

# Burleson Independent Soccer Association

## Policies and Procedures

### (Amended September 2020)

General policies and procedures of the Burleson Independent Soccer Association (herein after referred to as the "Association" or "BISA"):

The seasonal year of this Association shall begin on June 1 and end on May 31 of the following calendar year.

#### **1. Registration Fees and Refunds**

**1.1** Registration fees are due and payable at the time of registration. Registration without the appropriate payment, certified birth certificate (non-hospital) and forms are not acceptable.

**1.2** A fee will be applied for late registrations.

**1.3** Registration fees are set by the Board for each playing season.

**1.4** Refunds of registration fees must be requested in writing via the online form. All refund requests must be voted on by the Association Board for approval. For the request to be considered by the board, the requestor must be present at the board meeting to answer any questions or provide further documentation to the Board.

**1.5** All refund requests approved by the Board, after the close of the last registration date, will be subject to an additional fee. This fee will be based on the estimated cost of the uniform and related operating expenses.

**1.6** If imposed by the Board, all Association members are required to participate in the fund-raising program in one (1) of the following ways prior to the beginning of the season. **A.** Take the fund-raising item(s) and make a concerted effort to sell all items. **B.** Work four (4) hours at the soccer complex. **C.** Pay twenty dollars (\$20) buyout per child.

#### **2. Registration of Coaches**

**2.1** Each person age 18 and older, who at any time could be expected to be performing duties with any registered youth player, must have on file an approved Criminal Background Check and Safe Sport Certification through NTSSA. All Coaches/Assistant Coaches/Managers/Team Parents of a team shall be required to register with BISA each soccer season.

**2.1.1** The minimum age to coach is 18 years of age.

**2.1.2** The Board may waive the minimum age requirement of the coach as long as there is an 18 years of age or older assistant coach listed on the team's roster.

**2.2** The Board will approve all persons applying for positions, such as, Coaches, Assistant Coaches, and/or Managers.

**2.3** Any Coach offering or participating in individual/team practices, soccer camp, skills camp, tournaments, and/or similar activities involving youth players, must be registered with and hold a current valid NTSSA coaches ID card.

**2.4** Coaches/Assistant Coaches/Managers will be provided and required to follow the Coaches Code of Conduct.

### **3. Conflicts of Interest**

**3.1** No Board member shall use their position on the Board or special information obtained by being on the Board to their advantage for their team. This includes early practicing due to any prior knowledge about team formation, special team formation requests, etc.

**3.2** Board members will not be allowed to bid on BISA paid positions.

### **4. Discipline**

**4.1** Any individual placed in “not good standing” will not be allowed to participate/register in BISA activities until the situation is rectified. The decision to place an individual in “not good standing” is made by the Appeals and Discipline committee. The individual(s) placed in “not good standing” will be notified by the A&D Chairman and given the opportunity to prepare their side of the issue (not to exceed five days) before the hearing date

**4.2** Association members and/or Board members may be placed on “not in good standing” status by the A&D Committee for the following reasons:

(A) Violating the Parent/Guardian Code of Conduct or the Coaches Code of Conduct.

(B) Has outstanding monies owed to the Association

(C) Neglecting their official Board duties or missing Board meetings as outlined in the Bylaws

(D) Choosing to not complete an adult criminal background application or Safe Sport certificate when serving as a coach, assistant coach, manager, board member, or committee member

(E) Not honoring the terms of suspension issued by the Association or Affiliates

**4.3** Board Members are required to be at the field during soccer games.

**4.3.1** For Saturday game days, there will be a minimum of two (2) board members on duty at the Summercrest Soccer Complex and one (1) board member on duty at the Dobson Complex if games are scheduled at that complex.

**4.3.2** For Sunday game days, there will be a minimum of one (1) board member on duty at the Summercrest Soccer Complex and one (1) board member on duty at the Dobson Complex if games are scheduled at that complex.

**4.3.3** Serving as the Board Member on Duty when that board member’s team (coaching, board members’ child is playing, or board member is playing, etc) is acceptable as long as another uninvolved board member is present during that game.

**4.3.4** The Board has the ability to make exceptions to the above Board Member on Duty requirements as needed and approved by the Board.

## **5. Drafting**

**5.1.1 Returning Players:** A returning player is defined as a player returning to register on-time for a consecutive season or returning to register after missing only one season. Returning players have the right to return to the last team they played for if there is space available unless:

**5.1.1.1** At the players'/parents' request, the player may be placed back into the draft.

**5.1.1.2** The player must move up in age group even if the team does not.

**5.1.1.3** The player has no rights to return to previous team if registering after on-time registration ends.

**5.1.1.4** In adhering to NTSSA rules and/or guidelines, number of field players has been modified from the previous season.

**5.1.1.5** Siblings of the same age or within one year of each other requesting same team will be able to stay together with the understanding that the younger sibling will be playing up.

**5.1.2** Skipping more than one season will result in the player being put into the draft pool.

**5.1.3** Two or more players having never played before may request to be together on the same team. Specific team requests will not be honored. Team assignments will be random per NTSSA Guidelines.

**5.1.4** A player cannot request a specific team or coach, whether the player is new, or redrafting.

**5.1.5** The player may request not to be placed on a specific team. That request must be made in writing and approved by the Board at the draft.

**5.1.6** Registering players can request a friend to be placed on the same team if the friend has not played before in the U6 and under age groups only. This request can only be granted if there is available space on the team after all returning players are placed on the team.

**5.1.7** Draft hierarchy procedure

(A) Group by school, location, zip code, etc.

(B) Group by birthdays within the 6-month cutoff dates (Jan-July, Aug-Dec)

(C) Random selection process. If draft hierarchy does not cover the need, all draft processes will default to random selection.

## **6. Handling of Funds**

**6.1** All significant registration funds (in excess of \$500) will be handled in the presence of multiple individuals and two signatures on written receipts will be kept when transferring funds between Board members. No person (including any Board member) will be allowed solitary access to cash, funds, etc. of the Association without written receipts noted above. A concession

committee member can deliver funds to the Treasurer for deposit and the Treasurer will sign for the amount-received and verify that it matches the accompanying receipt within three (3) days.

**6.2** A petty cash fund may be established for the Concession stand. However, the amount must not exceed \$100.00.

**6.3** Only the President and Treasurer will have withdrawal authority for BISA accounts. Executive Committee board members will have deposit authority and can be assigned purchase cards if needed.

**6.4** All funds received/collected by non-executive Board Members must be turned in to the President or Treasurer at the earliest possible time. The President or Treasurer will issue a receipt for the funds.

## **7. Concessions**

**7.1** The concession stand will remain locked unless it is opened for business or a Board member is supervising an activity using the concession stand and/or equipment.

**7.2** No significant amount of money will be left in the concession stand.

**7.3** The concessions contract will be for one soccer year (Fall and Spring). Renewal of the contract will be discussed by the Board at the Annual Meeting. If the Board votes to not renew the contract with the existing vendor, a public announcement will be made that the Board will be accepting bids for the next soccer year.

## **8. Fundraising**

**8.1** All fundraising monies are due on the scheduled date(s) set forth by the Fundraising Committee.

**8.2** Failure of a coach or team to turn in their money on or before the appointed date will result in forfeiture of any prizes associated with the fundraising program. A coach may turn in part of his team's funds on time and only the late member(s) be excluded from the prize program.

**8.3** Members not returning their fundraiser by the last schedule due date will be contacted by telephone for collection. If the fundraiser is not received with seven (7) days after contact, a certified letter will be sent from the Association. The Fundraising Committee will attempt to collect funds. Failure to comply, the party will be placed "not in good standing" and come before the A&D Committee.

## **9. Payment of Referees**

**9.1** Referees will be paid in a timely manner.

**9.2** Referees are paid in the result of a forfeit by one or more of the teams and for scheduling errors (as long as the referee(s) were present, on time and prepared to officiate the game).

**9.3** Referees will not be paid for games that are canceled due to weather, unsafe condition, etc, unless the game has begun before the unexpected event

**9.4** Referees will be paid for scheduled games if the game is cancelled within 30 minutes of the start time and the referee has been present.

## **10. Playing Rules and Regulations**

**10.1** All coaches of recreational teams should strive to provide all players with equal playing time and game starts. The NTSSA guidelines must be followed. All players must be given the opportunity to play at least 50% of the game.

**10.2** All coaches should familiarize themselves with the FIFA Laws of the Game and any modified rules for the age group(s) they are coaching.

**10.3** All Coaches are encouraged to obtain a license through the USSF Grassroots pathway.

**10.4** U6 and under coaches are highly encouraged to NOT use a specified “defender/goalie” in any form. U7 and U8 coaches who elect to use a defender should not use the same player for more than 25% of the game in that position.

## **11. Use of Fields**

**11.1** Practices or scrimmages are not allowed at a BISA facility, unless approved by the Board.

**11.2** Outside of normal scheduled practices, the BISA facility cannot be opened for practice/scrimmage, unless all BISA coaches are invited on a first come first serve basis to use the facility for practice or scrimmage.

**11.2.1** Exception is for week(s) before the start of the season; the Board may offer practice to coaches that assist the association.

## **12. Individual Team Fundraising/Sponsorship**

**12.1** Teams are permitted to raise funds for special events, such as tournament fees, hotel costs, uniform decoration, etc.

**12.2** Teams are permitted to have individual Corporate Sponsors with Board approval.

**12.3** Sponsor logos and other modifications to jerseys are acceptable as long as they don't cover the BISA logo or jersey number.

**12.3.1** If a sponsor purchases new uniforms, they must comply with Uniform policy, section 15.

## **13. Amending Policies and Procedures**

**13.1** These Policies and Procedures may be amended at any meeting. The Board members will inform the membership of the proposed amendments. A notice will be posted ten days before the meeting and a written copy will be available of the proposed changes.

#### **14. Whistleblower Policy**

If any board member or board committee member reasonably believes that some policy, practice, or activity of the Burlson Independent Soccer Association (BISA) is in violation of any law, rule or regulation, a written complaint shall be submitted by that member to the Board President.

It is the intent of BISA to adhere to all laws, rules and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all members is necessary to achieve a compliance with all laws, rules, and regulations. Any member is protected from retaliation only if the member brings the alleged unlawful activity, policy, or practice to the attention of BISA and provides the BISA with a reasonable opportunity to investigate and correct the alleged unlawful activity.

The protection described herein is only available to those members who comply with this requirement. BISA will not retaliate against a member who in good faith has submitted a complaint regarding some practice of BISA, or of another individual or entity with whom BISA has a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

BISA will not retaliate against members who disclose or threaten to disclose to any Board Member or a public body, any activity, policy or practice of BISA that the member reasonably believes to be in violation of a law, rule or regulation or to be in violation of public policy concerning the health, safety, welfare, or protection of the environment. This policy will be the responsibility of the BISA Board and its officers to be monitored on an ongoing basis. Any updates or changes will be made as determined by the Board.

#### **15. Uniforms**

Uniforms are provided to all youth recreational players registered with the Association. The uniform includes a jersey shirt, shorts, and pair of socks.

**15.1** Coaches and/or managers cannot request parents to pay for any items in addition to the included uniform. This includes items such as custom jerseys, custom numbering, player names, matching bows, etc. See section 12 – Individual Team Fundraising/Sponsorship for team fundraising and sponsorship guidelines.

**15.2** Coaches and/or managers can request jerseys be ordered without numbers.

**15.3** Teams are permitted to make modifications to the jersey and/or add matching accessories as long as they meet all other standards of this section and are conducted in a professional manner.

**15.4** The number on the back of the jersey must be at least 6" tall and permanently fixed to the jersey in a professional manner. Marker, tape, or other temporary numbers are not allowed.

**15.5** Coaches and/or managers are permitted to order custom jerseys as long as they meet all other standards of this section.

**15.6** Each jersey must have the official BISA logo on the front of the jersey that is at least 2" in height.

**15.7** Advertisement of any youth competitive and/or academy soccer program or business is not permitted.

## **16. Weather**

**16.1 Cold Weather** - Games will be cancelled if the temperature is 32 degrees or lower.

**16.1.1** The Weather Bug app (or other app determined by the Board) will be used to determine the temperature using the Burleson STEAM MS location

**16.1.2** A Board member opening the facility will check the temperature at 7 AM for Saturday games and 2 hours before first game for Sunday or week night games

**16.1.2.1** Games will be cancelled until the temperature is above 32 degrees

**16.1.3** Players can wear cold weather/thermal gear, including gloves and hats.

**16.1.3.1** Jersey must be the outer layer while player is on the pitch

**16.1.3.2** Hoodies can be worn, but the hoodie must be tucked in the back of the jersey while on the pitch. All hoodies for U9 and above age groups must be matching in color/hue.

## **16.2 Lightning**

BISA Soccer complexes will be monitored by the Board Member on duty if inclement weather is expected; using Spark Lightning from the Weather Bug app (or other app determined by the Board). If a lightning strike is detected within 10 miles of the facility, then play will be suspended until a strike is not detected for 30 minutes. All players and parents will be instructed to return to their cars, until the all clear is given by the Board Member on duty at the facility.

## **16.3 Hot Weather**

**16.3.1** If the heat index reaches 90 degrees or above prior to the start of the game a mandatory water break will be implemented for games that are played with two halves.

**16.3.2** Water breaks will last approximately 2 minutes and will be taken near the midway point of the first half and second half of the game.

**16.3.3** The referee will determine when the water break will be initiated during the game.

**16.3.4** Either coach may request water breaks be taken to the referee prior to the start of the game.

## **17. Concussions**

**17.1** Symptoms of head injury shown by the player receiving impact to the head will activate BISA concussion protocol. A player's coach, parent, referee or board member on duty will be authorized to assess head injury symptoms as needed for concussion protocol activation.

**17.2** Symptoms of head injury include headache, loss of consciousness, confusion, dizziness, balance problems, nausea, slowed reaction time, difficulty concentrating, etc.

**17.3** BISA concussion protocol is as follows:

**17.3.1** Coach, parent of injured child, or board member on duty will complete an incident report and submit to VP.

**17.3.2** Player will need to be cleared by a physician to return to play. Parent will submit affidavit or copy of physician's release to VP in order for player to return to play.

**Appendix A**

**Burleson Independent Soccer Association  
Conflict of Interest Statement**

No board member or board committee member, or any member of his/her family shall accept any gift, entertainment, service, loan, or promise of future benefits from any person who either personally or whose employees might benefit or appear to benefit from such board or committee member's association with Burleson Independent Soccer Association (BISA), unless the facts of such benefit, gift, service, or loan are disclosed in good faith and are authorized by the board. Board and committee members are expected to resolve for themselves the most gracious method of declining gifts, entertainment, and benefits that are not authorized by the Board.

No board member or board committee member, or any member of his/her family shall perform, for any personal gain, services to any BISA supplier of goods or services, as employee, consultant, or in any other capacity which promises compensation of any kind, unless the facts of such transaction or contract are disclosed in good faith and are authorized by the Board.

No board member or board committee member or any member of his/her family should have any beneficial interest in, or substantial obligation to, any BISA supplier of goods or services or any other organization that is engaged in doing business with or serving BISA unless it has been determined by the board, on the basis of full disclosure of facts, that such interest does not give rise to a conflict of interest.

This policy statement is not intended to apply to gifts and/or similar entertainment of nominal value that clearly are in keeping with good business ethics and do not obligate the recipient.

Any matter of question or interpretation that arises relating to this policy should be referred to the president for decision and/or for referral to the board of directors for decision, where appropriate.

I have received, read, and understand fully the Conflict of Interest Statement and will comply with the statement by bringing any potential conflict of interest situations to the board for consideration.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature