

WFC RANGER POLICIES

Revised and
Approved August 2005

Purpose of these policies:

The WFC Ranger Board of Directors has adopted these policies. Their adoption and any further amendments will be made upon a majority vote of a quorum of the Board of Directors at a regular or special meeting.

These policies apply to the operations of the WFC Ranger soccer program. When taken in concert with the Board's bylaws, they represent the body of adopted policies for the WFC Rangers Club.

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Section 1 General and Administrative

1.1 *The Board consists of nine (9) positions and shall assume office on August 1 each year. Officers are elected from seats 1 – 5 for the positions of President, Vice President, Treasurer, Secretary and Registrar. Board members shall serve for two year terms based on the following rotation:*

<i>Seat 1</i>	<i>Expires August, Odd Year</i>
<i>Seat 2</i>	<i>Expires August, Even Year</i>
<i>Seat 3</i>	<i>Expires August, Odd Year</i>
<i>Seat 4</i>	<i>Expires August, Even Year</i>
<i>Seat 5</i>	<i>Expires August, Odd Year</i>
<i>Seat 6...VP Girls</i>	<i>Expires January, Even Year</i>
<i>Seat 7...VP Boys</i>	<i>Expires January, Even Year</i>
<i>Seat 8...At Large Girls</i>	<i>Expires January, Odd Year</i>
<i>Seat 9...At Large Boys</i>	<i>Expires January, Odd Year</i>

1.2 *The Board Treasurer will be compensated \$500 on an annual basis for maintaining the financial records of the organization and managing the business affairs.*

1.3 *The Board will appoint a Communications Director for the Club.*

1.4 *The Board will appoint a Director of Development, Administrative Officer, an Assistant Development Director for Boys, and an Assistant Development Director for Girls. These positions will be compensated as employees of the Club. The Board will adopt job descriptions and compensation levels for these positions and modify them from time to time. (See Addendum) The payroll year shall be January 1st through December 31st. Employees of the Club will be paid on the 15th of each month.*

1.5 *Player registration fees, beginning with the 2005-2006 season, are \$325 for all players. Additionally players will be assessed a coaches stipend fee based on the level of coach assigned to the player's team. (See section 4.7)*

Section 2 Advisory Council

2.1 Each team will select **two** representatives to the Advisory Council after Spring tryouts for April-to-April appointments. Teams are encouraged to select the team manager as one of its representatives.

2.2 Team representatives are to be parents or guardians of team members and must **not** be active Ranger coaches or members of the Whatcom County Youth Soccer Association Board.

2.3 Advisory council meetings are open to all coaches and parents and will be held once a month or more frequently if necessary.

2.4 The Advisory Council's role is to provide feedback to the Ranger Board on policy and operational matters from a parent and team perspective.

2.5 The Advisory Council shall select four members to serve as Vice President for Girls and Vice President for Boys, seats 6 and 7, as well as seats 8 and 9 At Large Girls and At Large Boys. These positions serve as liaisons between the Board and the Teams representing Ranger girl and boy teams respectively. The members selected by the Advisory Board should assume their office on January 1st of each year.

Section 3 Players

3.1 Parents and players must sign and submit a copy of the Code of Conduct to the Rangers Club before playing on a team. The current Code of Conduct is included in the Appendix to these Policies.

All participants connected to a Ranger team, including players, coaches, parents and fans are asked to act in a manner that we can all be proud of as a club. The Board will deal with any reported issues related to safety; poor behavioral; lack of judgment; or the use of alcohol or drugs on an individual basis. Inappropriate actions may be referred to the Whatcom County Youth Soccer Association. Disciplinary action may include (player) expulsion from the Club and or the Association. Repeated offenses over time may also result in disciplinary action.

3.2 Ranger tryouts are held on two consecutive weekend days in March of each year. Players for the Rangers will be selected in a fair and impartial manner using the best available resources. Selection will be conducted under the general guidance of the Director of Development. Selection will be based on demonstration of skill, talent and ability in the game of soccer without regard to creed, race or economic status. The Gold Team coach for each gender will supervise the tryout for that age group.

3.2a *It is the intention of the WFC Rangers to field the strongest teams possible within every age group. All players are strongly encouraged to try out and play at their own age group. If a player desires to try out for an older age group he or she must obtain written permission prior to annual tryouts from the Director of Development. Such requests are to be made in writing and submitted to the Director of Development as far in advance of tryouts as possible so that the Director can properly evaluate the decision. Eligibility will be decided on a case-by-case basis. Such requests may not be considered if submitted within three days of the tryouts.*

3.2b *Each age group will have at least one evaluator who has no vested interest in the team. However, the coach of each gender's Gold Team in consultation with the Director of Development, the other coaches at that age level, and the appropriate Vice President of Girl's or of Boy's, will have the final decision on team composition. The Director of Development will appoint evaluators.*

3.2c *The letter "U" proceeds each age group classification. The player must be under the specified age **prior** to August 1st of that season, that is July 31st or earlier.*

3.2d *If a player is unable to participate in either tryout in the Spring he or she may file a written appeal to the Director of Development.*

The Director of Development, will schedule a tryout, review a player's experience, or otherwise make a determination as to a player's ability and team placement. Upon conferring with the affected coach the Director will make a determination on team placement.

3.2e *All player selection decisions are final.*

3.2f *It is the goal of the WFC Ranger Club to field the best teams possible to offer the highest caliber of play opportunity for players. This may mean accepting players from outside of Whatcom County to round out a team. While highly unlikely, if two players were of comparable skill and dedication and were trying out for a single roster position preference will be given to returning Rangers and/or Whatcom County residents.*

3.2g *Players shall be notified of results in writing immediately after tryouts are completed. Coaches, Board members, and evaluators must refrain from revealing selections prior to the players receiving the Club's official notification. In the event returning players are not offered a roster position or are re-assigned from a Gold team onto a Blue or White team, or from a Blue team onto a White team, the selecting coach shall promptly notify that player personally and in a constructive manner. The intent of the notification is to clarify the reasons why a player is not returning to a particular level of play and to afford the player guidance on which areas of their play they should work on to improve.*

3.2h *Players may be removed from rosters at any time for inappropriate behavior of the player or their family member(s) upon a recommendation of the Director of Development and with the approval of a majority of the Board of Directors.*

3.3 *The Club allows for the movement of players between Gold, Blue and White teams for training purposes and as guest players in tournament opportunities. Such decisions can be made by both affected coaches only after consultation with the Director of Development.*

3.4 *The Club allows for reassignment of players between Gold, Blue and White teams after initial selections. In this case the affected coaches and the Director of Development must agree on the transfer of players between teams. Such transfers can only be made after consulting with the player and the player’s parents or guardian. The decision of the Director of Development is final in these matters. Players moving from White to Blue or Blue to Gold are obligated to pay fee amounts of the new team.*

3.5 *Ranger Club fees will be approved annually by the Board and published prior to Spring tryouts. Teams are required to collect all player fees, including Club and coaching stipend fees, at Ranger Registration Night. Fees can be prorated and paid over time if a player so elects, however, the team must collect advance dated checks at registration and remit those to the Club. Payments may be made as follows:*

<i>Checks dated:</i>	<i>April 4th</i>	<i>May 31st</i>	<i>July 31st</i>	<i>Sept 30th</i>
	<i>1 Payment</i>			
	<i>2 Payments</i>	<i>2 Payments</i>		
	<i>3 Payments</i>	<i>3 Payments</i>	<i>3 Payments</i>	
	<i>4 Payments</i>	<i>4 payments</i>	<i>4 payments</i>	<i>4 payments</i>

Club fees are applied to WSYSA and WCYSA fees, field fees, regular season referees, player development and clinics, coaches’ development and licensing, team equipment, club equipment, first aid kits, District and Premier League fees, scholarships, newsletters, and incidentals. To remain in good standing with the ability to play, fees must be paid on time. Players must pay to be allowed to play.

3.6 *If a player leaves the Ranger program for any reason, including injury, pre-paid Club fees will be reimbursed to the player assuming the 4-payment schedule. For example, if a player leaves the Club on or before May 31st, they would be obligated to pay 25% of all fees, including coaching stipend fee. If they leave July 31st or before, they would be obligated to pay 50% of all fees, if they leave September 30th or before, they would be obligated to pay 75% of all fees, if they leave October 1st or thereafter, they are obligated to pay 100% of all fees. If the player elected to pre-pay the entire fee payment then, they would be reimbursed the portion they are not obligated to pay.*

3.7 If a player joins the Club before September 1st, full fees will be assessed. If a player joins in one of the following months the fees will be prorated accordingly:

In September.....75%
In October50%

3.8 The Board will select uniform (strip) make, style, and components; equipment; as well as the uniform/equipment vendor with input from the Advisory Council. Ranger players are required to wear uniforms approved by the Board in all tournaments and league play and when traveling.

League-approved uniforms (strips) shall consist of one pair of blue shorts, one pair of white shorts, one pair of white socks, one pair of blue socks, one white short sleeve jersey and one blue short sleeve jersey. The U13 age groups are exempt from the two complete strip rule, but must purchase the complete blue strip along with a white short sleeve jersey. In the event of a new uniform strip selection, the U18 age groups are exempt from purchasing all new components. Through the 2005 season, equipment bags and warm ups are an optional team decision and must be in keeping with the Board approved selection. Beginning with the Fall 2006 season, warm-ups and bags will become part of the required strip.

Teams may elect to order optional Ranger approved apparel such as a long sleeve jersey, sleeveless jersey, practice jersey, sweats or gold shorts, as provided on the uniform order form however, these cannot substitute for the strip requirements.

Non-Ranger sweatshirts, jackets, jerseys, warm-ups, T-shirts or other apparel are not permitted at league or tournament games. Shin guards are mandatory for play. Team managers will determine the need to purchase new uniforms from year to year.

Coach(es) are strongly encouraged to wear Ranger wear. If the coach elects to purchase and wear a different warm up or jersey, they must stay with Ranger colors and use the approved Club logo.

All uniforms are to be the same across the Club. In the event players do not conform to these policies, it is up to the coach to enforce the policy. In the event coaches do not enforce the policy, the Club will use its best judgment to develop appropriate sanctions.

The logo on all Ranger uniform is to be the same. Requests to add team logo or name must be approved by the Board in coordination with the approved vendor. No sponsor names will be permitted on uniforms, equipment or other apparel.

3.9 Scholarships for player registration fees will be considered for any player whose household income is below a certain threshold. (The Club utilizes the Bellingham

School District criteria). The Vice President for Girls and the Vice President for Boys, acting as a committee, makes final determinations on a case-by-case basis. Extenuating circumstances beyond income levels will not be considered. From time to time there are private scholarship funds available for fees and other related player expenses.

3.10 Select soccer is competitive by its very nature. Coaches intend to develop their entire team and individual players with a long-term view in mind. Playing time for individual players is at a coach's discretion. Concerns about coaching should be directed to the Director of Development.

Section 4 Coaching and Training

4.1 Minimum qualifications for coaches include a WSYSA class "D" license or approval of the Director of Development if the coach is in the process of obtaining such a license.

4.2 With prior written approval from the Director of Development, the Ranger Club may approve reimbursement of a coach for the full cost of WSYSA coaching licenses upon successful completion. The Club will reimburse coaches up to \$600 of the fee for obtaining an U.S.S.F. license or NSCAA diploma. Reimbursement will require proper documentation. Within 24 months of coaching, a WSYSA "C" license must be obtained. The Ranger Club will reimburse coaches licensing fee and travel.

4.3 Prospective coaches and trainers must have a current application on file, including a current Washington State Patrol background check, with the Club by January 15th of each year to be considered for the upcoming season and interview with representatives of the Club.

4.4 Applicant coaches must complete and pass a Washington State Patrol (WSP) background check.

4.5 The Director of Development, with Board approval, will make final coach selections. The Director of Development will seek and secure the Board's approval of coaching selections before Spring tryouts so that there is ample time to communicate coach selections to potential players.

4.5a Assistant coaches can be recommended by designated coaches and selected based upon a review of their credentials by the Director of Development. All assistant coaches must undergo and pass a WSP background check. The Club does not compensate assistant coaches.

4.6 The Board shall maintain job descriptions for coaches. Coaches are required to adhere to the job description expectations. Coaches will be reviewed annually, and/or as needed by the Director of Development.

4.7 Coaches will receive a minimum stipend of \$1,000 per year plus an additional stipend based on their assessed coaching level as follows:

Total coaching stipend

Unranked.....	\$1,000
I.....	\$1,000 to \$1,799
II.....	\$1,800 to \$2,599
III.....	\$2,600 to \$3,399
IV.....	\$3,400 to \$4,199
V.....	\$4,200 to \$4,999
VI.....	\$5,000 to \$5,800

4.7a All team coaches will receive a \$100 reimbursement for equipment purchased for their team. Funds are to be distributed by the Treasurer with the understanding that use of the funds will be restricted to equipment purchases to enhance training. The equipment will remain in the care of the coach as long as he or she is active in the program. (Note: The Club provides a designated amount and kind of team balls, pennies, cones and first aid kits).

The \$100 equipment reimbursement will be distributed to team managers on or about May 15th of each year. Pre-purchase of equipment with receipts will not be required.

4.7b Coaches will be compensated monthly (15th) as contract employees for 8 months beginning in May and ending in December. If a coach leaves the program during the time period they will receive a prorated monthly stipend.

Section 5 Tournaments

5.1 Tournament fees, travel cost and incidentals are the responsibility of each team. This includes League Placement Tournaments, State Tournament and any optional selections by the team.

Section 6 Team Management

6.1 All U-14 age group teams and higher must compete at the State League Placement Tournament or otherwise compete as provided for by the Washington State Youth Soccer Association (WSYSA).

6.2 *Any team not abiding by these policies will lose their standing as a WFC Ranger Team.*

6.3 *District teams will be placed into the silver or gold divisions as determined by the Director of Development upon consultation with the teams coach. Premier league teams will be placed according to WSYSA rules and directives.*

6.4 *The Rangers Club will pay for District and Premier league fees. Tournament and LPT fees are the responsibility of each individual team.*

6.5 *Team managers will be selected by the team coach.*

6.6 *The Board will maintain expected operating guidelines (job descriptions) for team managers.*

6.7 *Team manager is a voluntary position. He/she must submit to and pass a WSP background check.*

6.8 *The Rangers Board must approve all team fundraising activities in advance of the actual fundraising event. Team managers are to advise the Board of the proposed event's date, location, extent and method of fundraising, promotional plans, as well as an overview of the activity that the team poses to undertake. Fundraising proposals are to be presented at the monthly Advisory Council meeting. The Boys and Girls VP together with the Boys and Girls At Large Board Members will review the proposals, ensuring that the proposed activity falls clearly within the Board's guidelines for team fundraisers. The Board will be advised monthly of fundraisers. When the proposed activity does not clearly fall within the team fundraiser guidelines, the concept will be presented to the Board at their next monthly meeting for review and final decision. (Please see fundraising recommendations, attached).*

The Club will undertake fund raising activities from time to time that will be used to fund Club expenses such as player development or equipment programs. All teams will benefit from Club fundraisers and are expected to participate in fund raising events. Team managers or a designee will be asked to coordinate a team's involvement in the event. A percentage of the Club fundraiser will be dedicated for scholarships.

6.9 *The Club's Administrative Officer will monitor supplies and equipment inventory and oversee the checkout and check-in process for team's including providing the team with practice and game balls, pennies, cones and first aid kits.*

6.10 *If a team desires to use the WFC Ranger logo on printed material, schedules, etc. they must first obtain approval from the Board.*

6.11 *Teams are required to maintain Medical Releases, Club Registration, executed Codes of Conduct, Certificates of Live Birth for every team player, and a WSP clearance card for all adult coaches and assistants involved in team affairs.*

6.12 Teams are responsible for renting or otherwise providing practice fields for their team during tournament season, regular league season and state Cup competition times.

6.13 Teams are expected to pay for their coach's out of town travel expenses. Coaches receive honorariums and a stipend for team equipment from the Club.

6.14 Team managers are responsible for organizing the purchase of required uniforms and optional gear.

6.15 Teams are responsible for maintaining current player cards for league and tournament eligibility.

Section 7 Appeals and Grievances

7.1 All teams are encouraged to resolve grievances internally. If not resolved internally, team members should notify VP of boys or VP of Girls to assist them in resolving the matter.

7.2 If the VP of boys or VP of Girls is not able to assist teams in resolving issues, the Board shall appoint an Appeals Committee to hear and advise the Board on any appeal made to the Club involving, but not limited to, coaching issues, players issues and/or any issue contained in these policies. The Appeal Committee shall consist of three Board members and two Advisory Council Members, one representing girls teams and one representing boys teams. If an appeal involves a member of the Appeals Committee they will not participate in the hearing of the appeal.

7.3 Appeals or grievances involving the application of these policies shall be made in writing to the Appeals Committee through the Director of Development and the President of the Board.

Section 8 Appendixes

Fundraising by Teams

Approved 8/2004

The WFC Rangers has a policy (6.8) regarding team fundraising activities for four reasons.

1. If teams want to use **the Ranger not-for-profit, (NFP), IRS tax code status** there are certain Federal tax laws concerning earned income. Under some circumstances the fund raising income if it is tangential to the clubs stated purpose, within its NFP designation, the income may be taxable and create a tax liability.
2. The Club itself has forecasted the need to raise funds to support equipment purchases and depends on fund raising revenue to offset the need for near term fee increases. Team fund raising activities that interfere with, overlap or otherwise hinder the Club itself may **impair the Clubs ability to be financially solvent.**
3. The Club needs to be **protective of its image.** While in most circumstances teams will not entertain any type of activity that would negatively impact the Clubs image as a youth sports organization the Club has a fiduciary responsibility to its members to monitor team's activities, particularly in those illusive gray areas.
4. Teams are essentially borrowing the Clubs image and quite often its tax status, which **may expose the Club to liability concerns.** While the Club carries liability insurance through the State's Youth Soccer Association, individual teams and team activities, to the extent they are beyond sports events may risk some uncovered exposure.

For the aforementioned reasons the Club provides the following guidelines to assist teams in their individual fund raising activities:

Guidelines for team fundraisers that are considered consistent with Ranger Club philosophy, mission, vision and not-for-profit tax status may include:

- Events that provide a service to the community that clearly is not in competition with Rangers or NWSP.
Examples: Taking orders for, and selling hanging flower baskets; pancake breakfasts; garage sales; spaghetti feeds, etc.

Guidelines for team fundraisers that are not considered consistent with Rangers Club philosophy, mission, vision and not-for-profit tax status may include:

- Events in which the WFC Ranger name is used inappropriately.
- Events that may be considered to be at odds with the WFC Ranger sports club.

- Fundraisers that may erode the economic base of existing programs like NW fields, coaches training activities, etc.
- Direct competition with a Rangers Club fundraiser, or NWSP fundraiser.

Fundraising questions should be routed through the Ranger Board Boy or Girl VP's.

Board Responsibilities

President:

- Chair Board meetings
- Develop meeting agenda/Call meetings
- Spokesperson for Club
- Guide Club in reaching its goals (conduct annual strategic retreat); supervise staff
- Attend or appoint a representative to WCYSA
- Appoint a planning committee for Ranger Night

Vice President:

- Stand in for the President
- Maintain operating policies
- Oversee selection of new Board members & special positions (Chairs nominating committee)
- Represent the Club at district and state matters or appoint an alternate
- Coordinate field selection with Director of Development
- Assist with Ranger Night

Treasurer

- Manage Club's financial affairs
- Maintain Club's books (A/P, A/R)
- Keep Board informed of the status of Club's financials
- File annual tax return
- Select annual auditor and conduct audit
- Propose and present annual operating budget

Secretary

- Prepare, distribute and maintain Board minutes
- Publish annual calendar
- Maintain current records of Board members
- Maintain Club archives & corporate records
- Manage changes to the bylaws
- Assist with Ranger Night

Registrar

- Serve as liaison to state association
- Coordinate and assist Administrative Officer in player registration duties

- Assist in coordinating and promoting Club fundraising efforts
- Assist in Club communication efforts to members, players, the soccer community as well as the Bellingham community.
- Assist in raising positive awareness of the Club, its players and activities
- Assist with Ranger Night

Girls Vice-President

- Liaison with Girls teams to Board
- Coordinate and co-chair Parent Advisory Group
- Communicates Club matters to girls teams
- Assist in assessing coach performance
- Coordinate player selection with Development Director
- Member of the Scholarship Committee
- Assist with Ranger Night

Boys Vice-President

- Liaison for boys teams to Board
- Coordinate and co-chair Parent Advisory Group
- Communicates Club matters to boys teams
- Assist in assessing coach performance
- Coordinate player selection with Development Director
- Member of the scholarship committee
- Assist with Ranger Night

Girls at Large

- Liaison to the Board for girls
- Assist in communicating Club matters to girls teams
- Assist in coach selection with Development Director
- Coordinate New Parents Night
- Maintain and update Parent Primer
- State Cup representative
- Assist with Ranger Night

Boys at Large

- Liaison to the Board for boys
- Assist in communicating Club matters to boys teams
- Assist in coach selection with Development Director
- Coordinate post try-outs Ranger Information Night
- Assist Administrative officer with practice field scheduling for State Cup
- Assist with Ranger Night

Special positions:

Director of Development

- Recommend coach selections to Board
- Coordinate Club trainings
- Manage development progress of teams/coaches
- Represent the Club
- Attend WCYSA meetings
- Manage player selection
- Approve of roster changes
- Assist in arbitrating matters with players, coaches and families
- Manage and assess coach performance
- Manage and assess trainer performance

Director of Communication

- Maintain the Club's webpage
- Coordinate articles in WCYSA newsletters
- Coordinate Club score updates
- Publish Parent Primer
- Assist in promoting positive messages of Club