the pictured individuals.

## **CONSULTATION OR ADVICE**

This policy has been developed to provide guidance for WUFC Members and staff in a new area of social interaction. WUFC Members and staff who are unsure of their rights, liabilities or actions online and seek clarification, should contact the WUFC Board of Directors.

## **WEATHER CONSIDERATIONS**

Willamette United requires that coaches consider the effects of the weather on the safety and health of their players at all times. It is critical the coaches, whether during a game or during practice remain cognizant of efforts they should take to mitigate the effects on the players.

In the case of a weather issue it is the club and coach's responsibility to communicate as early as possible if their are cancellations or special circumstances to consider. We will use Bonzi Team, email and social media to communicate any weather related issue as early as possible.

## **HEAT**

Heat causes players to become dehydrated and sunburned. Coaches should make sure that their players have sufficient intake of water and that additional water be available as the temperature increases. Temperatures could reach a point where safety cannot be assured in which case activity should stop. If there is a heat related emergency, emergency medical response should be activated immediately and first aid applied. Coaches also need to monitor that their players are wearing protective sunscreen to prevent sunburn. Also clothing, hats and shading should be considered as components to sun protection efforts.

It is the coach's responsibility to make sure extra water breaks are provided during games in severe heat by working with the game's referee.

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Practices will be canceled if the temperature in the weather forecast exceeds 95 degrees. If the practice is scheduled on a turf field it will be canceled if the weather forecast exceeds 92 degrees.

### **COLD**

Coaches must monitor dropping temperatures to ensure that cold injuries are not incurred. Especially when exercising players come off the field for a break or end of session, proper transition to clothing to protect the player should be ensured. Teams playing during the winter should ensure that all players have hats, gloves and other equipment so that they can stay warm as needed.

In the case of ice and snow the club may see fit to cancel events so our members are not put in danger driving in bad conditions.

### **LIGHTNING**

Teams exposed to lightning effects should immediately move to cover and should remain protected until the lightning effects have passed completely. Rule of thumb is that play may continue if 20 minutes has passed since the last lightning is seen.

### **SEVERE RAIN**

In the event of heavy rain over a long period of time, practices may be canceled. Heavy use on fields that have been water-logged may damage fields beyond repair. In some cases Willamette United does NOT control fields. In some cases the school district or cities may close facilities.

### **REFUNDS FOR GAMES CANCELED**

If any games are canceled due to circumstances out of the club's control including but not limited to lightning, ice, field closure due to rain etc. there will be no refunds given. The club will make a reasonable effort to reschedule any canceled game but if the game can not be rescheduled due to circumstances out of the club's control there will be no refunds.