



## **HIGHLINE PREMIER FOOTBALL CLUB**

### **Operating Procedures**

#### **Vision Statement**

Under the direction of the HPFC Training program, youth can learn the needed life skills of sportsmanship, mental toughness, self-discipline, commitment and proper work ethic through athletic competition. The group situation encountered in practices and games will provide opportunities for learning how to work with diverse personalities and help achieve proficiency in conflict resolution.

A by-product of the HPFC Premier program is the development of leaders who have pride, integrity, high self-esteem and exhibit “true” sportsmanship through this great game that provides physical fitness for a lifetime.

Through competition at the highest level of play available and participation in high visibility tournaments, the dedicated athlete who wishes a chance to compete at the collegiate level will be prepared to seek that goal. It is the direct aim of the program to place as many HPFC youth soccer players into high school and college soccer programs as possible.

As an end result of participating in the HPFC premier development program, players will possess the necessary life skills to obtain future success whether it is in athletic competition or the professional work place.

The HPFC Soccer Club exists to provide opportunities for GIFTED and COMMITTED young soccer players to fulfill their potential by playing at the highest level of which they are capable.

The Players will train in a positive learning environment with dedicated and knowledgeable coaches who are able to share their passion for the game while setting exemplary standards of good sportsmanship and good citizenship. High academic standards are encouraged and expected.

#### **VISION:**

The HPFC Club vision is to:

- Develop a club to rival the best in the country.
- To be instantly recognizable by the quality of soccer played and the exemplary conduct of its players, coaches and parents.
- To have motivated, professional, talented coaches who have access to the best training aids and educational representatives at the college and professional level.
- To have players who give back by returning to the club when their playing days are done.
- To support and assist the clubs within HSA in further developing their programs.

#### **COLLEGE SCHOLARSHIPS:**

Each year the HPFC Club Executive Board will award HPFC Club Scholarships to HPFC Club graduating seniors. The number of scholarships and the amount will be determined on a yearly basis.

#### **Code of Conduct**

A person (player, coach, administrator, family member, spectator) participating in the HPFC premier development program is expected to conduct himself or herself in a manner, which exemplifies integrity, respect and sportsmanship. The HPFC Premier Soccer Club has a zero tolerance policy towards player fighting or behaving in a disrespectful manner towards coaches, parents, adults or any game official.

Players shall be under the supervision of their administrators and coaches and adhere to the HPFC premier development program guidelines as well as any approved rules set up for their team. Any person who is found to be in violation of the Code of Conduct HPFC premier development program rules, policies, travel guidelines or expectations may be subject to penalties. This may include the rescission of participation rights, as deemed appropriate to the circumstances. In the case of an infraction of the above, the HPFC Board will take the appropriate action.

As always, any sanctions taken against a player, coach, administrator or parent will carry through to all affiliates, (i.e. Highline Soccer Association, District III, Washington State Youth Soccer Association and United States Youth Soccer Association).

## **Team Finance Guidelines**

### **GENERAL**

HPFC soccer teams are authorized to accept, on behalf of the Club, donations as tax-deductible contributions in accordance with section 501.c.3 of the United States Internal Revenue Code.

The team elected manager/treasurer will be responsible for all team finances for a seasonal year. A seasonal year will begin with the team formation (after tryouts) and end when the team is eliminated from state, regional or national cup play. A checking account will be established in the team name and all expenses will be paid through this account.

### **ACCOUNT DIRECTIVES**

The team manager and treasurer must be signers on the bank account. The account will be in the team name (i.e. HPFC '92) with no personal address on the checks. No check will be issued without a valid receipt and checks will only be issued by the team manager/treasurer. Upon termination from state, regional or national cup play, the manager/treasurer will settle all outstanding financial obligations before turning the account over to the next year's team. If there are funds left in the account after all obligations have been met, the balance of funds should go as a contribution to the next year's team. These funds may be used to pay entry fees of summer tournaments, purchase equipment and/or coaching education.

### **SPONSORSHIP**

HPFC teams, who raise financial support from engaging in fundraisers, can use those funds to defray the costs associated with the team. Qualified sponsors are those that represent the absolute best interest of the youth soccer players in the HPFC Club and will be deemed so by Commission vote. HPFC Club qualified sponsors will be listed on the Club web site with a direct link to the donor's business for the period of one year. The cost of sponsorship will be determined on an annual basis.

### **DONATIONS**

In order to comply with Federal Regulations, it should be understood that all donations made to HPFC teams are not allocable to any one individual team member, but rather becomes assets of the team. The Club or any team may use donations to grant scholarship assistance to individual team members as necessary.

### **OWNERSHIP OF FUNDS**

All funds whether contributed by a sponsor, raised through fundraisers, or player fees paid by the players, belong to the team and the HPFC Club and are not refundable.

## FINANCIAL OBLIGATIONS

Each HPFC team is responsible for all of its expenses, including, but not limited to:

- Uniforms
- Equipment
- Tournament Fees
- Travel Expenses
- Coach / Trainer Salary
- Other expenses as required and needed

Each team will have the flexibility of setting its own player fees (after Club registration fees have been assessed) and determining how to distribute those fees towards the team's obligations.

All out of state tournaments a HPFC team wishes to attend must be approved by the Director of Coaching in order to assure appropriate competition level and financial feasibility.

## PLAYER FEES

Each player is required to satisfy the HPFC Club registration fee as determined each year by the Board. Additional player expenses can be met through fund raising.

Team and Registration fees should be paid promptly. The Club is required to pay league registration fees to WSYSA by May 1<sup>st</sup>. All Club registration fees are due in part or full at the time of online player registration. The Junior Development team and the U19 team will have a separate fee schedule to be determined on an annual basis.

If a player does not remain financially current, according to the team payment plan, the player will be ineligible to play in sanctioned competition. If a player's account is in arrears, the Executive Board will issue the player a Financial Status letter. This letter will list the amount in arrears and outline a payment plan for the player to adhere to. The manager of the player's team will turn the player's player card over to the Vice President of Development until such time as the player's account is brought current. A player may not participate in sanctioned games without a Player Card. If team fees are not kept current, the player may be dropped from the team and replaced with an alternate. The HPFC Club will consider scholarships to help with Club registration fees if funds are available.

## ADDITIONAL EXPENSES

Additional expenses may be incurred and not figured into the original budgeted expense covered by players' fees. These costs are generally paid as teams incur them.

## FUND RAISING POLICY

Fund raising is a necessary part of any volunteer organization. Being part of HPFC is expensive to the point of being unattainable for many HPFC players without the addition of fund raising money. Fundraising and/or donations serve the purpose of reducing or offsetting the cost of participation for all team members and enable a team to provide financial assistance (scholarships) when necessary. All parents and players are expected to do their fair share of fund raising for the team's expenses. Soccer is a team sport and to be successful a team must participate in competitions with its full compliment of players, parents, coaches and manager.

## HPFC AUCTION DINNER:

The annual HPFC Auction Dinner is one of the main fund raising events for the Club. As such, each HPFC team is required to purchase or sell a certain number of tickets (to be determined annually) to the auction dinner. In addition, each player must donate an item or cash worth a minimum value to be determined annually. The cut off date before which the donation must be made will be determined on a yearly basis.

#### TEAM OPERATING FUNDS

Each team will need to maintain funds that will follow the team each year to pay the following expenses:

- Equipment
- Training equipment (balls, pinnies, etc.)
- Replacement uniform and practice pennies
- Tournament fees
- Coach/Trainer salary

#### PLAYER TERMINATION

If a player quits or is cut from a team prior to August 1<sup>st</sup>, 50% of the initial paid player registration fee will be returned to the player through a check from the Club account. If a player quits or is cut after August 1<sup>st</sup> there will be no funds reimbursed to the player.

In no instance will funds that were acquired through fundraising or donation be refunded to an individual player.

#### FINANCIAL REPORTING

Team treasurers are required to provide an individual player's account status to his/her parents each month. A team financial summary report should be submitted to the team coach/team manager and HPFC Club treasurer quarterly. The purpose of this report is to provide an accountability trail that may be required in an audit. It shows that tax deductible donations are being used in accordance with the charter and it can be a useful tool in assisting with future budgeting of funds. All financial records are subject to an official audit from HPFC Soccer Club or Highline Soccer Association.

#### COACH'S SALARY

By the 20<sup>th</sup> of each month each team treasurer will submit a check made out to the "HPFC Club" for the amount of their coach's/trainer's current month's salary to the HPFC Club Accountant. On the 1<sup>st</sup> of each month the HPFC Club Treasurer will issue each salaried coach and trainer a check in the amount of his or her monthly salary. The Treasurer/Accountant will issue salary checks to the Director of Coaching twice a month on the 1<sup>st</sup> and 15<sup>th</sup>.

Coach's team apparel are considered as part of the general team expense.

## HPFC Premier Development Program

### Player, Parent, Coach and Appointed Position Policies

Players will be selected for a single playing year only.

Players are encouraged to play at their own age level. A player may tryout for an older team if he feels qualified.

Selection to the HPFC teams shall be based on observation at the annual tryouts.

No coach, prospective coach or administrator may make a commitment to any player prior to the formal tryout.

Players recovering from injury during tryouts may receive special consideration. Additionally, players with conflicting Olympic Development Program (ODP) practices may receive special consideration.

Final decisions concerning player selection/placement are solely at the discretion of the HPFC Club Vice President of Development, Director of Coaching and team coaching staff. Generally, speed, skills, commitment, prior HSA HPFC experience, fitness, attitude and parent support/involvement will be factors included in making player selections. Within the club player movement may only occur with the approval of the Director of Coaching.

If a player is selected to the team, signs a player contract and is registered, then chooses not to play, he may forfeit his eligibility to play on another team in the HSA HPFC program for the season.

The coaching staff reserves the right to make adjustments (additions or deletions of players) as permitted by Washington State Youth Soccer Association rules.

#### COMMITMENT POLICY

Upon notification of their selection to a HPFC team, players will be informed of their time, financial and fund raising responsibilities to their team and to the HPFC Club.

#### COACHES

HPFC Club coaches are expected to adhere to certain guidelines of behavior. All HPFC Club coaches will strictly adhere to all HPFC Club, HSA, District III and WS YSA rules and ethical guidelines. HPFC Coaches, Assistant Coaches and persons holding appointed positions within the HPFC Program, are required to only coach within HSA. Exceptions to this rule will be decided at the Executive Board level on a case-by-case basis. If a conflict of interest arises due to multiple children playing in opposing soccer clubs, coaching/appointed position status will be determined at the Executive Board level on a case-by-case basis. (Also refer to HPFC Club By-Laws Article 7.8).

#### FINANCIAL COMMITMENT

Club Registration Fee: The player registration fee is when the player is registered online for the team. Payment may be made in full at the time of registration or the registration fee may be broken into four payments. Players joining a HPFC team on or after October 1<sup>st</sup> must pay half of the registration fee. Players joining a HPFC team on or after November 1<sup>st</sup> must pay a quarter of the registration fee.

Refunds: Half of the Club registration fee is non-refundable. Players leaving the team before August 1<sup>st</sup> will be refunded half of the registration fee. Any player leaving a team after August 1<sup>st</sup> will receive no refund.

## HPFC Premier Development Program

### Player, Parent, Coach and Appointed Position Policies (cont.)

Bad Standing: the Club may place any player who fails to pay his registration or team fees within 30 days of notification of amounts due, in "Bad Standing". Team coaches or managers will notify the HPFC Board of such situations. A player placed in "Bad Standing" will not be permitted to play soccer in the HPFC Soccer Club, Highline Soccer Association or Washington State Youth Soccer Association.

## FUND RAISING

Fund raising activities are organized and carried out at the team level. It is expected that all players and parents will participate and do their fair share in all team fundraisers. If a player and his parent choose not to participate, they will be required to make equitable cash contributions (equivalent to the particular fundraising event) to support their team and players' activities. Cash contributions are non-refundable. Tax laws prohibit fund raising for a non-profit organization that ultimately benefits an individual. Fund raising or team finances may not be used to cover family travel to tournaments.

All HPFC teams will be required to participate in all Club fund raisings and events as mandated by the Club Commission and By-Laws.

## PARTICIPATION

Players are expected to participate in all team activities including all practices, team meetings, classroom sessions, games, tournaments, award ceremonies, retreats and other functions deemed mandatory by the team, Director of Coaching and/or programs of the HPFC Club.

Parents are expected to participate in all team activities and other functions deemed mandatory by the team. Every team is required to provide volunteers to help organize and run the HPFC Auction. All proceeds from Auction will go to the HPFC Club general fund.

## ATTENDANCE

It is the players' responsibility to call or communicate with the coach in regards to absences. Players shall be aware that unexcused absences may be grounds for being dropped from the team. Only illness, family emergency and mandatory school functions are considered excused absences. If the player is injured and not able to practice he is still required to attend, observe and learn at the practices and games unless other arrangements have been made with the coach.

## CITIZENSHIP

HPFC players are good citizens. Players will conduct themselves in a proper and respectful manner and exhibit good sportsmanship at all times during HPFC Club events as well as outside of team events.

Players are not expected to like everything about everyone on the team, but they are expected to respect each other's ability and talent so that all players may work together for the good of the team.

Players must concentrate on improving their own play and be supportive of their teammates who are doing the same.

# HPFC Premier Development Program

## Player, Parent, Coach and Appointed Position Policies (cont.)

### MEDICAL RELEASE FORMS

All players are required to submit a signed and notarized medical treatment authorization. These forms will be given to the team manager and kept in a book and carried to all games. Certain conditions may require a waiver of liability, and in certain cases a physician's written approval may be required to participate after an injury. If a player

is injured while playing for the HPFC teams, emergency medical treatment will be obtained if indicated. Parents will be notified as soon as possible.

#### BIRTH CERTIFICATES

All players are required to submit two copies of their birth certificate, passport or INS card. One is for the league registrar and one is for the team manager. In the age groups that have the possibility of going to the Far West Regional Tournament, the head coach will request that his copy be a state issued certified copy. This is a requirement if a team wins the State Championship Cup and becomes eligible to compete in Far West Regional Play.

#### TRAVELING

HPFC players frequently travel as a team. Players will be provided with the HPFC travel guidelines and expectations and be expected to abide by them.

#### HPFC EXECUTIVE BOARD

The HPFC Executive Board makes all decisions regarding coaching staff, training staff, players, parents and club functions. In order for any issue and/or conflict to be addressed, the proper HPFC Club chain of command must be followed. Issues and conflicts should be taken to the team Head Coach and manager first, and if not resolved at that level, they will be taken to the Vice President of Competition or Vice President of Development. All Executive Board decisions are made in accordance with the HPFC Club, Highline Soccer Association, District3, and Washington State Youth Soccer Association Operating Policies and Procedures and By Laws.

#### UNIFORM AND APPEARANCE

HPFC is a Nike sponsored club, and all uniforms are expected to be Nike brand. Players are expected to maintain themselves and their uniforms in a neat, clean and orderly fashion. While participating in team practices, league, tournaments or friendly games, players will be equipped with shin guards and will play with their shirts tucked in and socks pulled up at all times.

Players should have at least two pairs of soccer shoes. Cleats for playing on grass and turf shoes for playing on field turf. Both pairs should be carried with the player in his/her soccer bag and should be properly cared for and kept clean. Players are responsible for maintaining their HPFC uniform and equipment in good condition and must pay for replacement if lost. Jerseys are to be washed inside out and hung to dry.

#### GUEST PLAYING

HPFC players considering guest playing on a team other than the one they have made a commitment to must first seek approval from their Coaches.

## HPFC Premier Development Program

### Player, Parent, Coach and Appointed Position Policies (cont.)

#### FITNESS

In addition to Club training, players are expected to maintain high standards of diet, exercise and fitness on their own time. It is recommended that outside of Club training, players run at least two miles daily.

#### PLAYERS WELL BEING

Players (to include parents) are responsible for their own well being and should call to the coaches' and/or manager's attention any injuries or situations in which the HSA HPFC staff members may be able to assist. Players are expected to seek appropriate professional medical attention for all medical concerns and to keep the coaches informed and up to date on their progress. Players should provide coaches with written doctors' prognosis and advice for treatment.

#### CONFLICTS

Conflicts are expected to be resolved at the team level. Coaches are the first-line for conflict resolution. If resolution is at an impasse, the HPFC Executive Board will decide the issue.

#### PARENT RESPONSIBILITIES

Participation – parent's participation and involvement is expected to parallel that of the player.

Parent meetings – parents are expected to attend all parents' meetings or to send a representative in their place.

Volunteering – parents will sign up to help with the team jobs and with fund raising.

Rules – it is the responsibility of the parents to know and abide by the rules of the team, HPFC Club, Highline Soccer Association and Washington State Youth Soccer Association, (available on the WSYSA web site).

Code of Conduct Agreement – parents and players will sign the conduct code agreement after final team selection.

#### PARENT PLAYER PARTICIPATION SUPPORT

Parents are to cooperate with the team expectations of participation. By trying out, winning and accepting a position on any of the HPFC teams, parents and players must understand that they are making a commitment to participate at the highest level available in youth soccer in our area. With this comes the responsibility to the team to attend all scheduled events unless notified and agreement has been reached well ahead of time with the coach. Outside activities such as jobs, vacations, trips, parties, family activities, discipline/punishment etc) should be scheduled around the team commitment. In a team sport, failure to do this unfairly and adversely impacts all other team members.

## HPFC Premier Development Program

### Player, Parent, Coach and Appointed Position Policies (cont.)

#### PLAYER AND PARENT CONDUCT

Parents are always encouraged to cheer the team on; however, all coaching and directing of players is to be done by the coaching staff only.

All spectators, coaches and players must remain two yards behind the sideline and not within 18 yards of the corner of the field. Parents and spectators are never to enter onto the field of play. Misconduct by a parent on the sideline can result in parent and/or player sanctions or suspension by the coach and/or Executive Board.

During games and practices, parents are expected to be at their best behavior and only make positive and encouraging comments to HPFC players and other HPFC parents, as well as the opposing team and game officials. No negative or derogatory comments to players, coaches or game officials before, during, or after the game will be tolerated. The Head Coach may discipline any parent who does not follow these guidelines.

## HPFC Premier Development Program

### Player and Parent Team Guide

#### TEAM STRUCTURE

HPFC teams belong to HPFC Club and Highline Soccer Association. These teams are the top competitive representatives in this association and its members are affiliated with District 3, Washington State Youth Soccer Association, United States Youth Soccer Association and FIFA.

Each HPFC team is made up of players, the Director of Coaching, coaching staff, team administrators and a support organization.

The yearly appointed Coach is the chief executive of the HPFC team. The Director of Coaching from the HPFC Soccer Club will work with the team coaching staff and players on tactics, skills and player and coach development. The coaching staff is directly responsible for the team, schedule, soccer strategy and training sessions. Player selection is done with the cooperation of the Director of Coaching and coaching staff. The Vice President of Development will resolve conflicts with regards to player selection.

The coaching staff includes the coach, assistant coaches, trainers and specialists such as the Director of Coaching. The coaches will continue their own training and avail themselves to help when needed. Coaches and the Director of Coaching will evaluate each individual player.

The HPFC Club provides a staff of experienced trainers who provide training to HPFC teams under the guidance of the Director of Coaching. Any outside trainer, who is not part of the HPFC training staff, must first be approved by the HPFC Executive Board and Director of Coaching. If the Board and Director of Coaching approve the trainer, he will follow the Director of Coaching's guidelines, Club By-Laws, and Operating Procedures.

The team manager directs the activities of the parent organization and is responsible for management of off field activities and logistics including team communication. The Manager's Orientation Booklet contains an outline of the team manager's duties. The Director of Coaching and the Vice President of Competition, in conjunction with each team Coach will appoint a team manager/treasurer for the team. The team manager will be familiar with all governing HPFC program policies and procedures.

Team managers may want to consider delegating some of their responsibilities to others in the parent organization. Responsibilities may include:

**Treasurer:**

Oversees all team funds, assures bills are paid and financial accountability is maintained.

**First-Aid:**

Sports Medicine and/or medical background; or like experience. Responsible for maintaining first aid kit, bringing ice to each game, taping, and assisting injured players on the sideline.

**Tournament Coordinator:**

Oversees all tournament arrangements and coordinates with Coaches (and Director of Coaching if needed)

## HPFC Premier Development Program

### Player and Parent Team Guide (continued)

**Game Day Coordinator:**

Must have player cards at every league and State Cup game, must have rosters filled out before every game to give to the referee, along with the cards and receive both back after the game.

**Score Reporting:**

Responsible for reporting all league and tournament scores promptly to state/tournament administrators or scorekeepers.

**Field Directions:**

Provide directions and maps to all games in advance of game day and give opposing teams game time and directions to the team's home field.

**Statistician:**

Record team statistics at every game

**Team Representative:**

Attend monthly HPFC Board meetings on behalf of the team and reports back to players and parents any concerns or issues.

**Team Pictures:**

Coordinate time and location with coach and provide families with information.

**Travel Arrangements:**

Makes arrangements for the team and coaches for out of town events.

There will be other jobs that may come up during the season and parents will be expected to help as needed.

## HPFC Premier Development Program

### The Season

#### TRYOUTS AND SELECTION

Annually, at the end of State Cup Play, all HPFC teams will conduct tryouts. The principle objective is to field the very strongest team possible at each age level. Players must tryout for and play at the highest level they are selected for. Team assignments made during tryouts are conditional, and may be changed until the roster is finalized. At that time, rosters will be set for the forthcoming regular (league) season. Near the end of the regular season coaches may move players prior to commencing State Cup play.

#### PARTICIPATION

Mandatory participation in the League Placement Tournament (LPT), all league games, and State Cup games is a requirement of accepting a position on all HPFC teams. Some teams must play in the LPT to decide placement of the team in one of the three state-run leagues. This tournament has been historically held the first two weekends in June.

#### LEAGUE PLAY

League play runs from September through December.

#### STATE CUP

The State Cup is the pinnacle of the playing season. All practices and league games are designed to have the player at peak level in time for the State Cup. The games historically begin the second week of January with the Finals held in March.

#### TEAM COLORS

All HPFC teams are to be outfitted in the representative colors of Highline Soccer Association, which is the combination of Red, Blue and White.

#### UNIFORMS

Only Nike approved style uniforms are to be worn by HPFC teams; Nike is an official sponsor of the HPFC Club. Each HPFC team is required to buy and maintain uniforms through a common equipment sponsor/supplier as determined by the Club. The brand contract must remain on file with the Vice President of Administration.

Each team must have two different sets of jerseys, white and red, to allow for change in case of color conflict with opposing teams. Numbers on the back of the jersey should be 8 inches high. The letters "HPFC" must be embroidered or silk screened in the Club chosen block letters on the front of all HPFC team uniforms as well as the HPFC emblem.

#### UNIFORM OWNERSHIP

Uniforms belong to the player. Uniforms are purchased by the team every other year. It is the responsibility of the player to maintain the uniform. Players who leave a team may sell their uniform back to the team at a reduced cost if the team wishes to purchase it.

## HPFC Premier Development Program

### The Season (continued)

#### ALCOHOL POLICY

It is the policy of the United States Youth Soccer Association and the Washington State Youth Soccer Association along with Highline Soccer Association and the HPFC Soccer Club that NO ALCOHOL be sold or bought at any youth soccer practice or game.

#### SMOKING POLICY

There is to be no smoking on any school grounds or school parking areas as well as within 200 yards of any HPFC team scheduled game or training sessions.

## HPFC Premier Development Program

### Player/Parent/Guardian Code of Conduct

A person (player, coach, administrator, family member, spectator) participating in the HSA HPFC premier development program is expected to conduct himself or herself in a manner, which exemplifies integrity, respect and sportsmanship. The HPFC Premier Soccer Club has a zero tolerance policy towards player fighting or behaving in a disrespectful manner towards coaches, parents, adults or any game official.

Players shall be under the supervision of their administrators and coaches and adhere to the HPFC premier development program guidelines as well as any approved rules set up for their team. Any person who is found to be in violation of the Code of Conduct HPFC premier development program rules and policies or travel guidelines and expectations may be subject to penalties. This may include the recession of participation rights, as deemed appropriate to the circumstances. In the case of an infraction of the above, the HPFC Board will take the appropriate action.

As always any sanctions taken against a player, coach, administrator or parent will carry through to all affiliates, (i.e. Highline Soccer Association, District III, Washington State Youth Soccer Association and United States Youth Soccer Association).

### Player/Parent/Guardian Conduct Code Contract

I, \_\_\_\_\_(player name) have read the team guide, player, parent policies, team finances guide, development program guide and code of conduct. I agree to uphold the standards set forth by the HPFC Soccer Club premier development program.

I understand the rules and agree to abide by them. I understand that I will be responsible for certain financial obligations as set forth by my respective team. My signature below is my commitment to the HPFC \_\_\_\_\_ Soccer team.

\_\_\_\_\_  
(Player signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(Parent/Guardian signature)

\_\_\_\_\_  
(date)

## HPFC Code of Conduct Disciplinary Proceedings

It is the intent of the HPFC Soccer Club that any complaint made against any player or parent/guardian which alleges a violation of the HPFC Code of Conduct, and which is not also subject to adjudication under the District 3 Disciplinary Procedures of the WSYSA Operating Procedures and Rules of Competition, be dealt with at the team level. However, if no adequate resolution is obtained through discussions at the team level, or if the individual bringing the complaint is uncomfortable with bringing the complaint before the team management, a complaint may be brought to the HPFC Executive Board under the following procedures:

- 1) Said complaint will only be heard so long as the complaint is made in writing and in a timely manner. The written complaint should be submitted to any one or more of the HPFC Club Officers within one calendar week of the occurrence of the alleged violation. The complaint should clearly state the date of the alleged violation, as well as provide a list of persons who may have witnessed the alleged violation when possible.
- 2) Upon receipt of a written complaint, the Officer receiving the complaint is to note the date received on the complaint and then notify the Vice President of Competition, who will (i) determine if there is sufficient cause to hear the complaint, and (ii) schedule a hearing before the executive committee of the club consisting of the Club Officers. Said hearing is to be held within two calendar weeks of the date of receipt of the written complaint.
- 3) If the Vice President of Competition determines that there is insufficient cause to hear the complaint, the individual(s) bringing the complaint will be notified, in writing, and no hearing or disciplinary action will be taken. This decision, however, may be appealed to the Executive Board of the HPFC Soccer Club and a hearing will be scheduled as provided herein.
- 4) The Vice President of Competition will notify the individual(s) bringing the complaint and the individual(s) against whom the complaint has been made of the date and time of the hearing, in writing, at least 72 hours before the hearing, and provide them with a copy of the complaint. Copies of the complaint shall also be distributed to the Executive Board prior to the hearing.
- 5) A quorum consisting of a majority of the Club Officers shall be required to hear and decide on the complaint.
- 6) At the hearing, the complaint will be read by the Vice President of Competition. The individual(s) against whom the complaint has been made will then have an opportunity to address the Executive Board with their side of the story. The Executive Board, at their sole discretion, has the right to address questions for clarifications to either the individual(s) bringing the complaint or to the individual(s) against whom the complaint has been made. In addition, the Executive Board, at their sole discretion, has the right to call witnesses to the alleged violation.
- 7) In no event will allegations other than those specifically addressed in the written complaint be heard.
- 8) In no event will allegations pertaining to actions falling under the District 3 Disciplinary Code, or under the WSYSA Rule 213, Rule 214 or Rule 605 be heard.
- 9) After having heard the complaint, the answer to the complaint and all other testimony that the Executive Board deems relevant and necessary to make a fair and reasonable decision, the Executive Board will determine whether a violation of the Code of Conduct has occurred.
- 10) If the Executive Board determines that no violation has occurred, the hearing will be terminated and no disciplinary action will be taken.
- 11) If the Executive Board determines that a violation of the Code of Conduct has occurred, the Board may impose penalties using the following as a guideline:
  - a) For minor violations (such as violating team rules) or for first-time violations – a verbal warning.
  - b) For significant violations (such as violence towards others, possession of illegal drugs at any HPFC sponsored occasion or minors consuming alcohol at any HPFC sponsored occasion) or for repeated violations – a suspension of participation rights, with the length of the suspension dependent of the severity of the violation.

## HPFC Code of Conduct Disciplinary Proceedings (continued)

- 12) With the consent of the Executive Board, any individual who has received a suspension of their participation rights under this process may elect to perform service to the club as an alternative. The nature of the service may be in the form of grounds-work on club controlled fields, training assistance to younger HPFC teams, or such other service as the Executive Board deems appropriate and must be performed within the time frame specified. The Executive Board prior to the conclusion of the hearing shall present this alternative. However, it is not necessary for the individual to elect this alternative prior to the conclusion of the hearing. An individual who subsequently elects to perform the designated alternative service to the club at any time during their suspension may do so by notifying the Vice President of Competition. During the performance of service to the club, the suspension will be temporarily lifted and, upon completion of the alternative service, the suspension will be permanently lifted.
- 13) Any individual who's participation rights are suspended under these procedures will be reinstated upon completion of the suspension or the alternative service to the club and no further disciplinary action will be taken against them by the club or their team for this violation of the Code of Conduct. However, further violations of the Code of Conduct may be cause for further disciplinary action provided the procedures defined herein are followed.
- 14) Any player who's participation rights are suspended under these procedures and who chooses to leave the program without completing his suspension or alternative service will be placed in "Bad Standing" with the Club for the duration of the suspension.
- 15) An appeal of the decision of the Executive Board may be made to the full HPFC Soccer Club Board at the next regularly scheduled Board meeting by written notification of the intent to appeal being delivered to the HPFC Club President. During the appeal process, all disciplinary action will be temporarily suspended.
- 16) Depending on the severity of the complaint, the HPFC Club Officers may refer the matter to the Association, District III or WSYSA.