



Fiduciary Policies

Fredericksburg Soccer Club Incorporated
www.fredericksburgsoccer.org
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Table of Contents

Player Safety	3
Concussion Policy	5
Privacy Policy	7
Non-Disclosure Policy	9
Conflict of Interest Policy	10
Whistleblower Policy	11
Appeals Policy	13
Financial Policy	16
Meeting Minutes	19



Player Safety

A. Thunder and Lightning

1. At the first sound of thunder or sight of lightning, the outdoor activity is suspended. Everyone is expected to seek proper shelter immediately either inside a building or a vehicle.
2. Parents are expected to be on site on any day that thunderstorms could occur to provide at least vehicle shelter.
3. FSCI staff can choose to send players home or wait out the storm. FSCI staff shall wait at least 30 minutes before resuming the outdoor activity. The 30-minute wait time starts with the most recent sound of thunder or a lightning strike.
 - a. For example, if the activity had been suspended for 20 minutes and lightning occurs again, then the wait time is reset to 30 minutes.
4. All parents and staff shall review the recommendations on the NOAA National Weather Service Lightning Safety Program website - <http://www.lightningsafety.noaa.gov/outdoors.htm>
5. There will be no pressure exerted on players or staff to remain outdoors in the presence of thunder or lightning. Anyone that hears thunder or notices lightning are expected to bring this to the attention of staff.
6. Our policy supersedes the authority of referees, leagues, and other stakeholders.

B. Goals

1. The club prohibits usage of unsecured soccer goals. If no equipment is available to secure a goal, the goal cannot be used.
2. If equipment is available, staff is responsible for ensuring that the soccer goals are properly secured prior to starting soccer activities.
3. Staff is prohibited from delegating goal security to referees or others entities.
4. To properly anchor a goal, follow the guidelines from the document entitled "Guidelines for Moveable Goals Safety" produced by the Consumer Product Safety Commission and "Guide for Safer Use of Movable Goals" by ASTM International.

<https://www.cpsc.gov/safety-education/safety-guides/sports-fitness-and-recreation/guidelines-movable-soccer-goals>

<http://www.astm.org/Standards/F1938.htm>

C. First Aid Kit

1. All coaches must have a first aid kit available at all games and practices.

D. Injury

1. If a player has a significant injury such as a broken bone, torn ligament, neck injury, or head injury, the player cannot participate in soccer activities unless a doctor's note grants permission.
2. Doctor's notes must be provided to the Coach and forwarded to the Executive Director.
3. Once a doctor grants permission, the coach reserves the right to limit a player's participation in soccer activities if there are other unforeseen safety issues.

E. Casts

1. A player that wears a cast can participate in soccer activities provided that the following criteria hold true
 - a. Doctor's note granting permission for the player to participate
 - b. Padding on casts, splints or body braces must be made of a hard substance (e.g. leather, rubber, plastic, plaster, fiberglass, etc), must cover on all exterior surfaces with no less than ½-inch thick, high density, closed-cell polyurethane, polyethylene, or an alternate material of the same minimum thickness and similar physical properties.
 - c. Coach or Referee permission



Concussion Protocol

A. Procedures and Protocol

1. Concussions rarely (less than 10% of occurrences) involve loss of consciousness. In the event of loss of consciousness, staff will call 911 or will instruct another adult to call 911 immediately.
2. When a player is suspected of having a concussion, the staff will remove the player from the activity or game and will not allow the Player to return to play. Staff will keep the player out even if the player insists that they are ok.
3. Staff will inform the player's parent or guardian of the player's symptoms as soon as possible. Ideally, the Parent will be notified immediately.
4. Before the Player can return to play, the player needs to be cleared by a health care professional. Clearance documentation must be provided to the staff prior to participation. If staff suspects the player is still exhibiting symptoms, the player will be removed from the activity until cleared by a health professional.

B. Staff Education

1. Each year, all staff is required to take training about concussions. This is provided by VYSA.
2. Staff will also review one of the following educational videos

"Concussion in Sports – What you Need to Know" developed by The National Federation of State High School Associations (NFHS). Click link below.

<http://nfhslearn.com/?courseID=15000>

"Heads Up: Concussion in Youth Sports Online Concussion Training" Centers for Disease Control and Prevention (CDC). Click links below.

<http://www.cdc.gov/concussion/HeadsUp/Training/index.html>

<http://www.cdc.gov/headsup/youthsports/training/index.html>

C. Players and Parents

1. All Players and Parents will be directed to review the CDC's "Heads Up: Concussion in Youth Sports, A Fact Sheet for Players" document.

D. Player Development Procedures:

1. Staff will not use any heading activities for any age group U11 and younger.
2. Any repetitive heading activity must be kept short in duration and limited in scope.

E. Useful Websites

<http://www.cdc.gov/headsup/index.html>

http://www.cdc.gov/headsup/pdfs/youthsports/parents_eng.pdf

<http://www.cdc.gov/headsup/youthsports/index.html>

http://www.cdc.gov/headsup/pdfs/youthsports/parent_athlete_info_sheet-a.pdf



Privacy Policy

A. Document Retention

1. All membership agreement documents are destroyed after 5 years.
2. All scholarship applications are destroyed after 1 year.

B. Third Party Information

1. Personal contact information will not be provided to any outside entities with the following exceptions.
 - a. For insurance purposes, we provide the sanctioning organization or insurance provider with information on each player.
 - b. For the purposes of local government, the club will provide upon request the minimum amount of information needed to satisfy local government policy.
 - c. For the purposes of ordering uniforms, we provide a uniform vendor the minimum amount of information needed in the uniform ordering process.
2. Any other release of personal information will be done in compliance with existing local, state, or federal law.

C. Website

1. The club will display a privacy policy on its website that complies with the Children Online Privacy Protection Act (COPPA).
2. No contact information for individual players shall appear on the website.
3. A child's full name shall not be published in any media unless a separate release form has been signed or the child reaches high school age.
4. The images, video, or audio will be used as an educational tool for learning, highlighting skills, or to recognize a player for an accomplishment.
5. The club reserves the right to post any pictures where there are a group of individuals present provided that no personally identifiable information appears for any one child unless the child reaches high school age.

D. Contact Information

1. Staff can distribute contact information for players and their families to others within a team provided that the contact information is limited to the following information
 - a. Player first name only and last initial
 - b. Email address of the player



Non-Disclosure Policy

A. Non-Disclosure

1. No person may disclose the bank statements, financial information, business plans, development strategies, growth strategies, management information, methods of operation, or any other proprietary information not known generally to the public or in the public domain unless explicitly approved by the Board of Directors.
2. No person may copy or reproduce in any form information provided to them for their assigned responsibilities and use that information for non-Club purposes unless explicitly approved by the Board of Directors.
3. Any internal documentation provided will be returned to the club at the end of a person's duties.
4. No person may disclose or discuss any legal matters outside a designated panel of individuals responsible for legal issues.
5. The Board of Directors may convene in closed session to discuss the preceding items.

B. Disclosure of Information

1. The club periodically sends emails or holds briefs informing members of upcoming events, processes, procedures, etc. that are relevant to the program.
2. The club displays documentation on the website that defines rules and procedures that are strictly relevant to the interactions between parents, player, and club.
3. The club informs the membership of the vote count after elections. However, the individual voters are not identified.



Conflict of Interest

A. Disclosure

1. A conflict of interest arises when an individual associated with the Club does not place the Club's interest above their own interests or those of a third party. The well-being, reputation, and financial health of the Club must be placed above other interests.
2. Each individual must disclose to the Club any personal interest or financial interest that he or she may have in any matter pending before the Club. That individual must refrain from participation in any decision on such matter.
3. Each individual must disclose other conflicts or potential conflicts that might prevent that individual from acting in the best interest of the Club. That individual must remove him or herself from any discussions, actions, votes, or other activities in relation to the matter.

B. Prohibited Activities

1. The conflict of interest provisions in the Bylaws and Articles of Incorporation apply.
2. Advantage Information: Each individual shall refrain from distributing information to competing organizations or organizations that enter into contracts with the Club that can use this information to obtain competitive advantages.
3. Solicitation: No individual can obtain a list of clients for personal or private solicitation purposes at any time during their tenure in the Club.
4. Parent Conflict of Interest: If an individual has a child playing soccer in the club and serves in any capacity in the club, that individual shall refrain from matters directly pertaining to the coach or team.

C. Violations of the Conflicts of Interest Policy

1. If the board of directors has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the board of directors determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate corrective action.



Whistleblower Policy

A. Principle

1. The Club will investigate any possible fraudulent or dishonest conduct and take the appropriate disciplinary and corrective action.
2. All stakeholders associated with the Club are encouraged to report any matter that they believe should be investigated for possible fraudulent or dishonest conduct to management.
3. If for any reason the individual finds it difficult to report their concern to management, the individual can report the matter to any Director.

B. Definitions

1. Baseless Allegations: Allegations made without evidence and disregard for their truth. Individuals making such allegations may be subject to disciplinary action.
2. Fraudulent or Dishonest Conduct: Deliberate act or failure to act with the intention of obtaining an unauthorized benefit on the following matters:
 - a. Forgery or alteration of documents
 - b. Fraudulent financial reporting
 - c. Pursuit of a benefit or advantage in violation of the club's conflict of interest policy
 - d. Misappropriation or misuse of the club's resources or assets
 - e. Authorizing or receiving compensation for goods not received or services not performed
3. Whistleblower: a member who informs a manager, supervisor, or a Director about an activity, which that person believes based on evidence to be fraudulent or dishonest.

C. Rights and Responsibilities

1. The Executive Director, management, or staff is required to report suspected fraudulent or dishonest conduct to the Board of Directors.
2. Reasonable care should be taken in dealing with suspected misconduct to avoid:
 - a. Baseless allegations
 - b. Premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation
 - c. Violations of a person's rights under law
3. An individual faced with a suspected misconduct:

- a. Should not contact the person suspected to further investigate the matter or demand restitution.
- b. Should not discuss the case with anyone other than management or the Board of Directors.
- c. Should direct all inquiries from any attorney retained by the suspected individual to the club attorney.
- d. Should direct all inquiries from the media to the President or the Executive Director

D. Whistleblower Protection

1. The club will use its best efforts to protect whistleblowers against retaliation, as described below. However, FSCI cannot guarantee confidentiality. There is no such thing as an "unofficial" or "off the record" report. The club will keep the whistleblower's identity confidential, unless
 - a. The person agrees to be identified.
 - b. Identification is necessary to allow the club or law enforcement officials to investigate or respond effectively to the report.
 - c. Law requires identification.
 - d. The person accused is entitled to the information as a matter of legal right in disciplinary proceedings.
2. Individuals may not retaliate against a whistleblower with the intent or effect of adversely affecting the terms or conditions of being in the club including but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on compensation.
3. Whistleblowers who believe that they have been retaliated against may file a written complaint with the Board of Directors. A proven complaint of retaliation shall result in a proper remedy for the person harmed and the initiation of disciplinary action, up to and including dismissal, against the retaliating person.
4. This protection from retaliation is not intended to prohibit management from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.
5. An individual that deliberately provides false information or a baseless allegation without evidence is not a whistleblower.



Amateur Sports Act Appeals Process

A. Definitions

1. Allegation: A statement or assertion of misconduct that has yet to be proven.
2. Complaint: A request to consider and decide an allegation.
3. Misconduct: Any conduct that goes against the following:
 - a. Conduct for players and parents that involve dismissal or suspension
4. Management Discipline Authority: The Executive Director or a designated individual(s) that handles discipline issues.
5. Discipline Panel: A subset of Directors on the Board of Directors that handle discipline issues. The President, Vice President, or other designated individual will lead the panel. The subset of Directors is randomly picked for each case.
6. Disciplinary Action: Action taken in response to substantial concrete evidence of misconduct.
7. Appeal: A request for a hearing by a higher-level authority to reconsider the disciplinary action invoked by a lower-level authority.
 - a. When Management holds original jurisdiction, management is designated as the lower-level authority and the Director Discipline Panel is the designated as the highest-level authority.
 - b. When the Director Discipline Panel holds original jurisdiction, the Director Discipline Panel is designated as the lower-level authority and the full board of Directors is designated as the highest-level authority.
8. Appeal Fee: The fee for an appeal is \$250.00 and is refundable if the appeal is overturned or remanded back to management.

B. Principles

1. This process is required thru the Amateur Sports Act for all players.
2. Every attempt to resolve the complaint should be handled with the lower level authority prior to addressing the matter with a higher-level authority.
3. If disciplinary action eventually proves wrong, the club must make things right.

4. All attempts to resolve the matter peacefully should be made. Disciplinary action should be the last method to resolve an issue.

C. Jurisdiction

1. The Management Discipline Authority has original jurisdiction for handling complaints and disciplinary action pertaining to players, parents, coaches, team managers, management, and staff.
2. The Director Discipline Panel has jurisdiction for handling appeals of disciplinary action invoked by management.

D. Complaints

1. Complaints concerning misconduct must be written, signed and delivered by certified mail to the club's mailing address.

E. Disciplinary Investigation

1. The entity that holds original jurisdiction decides whether to conduct a detailed investigation into the matter.
2. The entity that holds original jurisdiction conducts investigations discreetly and confidentially.
3. Contact must be made with all relevant witnesses and the alleged individual. Investigators should request written and signed statements from all parties.

F. Disciplinary Action

1. If sufficient evidence exists, it is the discretion of the entity that holds jurisdictional authority to enact or enforce disciplinary action.
2. Disciplinary action, in cases of suspension or dismissal, must be in writing and delivered via certified mail.
3. Written disciplinary letters must include the provision of the individual's right to appeal to a higher authority.

G. False Accusations

1. If the investigation proves that the individual with the complaint provided a baseless or false allegation, it is the discretion of the entity that holds jurisdictional authority to enact or enforce disciplinary action against the individual with the false allegation. The discretion should weigh the intent of the individual to lie versus a misunderstanding of the facts.

2. Disciplinary action in the form of a suspension or expulsion is waived provided that the individual with the false accusation accepts responsibility, apologizes in a public manner, and takes agreed upon actions to remedy the situation.

H. Appeal

1. Those subject to disciplinary action have the right to appeal the decision. Appeals will take the form of a hearing and individuals must pay the appeal's fee.
2. The appeal hearing will follow the format described in section 4 of the VYSA adjudication manual unless otherwise stated.
3. If the individual subject to disciplinary action appeals the decision, the individual must notify the Board of Directors within 48 hours of receiving the certified mailing of the disciplinary decision. The 48 hours begins with the timestamp of delivery set by the US Post Office. In the event that the individual refuses or does not accept delivery of the certified letter, the 48 hours will begin with the timestamp of first refusal or attempted delivery set by the US Post Office.
4. The entity that handles the appeal has the following options with regards to an appeal:
 - a. Remand the decision back to management.
 - b. Overturn the decision if the facts in the decision were incorrect.
 - c. If no disciplinary action guidelines exist, there can be a reduction in the severity of the disciplinary action. If guidelines exist, the reduction cannot occur.
 - d. If the issue is too close to call, the decision stands.
5. Other than a parent or guardian who files for a minor child, only those principal parties adversely affected by the original action shall have standing to Appeal.

I. Non-Addressable Complaints or Appeals

1. Decisions or complaints that do not involve misconduct will not be addressed or appealed. Coaches have final say with regards to any issues involving playing time, player discipline, or any of the items covered in the day-to-day policies or rules set by management.
2. Coaches may remove a player from team with justifiable commitment or disciplinary reasons. The right to appeal exists provided that the coach engaged in misconduct by incorrectly justifying the facts or reasons for removing a player from a team. If the coach incorrectly justifies the facts or reasons, the coach may be subject to disciplinary action.



Financial Policy

A. Financial Documentation

1. The following financial reports will be provided to the Board of Directors.
 - a. Statements of Activities
 - b. Statements of Financial Position
 - c. Statement of Cash Flow.
2. Professional financial service providers will be retained for bookkeeping, accounting, and tax services.
3. Receipts of all expenditures shall be maintained and submitted to the bookkeeper.
4. FSCI will maintain a Tax Identification Number (TIN) issued by the Internal Revenue Service.
5. The FSCI has established itself as a non-profit organization 501C(3) with the Internal Revenue Service and will maintain that status through annual filings with the IRS.
6. Bank statements and merchant statements shall be provided to all board members as follows
 - a. Bank account numbers are redacted or blacked out before distribution
 - b. Officers on the board shall have access to the unredacted version of bank statements in a read only non-downloadable manner

B. Bank Accounts

1. The Board of Directors shall be aware of the number of bank accounts that exist and what financial institutions the accounts reside.
2. Any changes to the number of bank accounts or where the accounts reside shall be reported to the Board of Directors.
3. All bank accounts will be with an institution insured by the Federal Deposit Insurance Corporation (FDIC) or another federally insured institution. No account shall exceed the maximum amount for which it is insured.
4. All bank accounts will be in the name of the Fredericksburg Soccer Club Incorporated. The Executive Director and Treasurer shall be listed on all accounts.

5. The club will operate with a lockbox mechanism. One bank account shall be designated as a lockbox deposit account. The lockbox deposit account shall not be allowed to have funds drawn via check or debit card.
6. All funds are deposited in the lockbox account. Those funds will be subsequently moved to the appropriate account.
7. With limited exceptions, all disbursements come out of the operations bank account.

C. Disbursements

1. The preferred payment method shall be via check from the Operations Account.
2. Each check shall contain details such as the invoice number and/or purpose of the check.
3. The Executive Director reviews and approves an invoice for mathematical accuracy, validity, conformity to the budget, and compliance with agreements.
4. Authorized signers on checks are the Executive Director and Treasurer.
5. Voided checks will have "VOID" written on them in ink on the face and have the signature portion of the check torn out. Voided checks will be kept on file.
6. In no event will the following occur:
 - Invoices be paid unless approved by the authorized signer
 - Blank checks (checks without a date and payee designated) be signed
 - Checks be prepared on verbal authorization unless approved by the Treasurer.
 - Reimbursement to staff without prior written approval or authorization
7. A debit card shall be issued to the Executive Director for purchases. Additional debit cards can be issued to the club administrator or other approved official such that the purchase amounts are limited and no cash withdrawal of funds is possible.
8. The debit card shall be linked to the Operations Account.

D. Reviews and Disclosure

1. Banks statements shall be reconciled against receipts monthly by the Board of Directors.
2. The reconciliation of bank statements must be reported at each regular meeting. This is a critical task that functions as an important check on financial records.
3. The annual tax return and annual statement of financial position shall be posted on the club website.

E. Investments

1. Any funds held by FSCI that are not scheduled for immediate operational use will be invested to generate additional financial resources for future club needs.
2. Investments will be made using bank insured instruments that minimize risk of loss of investment principal such as a certificate of deposit.
3. If FSCI establishes an endowment fund, the fund shall invest in the equities or bond market to generate future returns.
4. Each investment decision will be approved by the Board of Directors prior to implementation an investment transaction.



Meeting Minutes

A. Recorded Items

1. The following items must be recorded in meeting minutes
 - a. Changes in documents approved by the Board of Directors
 - b. Matters that are voted on
 - c. Action items needing further investigation or time to complete
 - d. Any statistic that is reported
 - e. Approval of financial documents
2. The following items are not recorded unless a word for word transcript can be generated
 - a. Arguments or Discussions on topics

B. Agenda

1. At minimum, the following items must be on the agenda for all regular meetings
 - a. Reconciliation of Bank Statements
 - b. Review of current financial statements
 - c. Status on any player safety issues
 - d. Status on any privacy issues
 - e. Status on any financial policy issues
 - f. Status on any legal issues