



***Policy
And
Procedures***

Westside Soccer Club, Inc.
Policy and Procedure

Content Page

Membership 3.0	P.3
Board of Directors 4.0.....	3
Officers 5.0.....	3
Secretary.....	3
Registrar.....	3
Finance 6.0.....	3
Meetings 7.0.....	4
Elections 8.0.....	4
Removal of Officers, Board or Participating Members 9.0.....	4
Amendments 10.0.....	4
Advisory Board 11.0.....	4
Finance Committee 12.0.....	4
Parental Advisory Committee 12.1.....	4
Referee Committee 12.2.....	4
Coaching Committee 12.3.....	5
Facilities and Equipment Committee 12.4.....	5
Public Relations Committee 12.5.....	5
Concessions Committee 12.6.....	5
Procurement.....	5
Contracts.....	6

Westside Soccer Club, Inc.

Policy and Procedure

Membership 3.0

Westside Soccer Club will maintain membership in the Southwest Citizens Planning and Advisory Commission (C-PAC). *1/15/1998*

The coaches Code of Conduct will now apply to all volunteers within the Club. *11/19/1998*

Board of Directors 4.0

Officers 5.0

Secretary

Board is allowed to e-vote. *4/23/09*

E-votes: Motion will be sent to the secretary of the board by the president. Secretary will disseminate to full board via email and read file with motion and deadline. Board members need to confirm read file when opening. E-votes need to be open a minimum of 3 days with summary sent out after the close of the e-vote. For E-votes to be considered valid, they must have a quorum. The vote will stand as any other vote. Summary is to be announced at next board meeting and put in the minutes. E-votes should be used for items that need votes prior to the board meeting and waiting would hinder the Club's progress.

Registrar

The club's mailing list is not to be distributed outside of the club. *11/19/1998*

Starting with spring of 2001, Westside Soccer Club will charge a full registration fee for players that want to dual roster. *8/31/2000*

Any family with an outstanding balance from the previous season will be allowed to register for the current season, however their child will not be placed on a team until the previous season's balance is paid in full. *7/22/2004*

Uniforms will not be issued to recreational players until registration has been paid. *2007/2008, 4/23/09*

Finance 6.0

For purchases of \$500.00 or more Westside Soccer Club should get a minimum of three bids. *1/15/1998*

Westside Soccer Club, Inc.

Policy and Procedure

A refund to a player withdrawing from Westside will be paid as follows: 100% before the rosters have been distributed, 50% after the rosters have been distributed and no refund after the first match. *7/22/2004*

At the AGM of Florida Youth Soccer Association, Westside Soccer Club, Inc. will pay for room, meals, gas, tickets for a Board member and a spouse, and Friday night activities only for their children. *03/25/04, revised 9/25/09*

A purchase order form for club purchases must be used for everything except consumables purchased by the field, office or concessions. The same person may not request and approve the purchase order. *9/22/2005*

Meetings 7.0

Elections 8.0

The nominating committee should consist of a representative from each age division plus a Board member. *3/5/1998*

Removal of Officers, Board or Participating Members 9.0

If an officer or board member should miss three consecutive meetings they may be removed from office. *05/20/04*

Amendments 10.0

Advisory Board 11.0

Finance Committee 12.0

Parental Advisory Committee 12.1

Referee Committee 12.2

Westside Soccer Club will pay for referees for each team to play up to ten (10) games. *6/24/1999*

Westside Soccer Club will pay for additional two- (2) games (ref fees) for the advanced division. *2/24/2000 revised 8/24/2006*

Any referee who works a minimum of three games on any given day will receive a ticket good for a hot dog/hamburger, chips and cola from the concession stand. *8/26/2004*

Westside Soccer Club will only pay for the games scheduled by the league or by the club.

Westside Soccer Club, Inc.

Policy and Procedure

8/24/2006

WSC will use only one referee on the field in the U7, U8, U10 academy and in-house. U5 and 6 will no longer use referees. Coaches will take turns with each half to benefit the children. *5/21/09*

Coaching Committee 12.3

Coaches must have their volunteer forms filled out and signed before they can receive their rosters. *3/5/1998 revised 7/22/2004*

All coaches will be required to sign a Code of Conduct that will include action steps for violation. *4/30/1998*

The coaching committee will approve all coaches with the final approval being that of the Board. *6/25/1998*

A head coach will not have to pay for his first child to play per team coached. *5/12/2000 revised 7/22/2004*

Westside Soccer Club recreational coaches are required to play every player a minimum of 50% of each match. The exception being missed practice, illness and discipline. *1/17/2006*

U10 in-house academy teams will not play with offsides. *5/21/09*

Facilities and Equipment Committee 12.4

The Facilities and Equipment Coordinator must first approve the borrowing of equipment owned by Westside Soccer Club by anyone inside or outside the club. *1/4/2001*

Public Relations Committee 12.5

Westside Soccer club will maintain an updated website for the privilege of all members year round. Website will provide services to all members and divisions.

9/30/1999 revised 7/22/2004, 4/23/09

Concessions Committee 12.6

Procurement

All in house teams will have the same style uniforms. *5/28/1998*

Modification of the uniforms should not be done in a way to overshadow the club's logo. Team logos must be the same size or smaller than Westside Soccer Club's logo. *3/4/1999*

Contracts

Westside Soccer Club, Inc.

Policy and Procedure

All future **contracts** must be submitted to the Board for approval & must be signed by two (2) officers, one being the treasurer if finances are involved. *9/22/2005*

Down below will be the new format of P&P.

- Select Team Accounts.

Westside Soccer Club, Inc.
Policy and Procedure



WESTSIDE SOCCER CLUB
POLICIES AND PROCEDURES

SELECT TEAM ACCOUNTS

Policy # _____
Created__ (Date) __

Purpose: To provide policy on select team funds collected and expenses paid by team players' parents.

Equipment expenses should be no more than \$20 per player per year for bibs, balls, and cones. Sponsorship should be used first for these items.

For tournament related expenses, if the head coach is a volunteer with a child on the team then the coach pays his own way because he/she would normally incur these costs. If the head coach is a volunteer without a player on the team, then the room cost and travel expense (gas) can be absorbed by the entire team as part of the tournament fees and expenses, but only if voted and approved by the parents. No daily per diem or coach payments are allowed.

Only up to two tournaments per season are allowed for the above absorbed costs, if the team elects to participate in more than two tournaments in a season then no coach related costs will be absorbed by the team.

Team level fundraising is SOLELY used for offsetting tournament related costs. And all team level fundraising efforts shall be presented to the board for approval.

All funds collected and paid at a team level WILL be managed through a club level team account with oversight by the Club Treasurer to allow for accountability and traceability in the event of an audit.

Westside Soccer Club, Inc.

Policy and Procedure



WESTSIDE SOCCER CLUB POLICIES AND PROCEDURES

Volunteer Coordinator

Policy # _____

Created: 3/5/2010

Purpose: To establish a volunteer coordinator that will recruit, oversee, coordinate and manage our volunteers to support the needs of our soccer club. The Volunteer Coordinator will help the Westside Soccer Club Board, event coordinators and other coordinators to get volunteers to help out in club taskings and functions. Community volunteerism is the backbone of our organization and we always need additional help with big and small tasks.

Responsibilities:

The Volunteer Coordinator is responsible for the following:

- Coordinating the recruitment of volunteers for specific functions as required by the club.
- Work with the President and the Board to identify, communicate and coordinate volunteer responsibilities.
- Work with the President to plan and execute volunteer appreciation activities.
- Communicate early and often with the WSC Board and all coordinators to determine the level of help they need in the coming year.
- Create tracking method for parents to report the hours they have worked for the Club

Requirements:

- A positive attitude when working with parents, coaches and children.
- Fantastic communication, leadership and organization skills.
- A commitment to the goals and volunteer needs of the Westside Soccer Club.
- The person should plan on attending most monthly board meetings.

Identify the Needs:

Westside Soccer Club, Inc.

Policy and Procedure

- Beginning in June or July, work with the Board to identify the upcoming year's position openings and needs.
- Ask all board coordinators to identify events planned for the coming year and the number and type of volunteers needed to assist with the events.
- Update the Team Volunteer Roster (spreadsheet or other mechanism) to be ready for the new year.