

**Patriot Soccer Club
Bylaws and Policies**

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(Date) denotes fiscal year of latest revision

ARTICLE 1: NAME AND OFFICES

Section 1a. Name. The name of this Corporation is the Patriot Soccer Club.

Section 1b. Offices. The principal office of the Patriot Soccer Club shall be located in the Town of Gray, Cumberland County, Maine, or at such other office, either within the State of Maine, as the Executive Committee may determine, or as the affairs of the Patriot Soccer Club may require from time to time.

ARTICLE 2: AFFILIATION

Section 2a. Affiliations. The Patriot Soccer Club shall maintain affiliations with SoccerMaine, United States Soccer Federation (USSF,) United States Youth Soccer Association (USYSA), United States Amateur Soccer Association (USASA) and other soccer-related groups as appropriate.

Section 2b. Precedence. The USSF and SoccerMaine Articles of Incorporation, bylaws, policies, and requirements take precedence over and supercede the governing documents and decisions of the Patriot Soccer Club and its members to the extent applicable under Maine state law. The Patriot Soccer Club and its members will abide by those Articles, bylaws, policies, and requirements of SoccerMaine and USSF.

Section 2c. Governing Documents. The Club Bylaws, policies, and other governing documents will be provided annually to SoccerMaine as required.

ARTICLE 3: PURPOSE

Section 3a. Purpose. The Corporation is organized and shall at all times be operated exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or the corresponding provision of any future United States Internal Revenue Law).

Within these restrictions, the Corporation is organized for the following specific purposes:

3a1. to develop, promote, serve and administer the game of soccer in Gray/New Gloucester;

3a2. to encourage, support and assist in the players development in competitive soccer programs in Gray/New Gloucester for youth players of all ages;

3a3. to encourage, support and assist in the growth and development of tournaments for teams of all ages, sexes and playing abilities in Maine;

3a4. to provide education, training and licensing opportunities for players, coaches and referees participating in the game of soccer in Gray/New Gloucester, and

3a5. to do any and all other acts necessary or desirable in the furtherance of the foregoing purposes and for the good of soccer.

Section 3b. Powers. To affect the foregoing purposes of this corporation, the Patriot Soccer Club shall have such powers as are conferred upon non-profit corporations provided that:

1. this corporation shall possess any and all powers granted to it under the laws of the State of Maine which are necessary and expedient to carry out the purposes set forth in Article 3a, but shall not possess or exercise any powers which would (a) cause the corporation to be ineligible for exemption from income tax under Section 501(c)(3) of the United States Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) or (b) cause contributions to the Corporation to be ineligible for deduction under Section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law);

2. no part of the net earnings of the Corporation shall inure to the benefit of or be distributed to any member, Director, Officer of the Patriot Soccer Club or private individual (except that reasonable compensation may be paid for services rendered to or for the Patriot

Soccer Club affecting one or more of its purposes). No member, Director, Officer of the Corporation or private individual shall be entitled to share in the distribution of any corporate assets upon dissolution of the Patriot Soccer Club;

3. no substantial part of the activities of the Corporation shall be devoted to the carrying on of propaganda or otherwise attempting to influence legislation (except to the extent permitted by section 501(h)) in a manner or to an extent which would disqualify the corporation for tax exemption under section 501(c)(3). The Corporation shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office;

4. the affairs and business of the Corporation shall be managed and conducted by the Executive Committee, who shall serve as the Board of Directors under Title 13-B of the Maine revised Statutes Annotated, and shall be nominated and elected by the incorporator immediately upon the organization of the corporation and who shall act as the Directors of the Corporation until the election of their successors as provided in the Bylaws of the Corporation. The qualifications, elections, number, tenure, powers, and duties of the members of the Board of Directors shall be provided in the Bylaws;

5. in the event the Corporation is a private foundation as that term is defined in Section 509 of the Internal Revenue Code, then notwithstanding any other provisions of the Article of Incorporation or the Bylaws of the Corporation, the following provisions shall apply:

5a. the Corporation shall not engage in any act of self-dealing as defined in Section 4941(d) of the code.

5b. the Corporation shall make distributions for each taxable year at such time and in such manner so as not to become subject to the tax on undistributed income imposed by Section 4942 of the code.

5c. the Corporation shall not retain any excess business holdings as defined in Section 4943 of the code.

5d. the Corporation shall not make any investments in such manner as to subject it to tax under Section 4944 of the code.

5e. the Corporation shall not make any taxable expenditures as defined in Section 4945(d) of the code.

6. in the event of the liquidation, dissolution, or winding up of the affairs of the Corporation, whether voluntary, involuntary, or by operation of the law, the Board of Directors shall, except as may be otherwise provided by law, transfer all the assets of the Corporation in such a manner as the Directors, in exercise of their discretion, may by a majority vote determine; provided, however, that any such distribution of assets shall be calculated to carry out the objectives and purposes of the Corporation; and, provided further, that all such distributions must be to one or more organizations (a) which are exempt from tax as organizations described in Section 501(c)(3) of the Code, and (b) contributions to which are deductible under the provisions of Sections 170, 2055, and 2522 of the Code;

7. the Board of Directors shall have power to make, alter, amend, and repeal the Articles of Incorporation or the Bylaws of the Corporation by vote of a majority of all of the Directors at any regular or special meeting.

ARTICLE 4: COLORS

Section 4a. Colors. The representative colors of the Patriot Soccer Club shall be red and black.

ARTICLE 5: MEMBERSHIP

Section 5a. Requirements for Membership:

1. Players. Before an individual may be admitted as a member player, the individual, or the individual's parent or guardian in the case of a minor, must submit a written and signed registration/application on a form approved by the Patriot Soccer Club, pay to the Patriot Soccer Club the appropriate fee(s), submit proof of age and otherwise comply with any additional requirements as shall be established by the Patriot Soccer Club.

2. Coaches, trainers, managers, administrators, or officials. Before an individual may be admitted as a member coach, trainer, manager, administrator, or official, the individual must submit a written and signed registration application on a form approved by the Patriot Soccer Club, submit proof of age and otherwise comply with any additional requirements as shall be established by the Patriot Soccer Club and SoccerMaine.

Section 5b. Renewals. Any member player, member coach, trainer, manager, administrator, or official in good standing may renew membership in the Patriot Soccer Club by complying with the re-registration/renewal procedures as established by the Board of Directors. All applications are treated as new requests. Previous years' decisions or credentials do not carry forward.

Section 5c. Non Discrimination. Membership in the Patriot Soccer Club shall not be denied to any individual because of race, color, age, religion, national origin, ethnic identity, parental or marital status, sex or sexual orientation. The Patriot Soccer Club shall adopt and follow SoccerMaine policies prohibiting sexual and physical abuse.

Section 5d. Rights and Privileges. The rights and privileges of any member player, member coach, trainer, manager, administrator, or official, member club or member league may be suspended for cause by majority vote of the Executive Committee.

ARTICLE 6: MEETINGS

Section 6a. Annual General Meeting. The annual general meeting of the Patriot Soccer Club shall be held prior to the Club's award banquet at such time and place within the State of Maine as may be determined by the Executive Committee. Actions and policies adopted by the Executive Committee shall be reported to the membership at the Annual General Meeting.

1. Notice and Agenda. At least ten (10) calendar days before the annual general meeting, the secretary shall give written notice and agenda of the meeting to the members of the Board of Directors. The notice and agenda sent by e-mail to the appointed representative is sufficient to comply with this requirement.

2. Quorum. A quorum shall be necessary to conduct business. A quorum shall be declared if there are four (4) or more executive committee members present.

3. Voting. All decisions may be accomplished by a simple majority vote of those members in good standing who are properly represented. The method of voting shall be at the discretion of the presiding officer. Proxy voting shall not be allowed. Any questions or disputes concerning the validity or results of any vote shall be submitted to the incumbent Executive Committee for a determination. Their decision shall be conclusive, final and binding on all parties.

Section 6b. Special Meetings. A special meeting of the Patriot Soccer Club shall be called at the discretion of the president or at the request of a majority of the executive committee.

1. Notice and Agenda. The notice of special meeting shall be provided in writing to the membership not less than five (5) calendar days before the meeting. The notice shall state the reasons for the calling of the meeting, the business to be transacted and by whom the meeting was called. No other business except that described in the notice may be transacted at the meeting without the unanimous consent of all member clubs and member leagues in good standing who are present and represented at the meeting.

2. Quorum. A quorum and shall be necessary to conduct business. A quorum shall be declared if there are four (4) or more executive committee members present.

3. Decision Making. Each executive committee member shall have one vote. The act of a simple majority present and voting in the meeting at which a quorum is present shall constitute an act of the Board of Directors except where the by-laws or the laws of Maine require a greater majority. The Executive Committee may also act by unanimous written consent.

Section 6c. Monthly Club Meetings. Monthly meetings of the Patriot Soccer Club shall be scheduled in the first quarter of the calendar year and approved by a majority vote of the Executive Committee.

1. Notice and Agenda. The notice of monthly meetings shall be provided in writing to the membership not less than five (5) calendar days before the meeting. The notice shall provide a tentative agenda.

2. Quorum. A quorum shall not be required to conduct business.

3. Decision Making. Each executive committee member shall have one vote. The act of a simple majority present and voting in the meeting at which a quorum is present shall constitute an act of the Board of Directors except where the by-laws or the laws of Maine require a greater majority. The Executive Committee may also act by unanimous written consent.

4. Attendance. Officers and Directors are highly encouraged to attend all Monthly Club Meetings as decisions that will directly effect their players and/or team will be discussed and decided upon. Excessive absenteeism is just cause for discipline, suspension, or removal.

ARTICLE 7: BOARD OF DIRECTORS

Section 7a General Powers and Number of Officers and Directors. The Board of Directors shall be comprised of Officers and Directors. The affairs of the Patriot Soccer Club shall be governed by its Executive Committee.

Section 7b Officers. The total number of Officers shall not be less than five (5), and not more than nine (9) and shall consist of the following:

- President
- Past President
- Vice President
- Director of Coaching & Player Development
- Director of Competition / Referee Co-ordinator
- Club Advisor
- Treasurer
- Secretary / Club Administrator
- Communications Director

Section 7c. Directors. The number of at-large directors may be fixed at the sole discretion of the Officers by majority vote of the Executive Committee at any meeting of the Patriot Soccer Club. The at-large directors include the Registrar and Volunteer Co-ordinator as well as the head coach of each team.

Section 7d. Election and Term of Office. The members shall elect Officers to succeed those whose terms are expiring at the Annual General Meeting. Officers shall hold office for one year after their election or until their successors shall have been duly qualified and elected.

Section 7e. Decision Making. Each Officer shall have one vote. The act of a simple majority present and voting in the meeting at which a quorum is present shall constitute an act of the Board of Directors except where the by-laws or the laws of Maine require a greater majority. The Executive Committee may also act by unanimous written consent. The Board of Directors may also make such rules and regulations concerning the conduct of its business as it may, in its discretion, determine appropriate.

- Section 7f.** **Vacancies.** Any vacancy occurring in the Board of Directors shall be filled by the affirmative vote of a majority of the remaining Officers/Directors or, at their discretion, a special meeting of the Patriot Soccer Club may be convened to fill a vacancy. A person elected or appointed to fill a vacant position shall serve as a Director in that position for the balance of the unexpired term of his or her predecessor in office. A directorship to be filled by reason of an increase in the number of Officers/Directors shall be filled by affirmative vote of the membership at a general meeting of the Patriot Soccer Club.
- Section 7g.** **Removal.** Directors may be removed in the same manner as Officers in accordance with the provisions of these by-laws.
- Section 7h.** **Compensation.** Directors as such shall not receive any stated salaries for their services, but by resolution of the Board of Directors, the expenses of attendance, if any, may be allowed for attendance at each regular or special meeting of the Board; nothing herein contained shall be construed to preclude any Officer or Director from serving the Patriot Soccer Club in any other capacity and receiving compensation therefor.
- Section 7i.** **Meeting by Telecommunications.** Regular or special meetings of the Board of Directors or any committees of the Directors may be held by means of a conference, telephone or similar communications equipment enabling all persons participating in such a meeting to hear each other. Participation at such a meeting shall constitute presence of that person at such meeting.
- Section 7j.** **Informal Action by Board of Directors or Committees.** Any action required, or permitted by law to be taken, at a meeting of Board of Directors or any committee, may be taken without a meeting if a consent in writing sets forth the action to be taken.

ARTICLE 8: ROLES & RESPONSIBILITIES -OFFICERS, DIRECTORS, & COACHES

- Section 8a.** **Officers.** The Officers of the Patriot Soccer Club shall consist of a Past President, a President, a Vice President, Director of Coaching & Player Development, Treasurer, Secretary / Club Administrator, Director of Competition, Communications Director, Club Advisor, and such other Officers as may be elected in accordance with the provisions of this Article. Officers shall serve until their successors are duly elected. No persons shall hold more than one (1) office at any time. The Officers shall be ex officio members of the Board of Directors of the Patriot Soccer Club.
- Section 8b.** **Election and Term of Office.** The President of the Patriot Soccer Club shall be elected by simple majority at the annual general meeting. The other Officers of the Patriot Soccer Club shall be elected annually by the Board of Directors at the annual general meeting of the Board of Directors. If the election of the Officers shall not be held at such annual general meeting, such election shall be held as soon thereafter as is conveniently possible. New offices may be created at any meeting of the Patriot Soccer Club and may be filled by a majority vote of the Executive Committee.
- Section 8c.** **Vacancies.** Any vacancy in any office because of death, resignation, disqualification or otherwise may be filled, except as otherwise provided by these by-laws, by the election of a member of the Board of Directors by a majority vote of the Executive Committee for the unexpired portion of the term.
- Section 8d.** **Removal.** Any Officer elected by the Board of Directors may be removed by a two-thirds majority vote of the Executive Committee whenever, in its judgment, the best interest of the Patriot Soccer Club would be served thereby. Any person so removed may appeal to SoccerMaine within five (5) calendar days of the vote of the Board of Directors.
- Section 8e.** **President.** The president shall be the Chief Executive Officer of the Patriot Soccer Club and shall, in general, supervise and control all of the business and affairs of the Patriot Soccer Club. The President shall preside at all meetings of the Board of Directors. The President shall serve as an ex officio member on all committees of the Board of Directors. The President may sign any deeds, mortgages, bonds, contracts or other instruments which the Board of Directors has authorized to be executed except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these by-laws or by statute to some other officer or agent of the Patriot Soccer Club. Upon request, the President shall provide to the Secretary General of US

Soccer Federation an annual report on the activities of PSC and its most current annual financial statements within 90 days after the start of the Federations seasonal year. In general, the President shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors. In addition, the President or the President's designate shall represent this Patriot Soccer Club and its members with other soccer associations. The President shall have one vote on all matters except in the case of a tie when the President may cast an additional deciding vote.

Section 8f. Past President. The Past President shall serve as the Patriot Soccer Club's Tournament Director. S/he is responsible for all activities effecting this event. S/he shall abide by all Patriot Soccer Club and SoccerMaine's bylaws and policies as it relates to tournaments. The Past President shall perform such other duties as assigned by the President.

Section 8g. Vice President. In the absence of the President, or in the event of the President's inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting, shall have all of the powers and duties of the President. The Vice President shall perform such other duties as assigned by the President.

Section 8h. Director of Coaching and Player Development. The Director of Coaching and Player Development shall be responsible for ensuring adequate licensing of coaches and the ongoing education of coaches. The Director of Coaching and Player Development shall assist in the ongoing development of players through the use of training sessions, off-season play, and other methodologies as available. The Director of Coaching and Player Development is responsible for successful execution of the Code of Ethics for Coaches as adopted by SoccerMaine. Further, s/he shall evaluate each coach after observing one training session and subsequent game to ensure the coach is adhering to the spirit of the Patriot Soccer Club's policies. The Director of Coaching and Player Development shall perform such other duties as assigned by the President.

Section 8i. Director of Competition. The Director of Competition shall be responsible for the scheduling of referees for all home games for the teams representing the Patriot Soccer Club. This includes, but is not limited to, regularly scheduled home games, Club Tournament games, and other games as required. The Director of Competition is responsible for successful execution of the Code of Ethics for Coaches as adopted by SoccerMaine. The Director of Competition shall perform such other duties as assigned by the President.

Section 8j. Secretary / Club Administrator. The Secretary shall keep the minutes of the meetings of the Board of Directors and of any committees of the Board of Directors, having any authority of the Board of Directors in one or more books provided for that purpose; give all notices in accordance with the provisions of these by-laws or as required by law; be custodian of the corporate records and, if adopted, of the seal of the Patriot Soccer Club; and keep a register of the post office address of each member which shall be furnished to the Secretary by each member; and in general, have such other powers and perform all duties incident to the office of the secretary and such other duties as from time to time may be assigned to him or her by the President or Board of Directors. The Secretary shall ensure that a copy of the PSC bylaws and policies are forwarded to each Officer and Director each year. The Secretary / Club Administrator shall perform such other duties as assigned by the President.

Section 8k. Treasurer. The Treasurer shall have charge and custody of all, and be responsible for: all properties, funds and securities of the Patriot Soccer Club; receive and give receipts for moneys due and payable to the Patriot Soccer Club from any source whatsoever; deposit all such moneys and other valuable property in the name of the Patriot Soccer Club at such banks, trust companies or other depositories as may be designated by the Board of Directors; disburse the funds of the Patriot Soccer Club as may be ordered by the Board of Directors; render to the Board of Directors at the regular meetings, or whenever it may request, an account of all of his or her transactions as Treasurer and of the financial condition of the Patriot Soccer Club. The treasurer will provide monthly financial statements detailing the income and expenses of the Club at each board meeting. The treasurer shall operate within the confines of the procurement and purchasing policy of the Club. In addition, the Treasurer shall perform all of the duties incident to the office of Treasurer. The Treasurer shall perform such other duties as assigned by the President.

Section 8l. Communications Director. The Communications Director shall be responsible for all external communications of the Patriot Soccer Club. S/he will direct communications with any party who has the ability to directly or indirectly impact the Patriot Soccer Club. This includes but is not limited to; town officials, school officials, local businesses, local and regional press, and the membership of the Club. Further, s/he will be responsible for developing and distributing the Club's newsletter to its membership as directed by the Executive Committee. The Communications Director will at all times develop and maintain positive relationships with all related parties. The Communications Director shall perform such other duties as assigned by the President.

Section 8m. Coaches. All coaches will abide by the spirit of the written words contained within the bylaws and policies of the Patriot Soccer Club and SoccerMaine as it relates to, but not limited to, coaching, player development, and interaction with the game of soccer. All coaches will earn, at a minimum, SoccerMaine's "E" License, attend the Club's board meetings and coaches meetings, and actively participate in the Club's tournament. Excessive absenteeism is just cause for discipline, suspension, or removal.

Section 8n. Registrar. The Registrar is solely responsible for the complete player registration process. The Registrar shall perform such other duties as assigned by the President.

Section 8o. Volunteer Co-ordinator. The Volunteer Co-ordinator is solely responsible for the procurement and assignment of all volunteers required for the smooth operation of a first-rate soccer club. The Volunteer Co-ordinator shall perform such other duties as assigned by the President.

ARTICLE 9: INDEMNIFICATION

Section 9a. The Patriot Soccer Club shall, in all cases, indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that he or she is or was a Director, Officer, employee or agent of the Patriot Soccer Club or is or was serving at the request of the Patriot Soccer Club as a Director, Officer, employee or agent of another Patriot Soccer Club Team, partnership, joint venture, trust or other enterprise, against expenses, including attorney's fees, judgments, fines and amounts paid in settlement actually and reasonable incurred by him or her in connection with such action, suit or proceeding; except that no indemnification shall be provided for any person with respect to any matter as to which that person shall have been finally adjudicated in any action, suit or proceeding not to have acted in good faith in the reasonable belief that his or her action was in the best interest of the Patriot Soccer Club or, with respect to any criminal action or proceeding who had no reasonable cause to believe that his or her conduct was lawful or, in fact, believed that such conduct to be unlawful. The termination of any action, suit or proceeding by judgment, order or conviction adverse to such person, or by settlement or plea of nolo contendere or its equivalent, shall not of itself create a presumption that such person did not act in good faith in the reasonable belief that his or her action was in the best interest of the Patriot Soccer Club, or with respect to any criminal action or proceeding, that such person had no reasonable cause to believe that his or her conduct was lawful or, in fact, believed such action to be unlawful. The foregoing rights of indemnification shall, in the case of the death or incapacity of any Director, Officer or other person, enure to the benefit of his or her heirs, estate, executors, administrators, conservators or other legal representatives.

ARTICLE 10: COMMITTEES

Section 10a. Executive Committee. The Executive Committee shall be comprised of the President, Past President, Vice President, Director of Coaching & Player Development, Director of Competition, Treasurer, Secretary/Club Administrator, Club Advisor, and Communications Director. The Executive Committee shall have the authority over the Board of Directors and management of the Patriot Soccer Club.

Section 10b. Committees of Directors. The Board of Directors, by resolution adopted by a majority of the full Board of Directors, may designate and appoint from among members to one or more committees, other than the Executive Committee, each of which shall consist of two or more members, at least half of whom are Officers or Directors. Such committees, to the extent provided in said resolution, shall have and exercise the authority of the Board of Directors and the management of the Patriot

Soccer Club. However, no committee shall have the authority of the Board of Directors in reference to amending, altering or repealing the by-laws; electing, appointing or removing any member of any such committee or any Director or Officer of the Patriot Soccer Club; amending the Articles of Incorporation; adopting a plan of merger or a plan of consolidation with another Patriot Soccer Club; authorizing the sale, lease, exchange of mortgage of all or substantially all of the property and assets of the Patriot Soccer Club; authorizing the voluntary dissolution of the Patriot Soccer Club or revoking proceedings therefore; adopting a plan for the distribution of the assets of the Patriot Soccer Club; or amending, altering or appealing any resolution of the Board of Directors which by its terms provides that it shall not be amended, altered or repealed by such committee. The designation and appointment of any such committee and the delegation thereto of authority shall not operate to relieve the Board of Directors or any individual Officer or Director of any responsibility imposed upon it or such by law.

Section 10c. Other Committees. Other committees not having the authority of the Board of Directors and the management of the Patriot Soccer Club may be designated by a resolution of the Board of Directors for such terms and purposes as the Board of Directors deems fit. Except as otherwise provided in such resolution, members of such committees shall be members of the Patriot Soccer Club, the President shall appoint the members thereof, and the President shall be an ex officio member of such committees. Any member of any such committee may be removed by the person(s) authorized to appoint such member whenever, in their judgment, the best interests of the Patriot Soccer Club shall be served by such removal.

Section 10d. Chair. One member of each committee shall be appointed chair by the President unless the selection of the chair is otherwise provided for by resolution of the Board of Directors or by these by-laws.

ARTICLE 11: FISCAL YEAR OF THE CORPORATION

Section 11a. The fiscal year of the Patriot Soccer Club shall begin on January 1, and end on December 31.

ARTICLE 12: WAIVER OF NOTICE

Section 12a. Whenever any notice (whatever) is required to be given under the provisions of the Articles of Incorporation or under the provisions of the Not-for-Profit Corporation Act of the State of Maine, a waiver thereof in writing, signed by the person(s) entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE 13: MEMBERSHIP FEES

Section 13a. The membership fee for member players shall be set by simple majority vote of the Executive Committee, present and voting, at a meeting of the Patriot Soccer Club. These fees and the annual renewal fees may thereafter be changed by simple majority vote at a meeting upon recommendation of the Board of Directors of the Patriot Soccer Club.

ARTICLE 14: MEMBER DISCIPLINE AND DISPUTES

Section 14a. The rights and privileges of a member player, member coach, trainer, manager, administrator, or official may be suspended for cause by the President. Cause for the suspension of the rights and privileges of a member coach, trainer, manager, administrator, official, or a member player may include, but is not limited to, the failure of the person (or his or her parent or guardian) to complete the registration or re-registration procedures or to pay the appropriate registration or re-registration fee or such other fees as may be required or such other procedures as may be required to be followed by a member as a condition of membership and participation in the Patriot Soccer Club.

Section 14b. Any member whose rights and privileges are suspended by the Board of Directors of the Patriot Soccer Club shall be entitled to written notice of such action to be mailed by ordinary mail to the residential address of record of the member coach, trainer, manager, administrator, official, or player. Such notice shall include a statement to the member as to the right of appeal which shall be in the first instance to the Patriot Soccer Club Appeals Committee of the Board of Directors. Any member whose rights and privileges are suspended by the Board of Directors must file a

Notice of Appeal to the President of the Patriot Soccer Club within five (5) days of receipt of a notice of the suspension of rights and privileges. The failure to file such a Notice of Appeal within five (5) days shall be grounds for the automatic dismissal of the appeal.

Section 14c. The responsibility for disciplining players, coaches, trainers, managers, administrators, officials, and teams rests in the first instance with the match referee, and then the President of the Patriot Soccer Club or the director of the tournament unless some other official has been specifically identified in advance of the match or tournament. Match referees and any other interested persons shall direct all reports or allegations of misconduct by players, coaches, trainers, managers, administrators, officials, teams or their supporting spectators to the President or to the tournament director who shall promptly investigate the matter and then act in summary manner to discipline those found to be responsible for the misconduct.

Section 14d. The Executive Committee shall comprise the Appeals Committee unless circumstances warrant appointments to the Committee to avoid any conflict of interest issues. Any member whose rights and privileges have been suspended, or subject to disciplinary action, will have a reasonable and fair opportunity to present such information and to confront such allegations of misconduct as may be relevant to the issue at hand.

Section 14e. A player, coach, trainer, manager, administrator, official, or team may appeal PSC's decision to the Appeals Committee of SoccerMaine by filing a written Notice of Appeal with the SoccerMaine within ten (10) days of PSC's notice of disciplinary action. The failure to file such a notice within ten (10) days shall be grounds for automatic dismissal of the appeal by SoccerMaine. Appeal beyond SoccerMaine is to USSF Appeals Committee who shall have jurisdiction to approve, modify or reverse a decision.

Section 14f. It is the expressed and implied intent of SoccerMaine that the Patriot Soccer Club retains the right of self governance within their organization but that the Patriot Soccer Club shall adhere to the Articles of Incorporation, by-laws, rules and regulations of SoccerMaine in all matters pertaining to interstate, regional, national and international competitions or in other soccer competitions sponsored by SoccerMaine. It is contrary to the purpose of the Patriot Soccer Club and SoccerMaine, and detrimental to soccer in Maine and the soccer players in Maine who are served by the Patriot Soccer Club to resort to court action or the threat of court action unless and until all other avenues of relief for a resolution of the dispute through the procedures offered by the Patriot Soccer Club and SoccerMaine have been foreclosed. Accordingly, any recourse to the courts of any jurisdiction by any member before all of the rights and remedies provided by the Rules and Regulations of the Patriot Soccer Club and SoccerMaine shall have been exhausted shall be "conduct detrimental to soccer" and shall be cause for the immediate suspension of the rights and privileges of the member responsible for seeking such recourse.

ARTICLE 15: AMENDMENTS

Section 15a. The by-laws of the Patriot Soccer Club may be amended, added to or repealed at any meeting by a two-thirds majority vote of the Executive Committee in good standing present and voting at a meeting provided that every proposed amendment is first submitted to the Board of Directors which shall vote to either recommend or not recommend the adoption of the proposed amendment by the membership. No amendment shall be in order at any meeting unless the substance of it has first been published to the members at least fifteen (15) calendar days prior to the meeting at which the amendment is to be considered.

ARTICLE 16: FISCAL MATTERS

Section 16a. **The Annual Budget.** The annual budget, as proposed by the Treasurer, will be put before the Executive Committee to be voted upon for approval after such time a decision on the composition of the teams to be fielded for the season has been determined.

Section 16b. **Registrations for players, coaches, trainers, managers, administrators, and officials.** May be accepted throughout the year by the Registrar but shall remain effective to August 1 and must then be renewed.

ARTICLE 17: CLUB SPONSORED TOURNAMENT

Section 17a. Purpose. The purpose of the Patriot Soccer Club's Tournament is to provide its membership an opportunity to participate in a large scale tournament that embodies the spirit of competition.

Section 17b. Tournament Proceeds. The proceeds from administering this tournament shall be used for the betterment of soccer within the Gray/New Gloucester communities. This includes, but is not limited to; field maintenance and development, coaching education/development and player education/development at the sole discretion of the Executive Committee. At no time shall proceeds be used to defer the registration costs of its membership. A portion of the proceeds equal to, or greater than, the cost of attending a comparable tournament shall be donated to the Gray/New Gloucester Athletic Boosters in the form of a dedicated use donation -which would directly benefit the membership of the Patriot Soccer Club. Should the Gray/New Gloucester Athletic Boosters be unable to identify a suitable project, (as defined by the Patriot Soccer Club) the Patriot Soccer Club retains the right to withhold making the dedicated use donation.

Patriot Soccer Club Coaches Code of Ethics

Coaching a team of young athletes for the Patriot Soccer Club is a high privilege that carries with it great responsibility. A coach should always demonstrate the highest ethical character and should serve as a role model for the players on his or her team. A coach must always remember the influence that he or she has over young athletes. The game is for the players.

Soccer is the players' game. The paramount concern of coaches is the holistic development, welfare, enjoyment and safety of their players. A coach should never place winning above character or good treatment of athletes. While striving to win, a coach should deal honestly and fairly with players with regard to team selection and playing time, while remaining free to make decisions based on the best interests of the team as a whole.

Coaching Expectations:

Coaches bear responsibility for teaching their players to strive for success while playing fairly with the highest levels of sportsmanship, observing the laws and the spirit of the game.

Coaches shall treat officials with respect and dignity, and shall teach their players to do the same.

Our opponents are worthy of being treated with respect. Coaches will model such respect for opponents and expect their players to do likewise.

In both victory and defeat, the behavior of a coach shall model grace, dignity and composure.

Coaches shall adhere to the highest standards and the regulations of the institutions they represent: the Patriot Soccer Club, SoccerMaine, US Youth Soccer Association, and US Soccer Federation. The position of head coach assumes knowledge of the rules of the game, of registration and rostering requirements, of tournament rules and other requirements of the Patriot Soccer Club and/or SoccerMaine. The coach is responsible for compliance with all rules.

Coaches shall model inclusive behavior, actively supporting cultural diversity while opposing all types of discrimination, including, but not limited to, racism and sexism, at all levels of soccer.

Coaches should take a role in educating their players about sports nutrition and fitness and about prevention of drug, alcohol, and tobacco abuse. The coach should avoid the use of alcohol or tobacco products when in contact with players or at other times while in official capacity as coach.

Coaches shall refrain from all manner of personal abuse and harassment of others, whether verbal, physical, emotional or sexual, and shall oppose such abuse and harassment at all levels of soccer.

Coaches shall respect the declared affiliations of all players, and shall adhere to all guidelines and regulations on recruiting established by the Patriot Soccer Club and/or SoccerMaine.

Coaches shall seek to honor those who uphold the highest standards and principles of soccer and shall use appropriate protocol to oppose and eliminate all behavior that brings disrepute to the sport - violence, abuse, dishonesty, disrespect and violations of the laws of the game and rules governing competition.

Violations of the Coaches Code of Ethics:

If at any time the Patriot Soccer Club and/or SoccerMaine determines that a coach has failed to fulfill each of these expectations and standards, that shall be cause to discipline, suspend, or remove the coach.

Appeals:

Please refer to Club by-laws and procedures concerning appeals.

All decisions rendered by those authorized in this policy will remain in effect unless changed by an appeal decision.

Patriots Soccer Club Coaching Expectations

Coaches will abide by the following philosophies:

Activities should focus on fun, and involvement with the ball.

Players are exposed to playing every position.

Players are taught the rules.

Activities are designed to refine technical abilities & technical speed.

Introduce activities with the opportunity to advance technical & tactical awareness as soon as practical.

De-emphasize winning & losing; emphasize player development, skills challenges and team building.

Players will have the opportunity to play equitable amounts of time in each training session, scrimmage and game.

Coaches will understand and perform the roles of the coach:

Facilitator- Must be a role model.
 Sets up an environment and condition for learning.
 Activities geared toward achieving individual and team success.
 Players have fun and receive specific & positive feedback.

Referee- Shows respect for parents, players, referees and opposition.
 Responsibility to the game itself.

Understands who they are coaching-
 Children are not defined by chronicle age only; they develop at their own pace.
 Players MUST have the opportunity to showcase their skills in game situations.
 Treat each child as an individual. Not all players participate for the same reason.

As a Teacher- Has objectives and goals for each player as well as the team as a whole.
 Organizes appropriate environments that balances letting players play with correcting.
 Has written training sessions that are well thought out and executed for EACH training session.
 Identifies “coachable moments” and uses them appropriately.
 Employs the “Freeze” method of correcting: Freeze, Demonstrate, Rehearse, and Restart.

Assesses & evaluates– Is the coaching having a positive impact on the players?

Coaches will have knowledge of, and employ, the components of soccer:

Technique- Players need to learn to master the ball.
 Properly Employs each Stage for Teaching Technique.

Fundamental- Focus on process.
 Match Related – Teaches what to do in Transition.
 Match Condition – Observes not Coaches.
 As age of the players increases; demand higher reps, increased pressure in time, space and speed.

Tactics- Player’s decisions with or without the ball.
 Improved tactics allows freedom from the ball to make decisions.
 Progression for Teaching Tactics: Individual - Small Group - Large Group.

Fitness- Proper warm-up and cool down.
 Adequate number of training sessions per week. A minimum of two sessions per week.

Violations of the Coaches Coaching Expectations:

If at any time the Patriot Soccer Club and/or SoccerMaine determines that a coach has failed to fulfill each of these expectations and standards, that shall be cause to discipline, suspend, or remove the coach.

Appeals:

Please refer to Club by-laws and procedures concerning appeals.

All decisions rendered by those authorized in this policy will remain in effect unless changed by an appeal decision.

**Patriot Soccer Club
Coaches Selection Process / Policy**

General:

It is the intent of the Patriot Soccer Club (PSC) to find the most qualified coaches available, and assign them to age appropriate teams. Further, the Executive Committee (EC) of the PSC understands the importance of “matching” the right coach with the right team. Realizing player development is an ongoing process, the PSC expects coaches to have a combination of educational skills (upgraded on a regular basis) and practical experience required to explain and teach the players age appropriate skills and tactics, and in turn, having the players master those skills required to “grow” to the next level. “Player Performance Indicators” have been identified by the PSC’s Executive Committee and reviewed and approved by PlaySoccer as reasonable and attainable. These performance indicators will be used to measure player competence (via the player assessment policy) as well as playing a role in assessing coaches.

Attributes Used to Measure Coaching Candidates:

- Background in soccer as a player
- Background in soccer as a coach
 - Recreation Leagues
 - Competitive Leagues
 - Travel
 - Premiere
- Development of players
 - Measure of player’s attainment of PSC’s Player Performance Indicators
 - Players competing at “higher” levels in soccer e.g. premiere leagues
 - Ability to motivate players to maximize their potential
- Development of winning team
 - Creating and fostering positive team dynamics
 - Team-based development
 - Appropriate use of tactics
 - Unity/cohesion of players
 - Off-season training and play
 - Win/Loss records
- Coaching education
 - Current license level
 - Desire to improve
 - Attending seminars
 - Attending PSC coaching classes
- Compliance with PSC policies; including but not limited to-
 - Coaches Code of Ethics
 - Coaching Expectations
 - Player Recruitment
 - Volunteer Orientation & Agreement
- Knowledge of rules and applicability
- Active attendance and participation in Club meetings and functions

Selection Process:

The Director of Coaching (DOC) will gain the above information on each coaching candidate and assess each coach on their individual merits. The DOC will submit a list of recommendations to the Executive Committee for discussion (and subsequent approval) for the express purpose of identifying qualified, competent coaches for each team the club fields. Immediately following the Executive Committee’s hiring decision, the Director of Coaching will notify each candidate of the EC’s decision. In the event the Director of Coaching is unable or unwilling to execute this policy in its entirety, the President shall be charged with the responsibility of its execution and/or charging another appropriate PSC Officer with its execution.

**Patriot Soccer Club
College Scholarship Selection Policy**

General:

In an effort to give something back to the student athletes of Gray and New Gloucester for their support and participation in the Patriot Soccer Club, a college scholarship has been created that will annually recognize a graduating senior from Gray/New Gloucester High School. The Patriot Soccer Club views this scholarship as an opportunity to emphasize the positive role that participation in sports can play in character development. The recipients will have promoted by their example an atmosphere that reinforces the positive aspects of participation in sports, including sportsmanship, commitment, ethical behavior and leadership.

Eligibility Criteria:

To be considered for the scholarship, candidates must meet all the criteria outlined below:

1. must have participated in the Patriot Soccer Club and left as a member in good standing;
2. must have consistently shown respect for teammates, opponents, officials, and coaches and for the game during their athletic career;
3. will have impacted the Patriot Soccer Club in such a way that made it a better club for all;
4. must have been a positive role model to the youth in the community;
5. will graduate from an accredited high school; and,
6. will attend an accredited college in the fall.

Application Process:

To be considered for the scholarship, candidates must meet all the eligibility criteria and submit the following:

1. a completed high school common application for Local Scholarships (if available);
2. a completed Patriot Soccer Club Scholarship Application;
3. two character references from any coach associated with the student athlete during his or her involvement in the Patriot Soccer Club and/or high school soccer. The reference should answer the question: "How did the student athlete influence athletics, soccer and the community with his/her behavior?" Current varsity soccer coaches cannot be used as a reference. And,
4. an essay, limited to between 100-200 words, describing what you have given to the Patriot Soccer Club and/or G/NG soccer and what opportunities they have afforded you.

Deadline:

The deadline for all applications and associated paperwork is contained within the Gray/New Gloucester High School Guidance Office Local Scholarship Instruction Sheet.

Selection Process:

The Patriot Soccer Club scholarship committee will review all applications. Scholarships will be awarded based on the criteria identified, evaluation of the essay and review of the references provided. The Patriot Soccer Club scholarship committees' decision will be final.

**PATRIOT SOCCER CLUB
SCHOLARSHIP APPLICATION FORM
SPRING 2003**

Name: _____

Address: _____

Phone: _____ E-mail: _____

Gender: _____

What college will you be attending in the fall? _____

During which years did you participate in the Patriot Soccer Club? _____

Who were your coaches when you participated in the Patriot Soccer Club?

On a separate sheet, please describe how your participation in the Patriot Soccer Club has helped develop your personal attributes, and how you have used those attributes to benefit the Patriot Soccer Club and the communities of Gray and New Gloucester.

Please submit two character references from coaches that have worked with you. Current varsity soccer coaches cannot be used as a reference.

The deadline for all applications and associated paperwork is contained within the Gray/New Gloucester High School Local Scholarship Instruction Sheet.

Please mail or deliver to all applications, references, and essays to:

President
Patriot Soccer Club
PO Box 120
Gray, ME 04039

**Patriot Soccer Club
Grievance, Disciplinary, & Appeals Policy**

Protection of Each Parties Rights:

In all hearings conducted within the Patriot Soccer Club, the following rights must be afforded to all parties:

1. notice of the specific charges or alleged violations in writing and possible consequences if the charges are found to be true;
2. reasonable time between receipt of the notice of charges and the hearing within which to prepare a defense;
3. the right to have the hearing conducted at a time and place so as to make it practicable for the person charged to attend;
4. a hearing before a disinterested and impartial body of fact-finders;
5. the right to be assisted in the presentation of one's case at the hearing;
6. the right to call witnesses and present oral and written evidence and argument;
7. the right to confront adult witnesses, including the right to be provided the identity of witnesses in advance of the hearing;
8. the right to have a record made of the hearing if desired;
9. a written decision, with reasons for the decision, based solely on the evidence of record, issued in a timely fashion; and
10. the right to appeal.

Rules of Hearing Testimony And Objective Evidence:

These rules shall be consistently applied to both parties and individuals assisting a party in the presentation or defense of the party's case.

1. The number of witnesses appearing for the plaintiff and for the defendant shall be limited to three (3).
2. All testimony shall be limited to the principal parties, eyewitnesses, and recognized authorities on the subject.
3. Character witnesses and other third party witnesses shall not be allowed.
4. Should an attorney be present at a hearing to assist a party in presenting the party's case, it shall be made clear at the commencement of any such hearing that the hearing shall proceed in accordance with PSC's hearing rules and procedures. Federal, State or local Rules of Evidence or Civil Procedure shall not be applicable.
5. Each party shall have the right to have an individual present at the hearing to assist the party in presenting the party's case. Such individual may, but shall not be required to be, an attorney. All expenses for representation, i.e. lawyers, will be borne by the represented party, regardless of the outcome of the hearing and subsequent appeals.
6. The individual assisting a party has the right to be physically present in the hearing room, and so as not to interfere with the hearing procedure, it is also permissible for the individual assisting a party be allowed to sit close to the party (either behind or next to the party) so that the party may seek assistance when desired during the course of the hearing.
7. Should the complainant be represented by another individual at any hearing and if the hearing panel allows that individual to speak, question the parties and/or witnesses, or grants that individual any other rights, then

it shall afford all other parties, or the individual representing the party, including an attorney, the same rights during the course of the hearing as is allowed to the individual representing the complainant.

8. During the course of the hearing, the party may confer briefly with the individual who is assisting before making a statement or request or prior to responding to a question. The panel conducting the hearing may limit the frequency and duration of the conferences so as not to unduly interfere with the proceedings.
9. If there is confusion or concern, the party may request a recess to confer with the individual assisting the party. Such a request should be granted unless the number of requests by a party becomes unreasonable or the hearing panel deems the length of a requested recess to be unreasonable.
10. An individual assisting a party may prepare written materials for the party and collect documents for the party. However, the party must submit or present the materials and documents as materials and documents of the party, and not of the individual assisting. The party has complete responsibility for those materials and documents and is subject to questioning about them.
11. Once a hearing is completed, and parties are excused, the panel or individual hearing the issue will make a decision. That decision will be based on the facts presented. Once the hearing is completed and parties are excused, the chairman of the panel has 48 hours to forward a written decision/findings to the accused. The "findings letter" to the accused will be considered forwarded when postage is stamped with date/time of mailing. Certified Letter - Return Receipt Required is recommended.

Order Of Hearing:

1. Plaintiff will present their case (5 minutes)
2. Witnesses for the plaintiff will be called individually (2 minutes per witness)
3. Defendant will present case (5 minutes)
4. Witnesses for defendant will be called individually (6 minutes)
5. Any witnesses will be recalled as necessary
6. Plaintiff will make a closing statement (1 minutes)
7. Defendant will make a closing statement (1 minutes)
8. Open hearing is adjourned and all parties are excused
9. Committee will deliberate and decisions will be made with notification to both parties post marked within 48 hours.

Note: The times listed for each element of the hearing are to be used as a guideline – they are not mandatory. Time limitations will be set by the panel chairperson at the beginning of the hearing.

Hearing Procedural Guidelines:

The following is a listing of procedural guidelines that should allow the hearing to run smoothly.

1. Make sure each Hearing Panel member knows what his/her role will be in the proceedings.
2. Set up the hearing room so that both the accused and those present on behalf of the Club, or League have ample seating, tables, etc., and are situated about the same distance from the Hearing Panel.
3. If the Hearing Panel uses a waiting area, arrange it so that the opposing parties and/or witnesses are separated and not placed together so as to avoid unnecessary confrontation.
4. Check witnesses and verify their identity. A driver's license is an acceptable form of verification.

5. Advise the parties of the rules of procedure of the meeting and accommodate reasonable questions at the start of the meeting. Procedures must be consistently applied to all meeting participants.
6. Minors should be accompanied by an adult, and make sure that the adult is known to both parties.
7. An accused is entitled to the right to assistance in his defense. You cannot keep an individual assisting an accused out of the hearing room.
8. The accused should be present at all times. He or she cannot be told to sit outside. On the other hand, it is perfectly acceptable for witnesses to be brought into the hearing room one by one. Remember, as a party to the action, the accused has the right to be in that room to confront witnesses, and adequately and properly defend the charges.
9. All evidence accepted should be checked to make sure dates, places and individuals named match.
10. Consider the evidence before you and don't let any outside factors to impact on the decision.

Findings Letter to the Accused:

Once a hearing is completed, and parties are excused, the panel or individual hearing the issue will make a decision. That decision will be based on the facts presented. Once the hearing is completed and parties are excused, the chairman of the panel has 48 hours to forward a written decision/findings to the accused. The "findings letter" to the accused will be considered forwarded when postage is stamped with date/time of mailing. Certified Letter – Return Receipt Required is recommended.

The findings letter must contain a detailed written decision stating the reasons for the decision, based solely on the evidence of record. If the decision can be appealed to SoccerMaine, the party must be advised of such. The party must also be advised that he/she has ten (10) days to properly register the appeal.

Disclosure/Confidentiality Policy

The findings and the records of disciplinary actions by the Patriot Soccer Club shall be kept confidential and shall be disclosed only to the person(s) upon whom the discipline has been imposed, the person(s) complaining, and officials of SoccerMaine or affiliated clubs who need to be informed of the action in order to implement it.

**Patriot Soccer Club
Parents Code of Conduct**

Parents are expected to conduct themselves at all times in a manner which is consistent with the ideals of the Patriot Soccer Club and not bring discredit upon the Club. The role that parents play in the life of a soccer player has a tremendous impact on their experience. As a parent/guardian, I agree to:

1. **Let the coaches coach:** Leave the coaching to the coaches. This includes motivating, psyching your child for practice, after game critiquing, setting goals, requiring additional training, etc. You have entrusted the care of your player to these coaches and they need to be free to do their job. If a player has too many coaches, it is confusing for him and his performance usually declines.
2. **Support the program:** Get involved. Volunteer. Help out with fund raisers, car-pool; anything to support the program.
3. **Be your child's best fan:** Support your child unconditionally. Do not withdraw love when your child doesn't perform to your (or their) expectations. Your child should *never* have to perform to win your love.
4. **Support and root for all players on the team:** Foster teamwork. Your child's teammates *are not* the enemy. When they are playing better than your child, your child now has a wonderful opportunity to learn.
5. **Not bribe or offer incentives:** Your job is *not* to motivate: leave this to the coaching staff. Bribes will distract your child from properly concentrating in practice and game situations.
6. **Encourage your child to talk with the coaches:** If your child is having difficulties in practice or games, or can't make a practice, etc., encourage *them* to speak directly to the coaches. This "responsibility taking" is a big part of becoming a big-time player. By handling the off-field tasks, your child is claiming ownership of all aspects of the game - preparation for as well as playing the game.
7. **Understand and display appropriate game behavior:** Respect the judgment of the referee and do not criticize the officials. Remember, your child's self esteem and game performance is at stake. Be supportive, cheer, and act appropriately. To perform to the best of their abilities, players need to focus on the parts of the game that they can control (fitness, positioning, decision making, skill, aggressiveness, what the game is presenting them). If they start focusing on what they can not control (the condition of the field, the referee, the weather, the opponent, even the outcome of the game at times), they will not play up to their ability. If they hear a lot of people telling them what to do, or yelling at the referee, it diverts their attention away from the task at hand.
8. **Monitor your child's stress level at home:** Keep an eye on the player to make sure that they are handling stress effectively from the various activities in his life.
9. **Monitor eating and sleeping habits:** Be sure your child is eating the proper foods and getting adequate rest.
10. **Help your child keep his priorities straight:** Help your child maintain a focus on schoolwork, relationships and the other things in life beside soccer. Also, if your child has made a commitment to soccer, help him fulfill his obligation to the team.
11. **Reality test:** Accept the results of the game: encourage your child to be gracious in victory and to turn defeat into victory by working towards improvement. If your child has come off the field when his team has lost, but he has played his best, help him to see this as a "win". Remind him that he is to focus on "process" and not "results". His fun and satisfaction should be derived from developing as a player first and foremost and "striving to win" a distant second.
12. **Keep soccer in its proper perspective:** Soccer should not be larger than life for you. If your child's performance produces strong emotions in you, suppress them. Remember your relationship will continue with your children *long after* their competitive soccer days are over. Keep *your* goals and needs separate from your child's experience.

13. **Have fun:** That is what we will be trying to do! We will try to challenge your child to reach past their “*comfort level*” and improve themselves as a player, and thus, a person. We will attempt to do this in environments that are fun, yet challenging. We look forward to this process. We hope you do to!

14. **Act appropriately on the sidelines:** Coaches are responsible for the actions of their players on and off the pitch as well as for the player’s parent’s actions on the sidelines. Please do not put the coach, or any other Patriot Soccer Club official, in a position where they must speak to you about inappropriate behavior on the sidelines.

Patriot Soccer Club Player Assessment Process

General:

Some teams are formed by the assignment of available players or by random selection, and others are composed after players go through the competitive process of player assessments.

Player assessments can be intense, emotional experiences; players are bound to be nervous and parents on edge. The directors of a player assessment should do everything they can to make sure that the process is safe, fair, and as enjoyable as possible. The reality - and the perception - must be that the player assessment was fair, unbiased, and realistic: that each player had an equal chance to make a positive impression. Those directing the player assessment, particularly evaluators, must be sensitive and discreet. They should do their best to stay apart from players and parents, addressing them with a simple "Hello" or "Good morning". The sight of an evaluator engaged in a long conversation with a couple of his last year's players or with a parent could be unsettling to other players and parents and could be misconstrued. The Director of Coaching and evaluators must be seen in this environment as objective, balanced, and non-political. Player assessments need to be efficient, positive, and enjoyable.

At no time shall a younger (as defined by SoccerMaine's age definition), more skilled player, bump an age appropriate player from an age appropriate team.

Staff Needed and Corresponding Roles:

Director of Coaching-

Oversees all the events of the day. The Director of Coaching will organize evaluators so that each player ends up with at least two evaluations. To ensure this, an evaluator stands at one field where players are playing 4v4 for 10 minutes - s/he will evaluate eight players. In the next 10 minutes, two new teams come over, so now s/he will evaluate eight more players, while someone else is evaluating the eight who just left this field. During the match-related game, evaluators should agree among themselves to watch certain players, or groups of players. It is highly preferred the Director of Coaching does NOT perform the functions of an evaluator.

Player Evaluators-

The player evaluators are selected from the Patriot Soccer Club's Executive Committee. An adequate number of player evaluators need to be selected so that there is, at minimum, one evaluator for every 10 players. Evaluators will be dressed in Patriot Soccer Club attire. They will not wear anything which might suggest any soccer "loyalty" other than the PSC. Evaluators will commit themselves to watching carefully and using every minute. It will be relatively easy to identify the best and the worst players. The difficult part will be to observe the differences between the large mass of "good" players who will be the majority of those present. Evaluators will watch and take notes constantly; they will always face the field and avoid falling into trivial conversations with fellow evaluators.

Site Administrator-

The site administrator plays a vital role in executing the player assessment process. S/he provides 'support' for this function; their primary role is to help facilitate a seamless, well organized and executed event. The site administrator will be an adult (who is not an evaluator) who can address minor injuries, get ice, answer general questions, etc.

Note: If at all possible volunteers who have a child participating in the player assessment should NOT be involved in the player assessment process in any fashion or manner.

Preparations for the Player Assessment:

1. Reserve a field big enough to accommodate more than the expected number of players.
2. Collect plenty of cones and discs with which to make small "fields". Plan on 12 cones per field.
3. Gather a table for registration, numbers to pin on to the kids, safety pins, and pens.
4. Extra soccer balls, ice, first aid kits, water, and pinnies.
5. Blank evaluation sheets; each being numbered in a column down the left side of the page. The numbers correspond to the numbers pinned on the players.
6. Clipboards, pens, and extra paper for the evaluators.

7. Draft a short summary of the commitment that the team will require, to be handed out to parents during the player assessment. Some people, especially first-time soccer kids and parents, do not understand the investment of time and money which playing on a team entails.

Player Evaluation and Scoring Methodology:

For each player observed, the evaluator will provide a numerical score and a brief comment. Players will be assessed on the following areas: technique, decision making, and athleticism. An overall grade will be provided.

The numerical score corresponds to:

10	Extraordinary	indicates a probable state ODP team player
9	Outstanding	should be dominant and a leader at their level
8	Excellent	should be one of the best on the team
7	Very good	sure to make the team and make a strong contribution
6	Good	solid player at this level
5	Average	the low end of acceptable level for the team
4	Just misses the team because	_____.
3	Not good enough at this point because	_____.

At the conclusion of the assessment, the Director of Coaching will collect the evaluations from the evaluators and review each assessment, player by player, evaluation by evaluation, with the team of evaluators. The evaluators should be able to explain to anyone not selected for the team why he or she was not chosen.

The Player Assessment Itself:

The most important thing to do at a player assessment is to discover who the best soccer players are. To express the task of the evaluators most concisely: they are looking for players who: control the ball well, who are positive and effective with it, who read the game and understand what's going on, who are soccer athletes, and who are sharp, assertive, and ahead of the play. Conversely, they are also looking for players who: do not control the ball well and who give it away all the time, who do not seem to grasp what is happening, who are slow, lethargic, and static, and who do not fight for the ball and stay "in the game".

Player assessments must maximize the time that kids are playing soccer.

Players will be put into small teams of four to six and players and play short-sided games. After each game, the teams will be reconfigured and new opponents introduced. The players will play multiple ten minute games, with mixed teams and different opponents, and then play a match-related game (9v9 to 11v11) for up to 45 minutes. This process will readily show who can attack and who can defend, who has skill and vision, and who is soccer-fit.

At the Player Assessment:

Before players and parents arrive:

Organize all material. Check the field, goals, and gear for safety.

Before the player assessments begins:

Register the players. Confirm player name to Club roster to ensure the player is at the correct player assessment.

At the beginning of the player assessment:

The Director of Coaching should call in all the players and parents and:

1. Introduce them self and explain their position.
2. Introduce all the volunteers and evaluators.
3. Explain the process of the day briefly, and offer encouragement to the players.
4. Send the players off with the evaluators.
5. Explain the process and time line to the parents.
6. Provide parents with:
 - a. A summary sheet which outlines the expectations of the team.
 - b. A copy of the Parents Code of Conduct.
 - c. A copy of the Club's Coaches Code of Conduct.
 - d. Ask if anyone has any questions.

Ask the parents to stay apart from the players. It is not a bad idea to have a line of cones and to ask the parents to stay on one side of it. Finally, assure the parents that you are available to answer their questions throughout the day.

At the End of the Player Assessment:

The Director of Coaching will call together the players and parents and thank the players for their efforts and the parents for bringing them and supporting them. The director should then be explicit about what is next: a letter in a couple of weeks, a call within 10 days, etc.

After thanking everyone and dismissing the players, the Director of Coaching should be available, with as many evaluators as possible, to answer questions or address issues for players and parents.

Notification:

The Director of Coaching shall notify the coaches assigned to said team and apprise them of the team roster. Then, the Director shall notify the players who did not get selected for the team by phone and followed up with a letter. Finally, after the Director has contacted ALL players who did NOT get selected, the team coaches shall notify the players who did get selected for the team.

Appeals:

The decisions of the player evaluators and Director of Coaching is final.

Assessor: _____

Patriot Soccer Club

Age Group: _____

Player Assessment

Date: _____

Player No.	Technique		Decision Making		Athleticism		Overall Score
	Comment	Score	Comment	Score	Comment	Score	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							

The number score corresponds to:

- 10 Extraordinary indicates a probable state ODP team player
- 9 Outstanding should be dominant and a leader at this level.
- 8 Excellent should be one of the best on the team.
- 7 Very good sure to make the team and make a strong contribution
- 6 Good solid player at this level
- 5 Average the low end of acceptable level for the team
- 4 Just misses the team because _____.
- 3 Not good enough at this point because _____.

**Patriot Soccer Club
Player Recruitment Policy**

No adult affiliated with the Patriot Soccer Club (coach, parent, booster, etc) shall actively recruit players from another team for participation on their team. No adult affiliated with a team shall encourage players within their team to actively recruit players from another team.

Recruitment shall be defined as:

1. Making contact or discussing their team with a player or parent from another team with the intent of recruiting the player without notifying the parents of PSC recruitment policies.
2. Using current or former players to persuade players from other teams to transfer.
3. Providing any incentives to players such as reductions in fees, trips, uniforms or other equipment, or the promise of any financial or educational gain such as scholarships, etc.
4. Using a position of authority to persuade or coerce a player to transfer. This may include adults involved with coaching, clinics or soccer schools, High School programs or other non-affiliated programs such as indoor soccer.

Acceptable forms of team development are as follows:

1. Newspaper and radio advertisements, flyers posted in public areas.
2. Coaches may directly respond to individual inquiries from interested parents unless in direct violation of the above policies.

Violation of the recruiting policy shall result in the following actions:

The first violation shall result in a letter of reprimand from the Director of Competition for the person(s) involved and an official warning to the team or individuals involved.

A second or subsequent violations shall result in action from the Executive Committee of the Patriot Soccer Club. If found to be in violation of these policies, the person(s) involved shall be suspended for one year for each violation and the team involved may be placed on probation for one year. The SoccerMaine Board of Directors shall be notified of any person(s) found to be in violation of these policies.

Alleged violations should be reported in writing to the Director of Competition. Each alleged violation shall be reviewed and shall be referred to the PSC Executive Committee for investigation.

This policy shall include all teams affiliated with the Patriot Soccer.

Appeals:

Please refer to Club by-laws and procedures concerning appeals.

All decisions rendered by those authorized in this policy will remain in effect unless changed by an appeal decision.

Patriot Soccer Club
Player Waiver Policy: Playing for Another Club

General Guidelines:

The Club policy is that all children of families who reside in Gray and New Gloucester must play for the Patriot Soccer Club (PSC) on an age appropriate team.

All approved requests to play for another Club are for the current year only. If a member has played for another club in the past, they must reapply EACH year and follow all procedures in this policy. All applications are treated as new requests. Previous years' decisions or credentials do not carry forward. Failure to comply with all requirements will result in the request not being approved.

If an applicant tries out for a team other a Patriot Soccer Club team without required approval, PSC will not be bound by any omission, misinformation, misinterpretation or error in judgment by a player, parent, coach or club official. PSC will take whatever action is necessary to remedy the situation. Any attempt to circumvent or violate the procedures or intent of this policy will be viewed as serious misconduct. PSC reserves the right to discipline (including expulsion) any member (player, parent, coach, official, board member) found to have contributed to such misconduct.

Eligibility:

An applicant must meet both of the following criteria to obtain approval to play for another club.

- a) There is no team in the applicant's age group.
- b) There are no roster positions available in the next available age group.

If the applicant does not meet both criteria, they are not permitted a waiver to play for another club.

Approval Process:

Players requesting a waiver to play for another club shall notify the Patriot Soccer Club's Board of Directors in writing prior to June 1st of each year for consideration.

Approval to play for another club requires the approval of the Patriot Soccer Club's Executive Committee. If any PSC Official does not approve the eligibility of the applicant, the waiver is not approved. All applicants will be informed in writing by the Director of Coaching and Player Development whether they are approved to play for another club. If the request is not approved, the notification will contain an explanation of the decision. If the Director of Coaching and Player Development is unable to perform this function, another board member will be substituted starting with the President, then the VP, followed by board members appointed by the president.

Appeals:

Please refer to Club by-laws and procedures concerning appeals.

All decisions rendered by those authorized in this policy will remain in effect unless changed by an appeal decision.

Patriot Soccer Club
Player Waiver Policy: Playing-Up

The Patriot Soccer Club (PSC) believes that it is generally preferable that children play within their own age group. This is especially important in the younger years as PSC implements a comprehensive training program that is both age and developmentally appropriate. Also, PSC believes it is highly desirable for players to interact with their social peers. Therefore, the criteria for "playing up" are restrictive. The policy is designed more to maximize participation and support team viability rather than individual interests. PSC retains the right to manage its player list to ensure fielding teams at each age bracket.

Definitions:

"Playing up" occurs when a child plays on a team older than the one defined by his/her date of birth as defined by SoccerMaine. For example, if a child was born on September 22, 1989, they would be classified as an Under 14 (U-14) player for the 2003 soccer season. The child would be "playing up" if they are placed on the roster of a Under 15 (U-15) or older team.

General Guidelines:

The PSC policy is that all children must play on age appropriate teams (those defined by their date of birth) unless they are approved in accordance with this policy to "play up". At no time shall an age eligible player be 'bumped' from said team and be replaced with a younger more skilled player as defined within the "Definitions" section above.

All requests to "play up" are for the current year only. If a member has played up in the past, they must reapply and follow all procedures in this policy. All applications are treated as new requests. Previous years' decisions or credentials do not carry forward. Failure to comply with all requirements will result in the request not being approved.

If an applicant tries out for a team other than his/her own age group without required approval, PSC will not be bound by any omission, misinformation, misinterpretation or error in judgment by a player, parent, coach or Club official that resulted in an improper tryout. PSC will take whatever action is necessary to remedy the situation. Any attempt to circumvent or violate the procedures or intent of this policy will be viewed as serious misconduct. PSC reserves the right to discipline (including expulsion) any member (player, parent, coach, official, board member) found to have contributed to such misconduct.

Eligibility:

An applicant must meet both of the following criteria to obtain approval to try out for a team older than the applicant's age group.

- a) There is no team in the applicant's age group.
- b) The applicants ability, potential, and suitability overwhelmingly exceed other players of comparable age.

If the applicant does not meet both criteria, they are not permitted to try out for an older age group.

Approval Process:

Approval to try out for an older team requires the approval of both Coaches and the Patriot Soccer Club's Executive Committee. If any PSC Official does not approve the eligibility of the applicant, the application is not approved. All applicants will be informed in writing by the Director of Coaching and Player Development whether they are approved to try out for an older age group. If the request is not approved, the notification will contain an explanation of the decision. If the Director of Coaching and Player Development is unable to perform this function, another executive committee member will be substituted starting with the President, then the VP, followed by executive committee members appointed by the president.

Approval to tryout for an older team does not mean the applicant is approved to play up for an older team. This decision will be made after the evaluation of the player, and consideration of any other Club issues.

Tryouts:

Applicants approved for tryouts must attend both their age appropriate tryouts and the tryouts for the older group. Failure to attend both age group tryouts will result in the application not being approved. Any requests for exceptions to attending both tryouts must be submitted to the PSC prior to commencement of the tryouts.

Exceptions to attending both age group tryouts must be approved by the Director of Player Development, both Head Coaches and the Patriot Soccer Club's Executive Committee. If any PSC Official does not approve the exception for the applicant, the exception is not approved.

The decision on all tryout exception requests will be conveyed in writing.

Player Assessment:

PSC officials will evaluate the applicant's ability, potential and suitability. If the applicant is deemed suitable and capable of participating on the older team, the Director of Player Development and both Head Coaches will verify the applicant's suitability and ability to play on the older team, as well as assess any other issues that impact the Club and make a written recommendation to PSC's Executive Committee for consideration.

Approval of the application requires the approval of the Director of Player Development, both Head Coaches and the Patriot Soccer Club's Executive Committee. If any PSC Official does not approve, the application is rejected.

All applicants will be informed in writing by the Director of Player Development whether they are approved to play for an older age group. If the application is not approved, the notification will contain an explanation of the decision.

Appeals:

Please refer to Club by-laws and procedures concerning appeals.

All decisions rendered by those authorized in this policy will remain in effect unless changed by an appeal decision.

Patriot Soccer Club Policy Against Sexual Inappropriateness and Sexual Harassment

The Patriot Soccer Club and SoccerMaine recognizes the dignity of the individual and the right of youth and employees to play and work in an environment free of intimidation and harassment. Such intimidation or harassment based on sex, race, color, religion, national origin, age physical or mental disability is not only a violation of SoccerMaine policy but could violate employment and child protective laws. Because sexually inappropriate behavior and sexual harassment seriously undermine the integrity and safety of childhood and the workplace, both are unacceptable and will not be tolerated. In addition, both are considered grounds for disciplinary action including suspension and discharge.

Definitions:

Sexually Inappropriate Behavior As a matter of Patriot Soccer Club and SoccerMaine policy, any behavior of a sexual nature by coaches, trainers, managers, administrators, officials, or volunteers, paid and unpaid, in the presence of youth players is inappropriate and possibly subject to disciplinary action. Working with children demands of each of us the highest standards of honesty, impartiality, and conduct in the performance of our roles within youth soccer. Each of us, therefore, is personally responsible for compliance with this policy.

Sexual harassment is defined as unwelcome sexual conduct that is a term or condition of employment or, within the context of youth soccer, any sexual conduct from an adult to a youth.

Hostile Environment Unwelcome sexual conduct that interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment also constitutes illegal sexual harassment. Conduct that is not sexual in nature may still create a sexually hostile environment if it is based on the victim's gender.

Examples: Behavior that is sexual in nature may be **verbal** – such as comments about a person's looks or body, personal inquiries, sexual jokes, use of derogatory sexual stereotypes (“babe”, “hunk”, “doll”), uttering sexually suggestive sounds, describing sexual feats or frustrations; **non-verbal** – such as looking someone up and down, staring or leering at someone's body, deliberate blocking of a person's path, displaying sexual visuals, making sexual gestures; or **physical** – such as massaging, touching, deliberately brushing up against someone, hugging, pinching, grabbing, or actual sexual assault.

Applicability:

This policy regarding sexual harassment and sexually inappropriate behavior applies to all coaches, trainers, managers, administrators, officials, or volunteers, whether paid or unpaid, working with the youth of SoccerMaine.

Implementation:

The Patriot Soccer Club and SoccerMaine is committed to preventing sexually inappropriate behavior and sexual harassment through education, dissemination of information as well as club and individual accountability. Sexually inappropriate behavior or sexual harassment may be reported by any player, parent, coach, trainer, manager administrator, official, or volunteer, paid or unpaid, regardless of whether that individual is the recipient of sexual harassment, a witness or otherwise becomes aware of sexually inappropriate behavior or sexual harassment.

Every SoccerMaine club is required to actively prevent or stop inappropriate conduct within its soccer activities regardless of whether the conduct rises to the level of sexual harassment. If a club become aware of any such conduct occurring, the club must take immediate and appropriate corrective action, including discipline, to end the conduct. Corrective action is required regardless of whether a complaint is made or the conduct appears to be unwelcome.

Complaint Process:

Individuals who believe that they are the victims of sexual harassment or subject to sexually inappropriate behavior may file an internal complaint by contacting any of the following individuals:

The president, coach, director of coaching or any other member of a club's Board of Directors

The SoccerMaine State Administrator or any other SoccerMaine director

Although every attempt will be made to resolve complaints at the lowest level, if an investigation is warranted, it will be conducted promptly and with as much confidentiality as possible, respecting the rights of all parties involved.

Retaliation:

Any form of retaliatory action or threat or suggestion of retaliation against any person filing a complaint under this policy or assisting in an investigation is a violation of this policy. Threatening a lawsuit shall be considered a form of retaliation. A complainant is protected from retaliation regardless of the merits of the original complaint. Retaliation should be reported as described above and will be promptly investigated. Such retaliatory conduct will be grounds for disciplinary action.

Responsibilities of the Patriot Soccer Club:

- (1) To create, publish and enforce a policy that protects children and employees from sexually inappropriate behavior and sexual harassment.
- (2) To create and maintain an environment that is free from intimidation, harassment and sexually inappropriate behavior.
- (3) To communicate to all members that the club will not tolerate such behavior.
- (4) To assure that every coach, trainer, manager, administrator, or official know and understand the law and the club's policy regarding this behavior, including the potential consequences of engaging in the behavior and appropriate complaint procedures.
- (5) To take immediate and appropriate action whenever you are aware of, suspect or have a complaint of this behavior.

**Patriot Soccer Club
Purchasing and Procurement Policy**

General Information:

In order for the Patriot Soccer Club to operate in an effective and efficient manner, the Treasurer routinely has the need to purchase supplies, equipment, uniforms and services (from here forward to be referred to as goods/services.)

Purpose:

The purpose of this policy is to: assure that goods/services are procured efficiently, effectively, at the most favorable prices available to the Patriot Soccer Club and to provide safeguards for maintaining a purchasing and procurement system of quality and integrity.

Purchasing and Procurement Authority:

All procurement and/or purchasing transactions shall be administered by the Treasurer. No other individual, Officer, Director, Coach, or Committee may act in the Treasurer's behalf without permission of the Patriot Soccer Club's Board of Directors.

Procurement and Purchasing Methods:

If the cost is under \$50 the Treasurer may acquire the goods/services without prior discussion and subsequent approval from the Patriot Soccer Club's Board of Directors.

For purchases over \$100, the Treasurer shall get two quotations and present same to the Board of Directors prior to purchasing the goods and/or services for approval.

Payment of Purchases:

The treasurer shall retain all source documents to support payment of all invoices or reimbursements. The supporting documents will be filed by month disbursed within the fiscal year. Further, the treasurer will make all source documents available upon request.

Recording of Purchases:

The treasurer shall prepare a monthly check register detailing each check disbursed in numerical order, the amount of the check, the payee, and its purpose. The check register shall be presented at each Board Meeting of the Patriot Soccer Club along with other relevant financial documents the Board of Directors deems necessary.

**Patriot Soccer Club
Registration Fee Refund Policy**

The Registration Process:

Players and/or parents completing the registration process (per Section 5a of the Club's Bylaws) to play for the Patriot Soccer Club constitutes a commitment to play for the club and the team on which the player is assigned. It is generally accepted that players, and their parent(s), wishing to register to play, have an understanding of the commitment required and are willing to meet/exceed said requirements. The club establishes a registration cut-off date for the purposes of rostering players to specific teams based on the policies of the club and the timetables set forth by SoccerMaine.

Purpose:

The purpose of this policy is to ensure the club's viability to field teams without players seeking to drop from the club's pool of players after the registration cut-off date. Often, registration data dictates the decisions required to roster players to specific teams. When a player registers to play and teams are formed, then a player seeks to drop, it creates a tremendous amount of work to re-configure teams.

Registration Refund Request Process:

Players and/or parents seeking a refund will do so in writing along with a statement as to the reason they are seeking said refund. All requests will be forwarded to the Club Registrar who will seek approval from the Executive Committee.

Registration Refund Amounts and Timetables:

Players and/or parents will be eligible to receive a refund in the amount of:

75% of the registration fee if their request is submitted and approved 30 days or more prior to the registration cut-off date.

50% of the registration fee if their request is submitted and approved 15 days or more prior to the registration cut-off date.

Registration refunds will not be available after the registration cut-off date.

Exceptions:

Should an eligible player be dismissed from an approved team by the Patriot Soccer Club -due to roster limitations or due to the players ability- s/he will be entitled to a full refund if said decision takes place prior to the beginning of team training.

Appeals:

Please refer to Club by-laws and procedures concerning appeals.

All decisions rendered by those authorized in this policy will remain in effect unless changed by an appeal decision.

**Patriot Soccer Club
Registration Fee Scholarship Policy**

The Board of Directors shall establish the fee structure. Fees are intended at a minimum to cover all operating costs of the current Patriot Soccer Club program, with consideration given and provision made for replacement of required equipment that is subject to depreciation and periodic replacement.

No qualified child will be denied participation in a PSC sanctioned event due to financial hardship. In the case of financial hardship, the Registrar may waive in whole or in part, the assessment of any PSC fees.

Application Process:

In order to qualify for a scholarship, a player's parent must submit a written request for scholarship with their child's registration application which, in addition to requesting consideration for either full or partial scholarship, provides an overview of need sufficient to justify that need. In this regard, it is not normally required that a person submit financial records unless a challenge arises to the need and the parent wishes to contest denial of a scholarship request.

Approval Process:

The Executive Committee shall jointly review and approve or disapprove all requests for scholarship. All applicants requesting financial aid will be informed in writing by the PSC's President of the decision. If the President is unable to perform this function, another member from the Executive Committee will be substituted.

Appeals:

Please refer to Club by-laws and procedures concerning appeals.

All decisions rendered by those authorized in this policy will remain in effect unless changed by an appeal decision.

**Patriot Soccer Club
Smoke Free Kids Policy**

In keeping with our mission to foster the physical, mental, and emotional growth of Maine's youth, the Patriot Soccer Club is committed to promoting an active, healthy, tobacco-free lifestyle.

In an effort to ensure that our youth receive a clear and consistent message regarding the benefits of such a lifestyle, we formally adopt and support a tobacco-free policy.

Further, the Patriot Soccer Club supports:

- (1) Recognizing coaches and other adults as role models for our players, a complete ban on tobacco use by all persons during games, practices, and other club or team-sponsored activities.
- (2) Understanding that tobacco look-alike products that are packaged to look like tobacco products encourage children to emulate tobacco-use behavior, a ban on the sale of tobacco look-alike candy at league games and tournaments.
- (3) Eliminating the mixed messages youth receive from coaches, players and others who wear shirts, hats, and other gear that display tobacco logos, a dress code that prohibits the wearing of this type of clothing at games, practices, and other club or team-sponsored activities.
- (4) The efforts of staff, volunteers, and even players who are trying to quit or curtail their use of tobacco around the team, including links to cessation services.

This resolution promotes the Smoke-Free Kids Program as adopted by SoccerMaine and Soccer lifestyle by:

- (a) Including the "Smoke-Free" logo on Club informational packages, uniforms, and other promotional materials
- (b) Encouraging coaches to promote an active, healthy, tobacco-free lifestyle among their players
- (c) Encouraging coaches to follow through with one or more of the youth activities from the Coaches' Handbook

**Patriot Soccer Club
Volunteer Orientation & Agreement Mission**

The mission of the Patriot Soccer Club is to foster the physical, mental and emotional growth and development of Gray and New Gloucester's youth through the sport of soccer at all levels of age and competition.

Agreement:

As a volunteer for the Patriot Soccer Club, I agree to meet/exceed the following expectations:

Responsibilities:

- (1) Represent the interests of ALL the Club's youth players, not merely the team they directly represent or coach.
- (2) Become familiar with the bylaws, policies, budget and financial status.
- (3) To ensure the playing field is equitable and safe; including clear enforcement of rules, and self-recusing when there exists a conflict of interest -OR- a perception of a conflict of interest.
- (4) To develop, discuss and revise bylaws and policies as needed. The BOD has a legal responsibility for the fiduciary integrity of the organization.
- (5) Actively participate in the administration and operation of the Club's tournament as well as all other programs (opportunities) it offers its membership.

Duties:

- (1) Duty of Obedience:
Obedience of the organization's mission must guide all decisions.
- (2) Duty of Care:
Volunteers must exercise due care in all dealings with the organization and its interests. This includes careful oversight of financial matters, readings of minutes, attention to issues that are of concern to the organization, and raising questions wherever there is something that is unclear or seems questionable.
- (3) Duty of Loyalty:
Conflicts of interest, including the appearance of conflict of interest, must be avoided. This includes personal conflicts of interest -OR- conflicts with other organizations which a volunteer is connected.

Code of Ethics:

As a volunteer and/or member of this board I will-

- * Represent the interest of all members served by this organization
- * Not use the organization or my service on this board for my own personal advantage or for the individual advantage of my friends or supporters.
- * Keep confidential information confidential.
- * Approach all board issues with an open mind, prepared to make the best decision for the whole organization.
- * Do nothing to violate the trust of those who elected me to the board and/or those we serve.
- * Focus my efforts on the mission of the organization and not on my personal goals.
- * Never exercise my authority as a BOD Member except when acting in a meeting with the full BOD or as I am delegated and duly authorized by the BOD.

**Patriot Soccer Club
Zero-Tolerance Policy**

Applicability:

Each coach is responsible for his/her actions, the actions of his/her players and bench personnel. Each coach, player, and spectator shall at all times support the referee and assistant referees. Failure to do so will undermine the referee's authority, and has the potential of creating a hostile environment for the players, spectators, coaches, and referees alike. No one is to address the referee in a negative manner during or after the game.

Coaches' communications with the referee and assistant referees:

Coaches and/or bench personnel may NOT address any member of the referee crew during play except for:

- Responding to a referee initiated communication.
- Making a request for substitutions.
- Pointing out emergencies or safety issues, such as an injured player on the field.
- To request clarification of any call provided the request is courteous and non-argumentative.

First infraction:

Referee may stop the game and remind the coach or bench personnel of SoccerMaine's zero tolerance policy.

Second infraction:

Caution. (No yellow card shall be shown to any coach or bench personnel). The referee may issue a final warning that a third infraction may result in an ejection.

Third infraction:

Ejection. (No red card shall be shown to any coach or bench personnel). The referee may instruct the coach or bench personnel to leave the field. Thereafter, the ejected person must depart to a distance where he or she can no longer see or hear anything to do with the match. If the ejected person fails to leave the field, the referee may abandon the game.

Spectator communications with the referee and assistant referees:

Negative or critical comments directed to any member of the referee crew will not be tolerated.

First infraction:

Referee may stop the game, request the assistance of both coaches, and remind the spectator of SoccerMaine's zero tolerance policy.

Second infraction:

Referee may stop the game and issue a final warning that a third infraction may result in an ejection.

Third infraction:

The referee may instruct the coaches to direct the spectator to leave the field. If the ejected person fails to leave the field, the referee may abandon the game.

Nothing in this rule may be construed to limit the referee's discretion as granted by FIFA Laws of the Game.

Notification:

Should a referee eject any player, coach, bench personnel or spectator, and/or abandon a game, he/she shall notify the Director of Competition of the Patriot Soccer Club as well as SoccerMaine by phone at 942-0950. If a game is abandoned prior to completion, the referee will make no determination as to the outcome of the match. A written report of the pertinent facts should be sent to the SoccerMaine office within 24 hours. The SoccerMaine office will refer the matter to its disciplinary committee for further action, if necessary, and/or to the appropriate competition committee for disposition of an abandoned game.