

This document sets forth the policies and procedures of the St. Joseph Athletic Association (SJAA) Soccer Standing Committee (the Committee) as required to be prepared by the SJAA Bylaws.

### **Committee Membership**

The Committee Chair is appointed by the SJAA Board in accordance with the SJAA Constitution. The Chair appoints all members. All committee members report to the Chair. The Chair oversees entire soccer program including Training League. Completes yearly budget for entire program by February, organizes registration, purchases equipment, conducts coach's meetings, hosts CYC id card night, attends CYC/district soccer meetings along with any league administration. Coordinates field maintenance with parish and maintains coaches training log to include, Protecting Gods Children, Coaching to Make a Positive Difference, F license (grades 1-5) Missouri background checks. Committee Coordinators are elected by a vote of the committee members. The following are the current Committee Coordinators and their respective duties:

1. Boys/Girls Coordinator- manages the boys and girls program for grades 2-HS to include, communication with coaches, registration, rosters, team assignments and sizes, assist Chair with field maintenance and back up to attend CYC or district meetings. This position to have up to 3 committee members.
2. Tournament/Uniform Coordinator – manages SJAA soccer tournaments and soccer uniforms and equipment for all grade levels. This position to have 3 committee members
3. Referee Coordinator – manages the SJAA soccer referees, training, scheduling and payroll of referees for the tournament and regular season to include training league. This position to have 1 committee member.; and

Additional committee coordinators, committee members and ad hoc committee members may be added as approved by the committee. The Chair shall send a roster of all committee members and their respective duties to the SJAA Secretary annually and amendments, as necessary.

The Chair and all Coordinators shall serve a term of two years unless excused by the Chair. All remaining committee members serve a term of one year.

### **Meetings**

1. The Committee shall meet at least 8 times during the year.
2. The Chair, in consultation with the Coordinators shall develop an agenda for each meeting. Decisions at the meeting will be based on a simple majority vote. All decisions should be discussed at a regular Committee meeting. However, the Chair has discretion, if necessary, to make decisions, or authorize another Committee member to make decisions, provided the decisions are in accord with the SJAA Constitution, SJAA Bylaws, and these Policies and Procedures, without the need for a meeting.
3. Components of the meeting: each meeting will include an opening prayer, attendance, coordinator reports as appropriate (written or oral as approved by the Chair), old business, new business, time of the next meeting, and closing prayer.
4. While formal minutes are not required at each meeting, a written record should be kept of all action taken so that, in accord with the SJAA Constitution, the Committee can submit written reports, at least quarterly, to the SJAA Executive Committee. These reports are required to contain a summary of the actions and decisions taken by the Committee since the most recent previous report.
5. All Committee members are to attend all meetings of the Committee. Two unexcused absences shall lead to a review of the member's commitment to service on the Committee. Absences can be excused by the Chair.

### **Duties and Benefits of Committee Members**

1. All Committee members are required to fulfill a number of work duties at St. Josephs during the soccer season. The number of duties may vary from year to year depending on, among other things, the number of games at St. Josephs and the number of Committee members. Each committee member shall work all scheduled registration dates, uniform distribution and end of year awards program.

2. The Chair and Coordinators will be also required to fulfill work duties at St. Joseph, as the need arises for other standing committees.
3. In return for fulfilling their work duties, and their Committee responsibilities, the soccer registration fee for each Committee member's children will be waived for each season during their term. For those Committee members that are required to fulfill work duties for other standing committees, the registration fees for each such member's children will be waived for each season that such work duties are performed. Each Committee member may be required to pay other fees, such as activity fees, as determined by the SJAA Board.
4. If a Committee member resigns their position during a season or fails to fulfill their duties outlined herein, the member shall pay the fees that were waived.

### **Player eligibility**

1. All St. Joseph registered parishioner, children attending the St. Joseph Full-time School and children attending St. Joseph Parish School of Religion are automatically eligible to play on a St, Joseph soccer team.
2. In the Committee's discretion, additional players that do not meet any of these requirements may be allowed to play on a St. Joseph soccer team, provided the applicable league rules are followed.

### **Registration**

1. All registered parishioners' children, children attending the St. Joseph Full-time School and children Parish School of Religion are automatically eligible to play on a St, Joseph soccer team.
2. In the Committee's discretion, additional players that do not meet any of these requirements may be allowed to play on a St. Joseph soccer team, provided the applicable league rules are followed
3. Soccer registration will begin each year in the Spring on a date determined by the Committee and continue through an end date determined by the Committee.
4. All fees will be set annually by the Committee.

5. The Committee may accept late registrations and charge an appropriate per family late fee determined annually by the Committee in addition to the other fees.
6. The Committee may, in its discretion, charge an additional fee to any player who is not a St. Joseph registered parishioner. The late fee may be waived in the discretion of the appropriate soccer coordinator and will be waived in the case of kindergartners, new parishioners and when players are needed to fill a team.
7. In the case of hardship, no child will be denied participating in an athletic activity because of an inability to pay. Such persons may be required to work additional parent duties. The Chair will have the discretion to approve such cases.

### **Work duties**

1. Each family that registers a child in grades 1-8 shall be required to fulfill parental work duties as determined annually by the Committee. These duties will be assigned at the discretion of the Committee.
2. The Committee may, in its discretion, allow a limited number of families to pay an additional fee in lieu of serving a work duty. The buy-out fee will be set annually by the committee.
3. In the event the Committee assigns concession stand work duty on a team basis, fulfilling a duty on behalf of the team fulfills that parent work duty for that family. Any parent who does not purchase a buy-out or perform team work duty may be assigned a work duty by the Committee.
4. If an assigned work duty is not performed the Committee may assess a fine in an amount to be determined annually.

### **Team formation**

1. Teams shall be formed at the discretion of the Committee based on the following player criteria: school affiliation; geographic residence; and player/parent requests to play with other players. Requests by players/parents to place players and/or coaches together will be considered but cannot be guaranteed.
2. Once a player is assigned to a team, that player may only move to another team at the request of the players/parent and with

approval of the Committee, provided the roster change is allowed by the applicable league rules. In such cases, the Committee should consider whether both coaches consent to the move and the number of players on both teams.

3. The procedure to initiate a move from one team to another is for the parent on behalf of the player to submit a written request to the appropriate Coordinator explaining the reason for the request.
4. A coach may not recruit players from another STJ team and may NOT refuse a player assigned by the committee to their team for any reason.

### **Coach selection**

1. Coaches shall be appointed by the Committee or members of the Committee to whom that authority is granted by the Committee.
2. Coaches will be selected by the Committee. Preference will be given to coaches who have children who attend St. Joseph School or St. Joseph Parish School of Religion. If there is no parishioner volunteer to coach, non-parishioners may be assigned. Coaches should be selected who best exemplify the requirements and mission of St. Joseph's Mission Statement, SJAA Constitution, & Bylaws, these Policies and the appropriate league rules.
3. Each St. Joseph Soccer Coach to include assistant coaches or parent volunteers must be in compliance with current parish and or diocesan requirements for child protection. All head coaches in grades 1-5 are required to obtain their F USSF coaching license. All requirements must be fulfilled by September 1 of the first coaching year.

## **Discipline**

In the case of the need for discipline of a committee member, coach, parent, player, or referee the appropriate coordinator will investigate the matter and report to the Chair. The Chair will then follow the procedures set forth in the SJAA Bylaws. In the case of any real or perceived conflict of interest, the Chair will investigate the matter or assign the investigation of the matter to another person.

## **Referees**

The Committee will appoint and/or hire all referees and facilitate the referee training. All referees must be certified in accord with the applicable league rules. Each referee 18 and over must attend a (a) attend the Protecting God's Children Workshop; and (b) submit appropriate paperwork to facilitate a background check.

## **Tournaments**

The Committee may, in its discretion, reimburse each team for playing in tournaments in an amount to determined and announced annually.

## **Black out dates**

1. No games are scheduled at St. Joseph soccer field during: (a) PSR classes; (b) Masses at St. Joseph; (c) Manchester Homecoming; or (d) the evening of the Halloween festivities at Schroeder Park.
2. No SJAA soccer team should be scheduled to practice or to play a game on a day when players on such teams are participating in St. Joseph's celebration of the Sacraments of First Reconciliation, First Communion, and Confirmation. No SJAA soccer team will be scheduled to play games on dates of major parish activities (i.e., Sausage Supper).

### **Player participation**

Each player must play the greater of (a) 25% of each game; or (b) the amount determined by the applicable league rules.

### **Player & Parental Responsibility**

1. Parents are responsible for their children's behavior before, during and after each practice and game.
2. Parents and players are responsible for the proper care of SJAA uniforms and equipment.
3. No manager, coach, parent or team member at any time shall use language unfitting a member of SJAA, or show any unnecessary temperament.

### **Miscellaneous Issues**

Any soccer issue not delegated elsewhere by the SJAA Constitution or Bylaws, and not addressed specifically herein is to be decided by the Committee. If such issue is likely to recur, the procedure or policy should be added to this document.

### **Amendment**

These Policies and Procedures can be amended by a simple majority vote of the committee members present during any regularly scheduled meeting attended by at least 60% of the committee members and during which the amendment is discussed. The Chair is responsible for transmitting an official copy of these Policies and Procedures, and any subsequent amendments, to the SJAA Secretary.