

Pacific FC Alliance for Advanced Competition Soccer Rules & Regulations

(February 2016)

1 OBJECTIVE

The Pacific FC Alliance (Alliance) exists to provide advanced level soccer for all eligible U10 through U19 Alliance Member Club players who live in Southwest Washington through formation and support of teams playing in the advanced competition leagues within Washington Youth Soccer or US Club Soccer in either Oregon or Washington.

2 ALLIANCE STRUCTURE & GOVERNANCE

The Pacific FC Alliance is an organization through which Member Recreational soccer Clubs join together to meet the Objectives of the Alliance. Through their decision to join the Alliance, Member Clubs' Boards of Directors grant the Alliance authority to assemble and manage their advanced competition teams in accordance with these Rules and Regulations.

Membership is granted by written acceptance of all Alliance Member Club Boards of Directors. By joining the Alliance, each Member Club agrees that all advanced competition teams will adhere to these Rules and Regulations.

The Alliance shall be guided and governed by the Pacific FC Alliance Executive Committee (Committee). The Alliance Committee is comprised of two representatives of each Member Club, two advanced competition team Coaches and the Executive Committee Chairperson.

Alliance Member Club Boards of Directors shall elect their Executive Committee representatives annually, immediately following their Annual General Meeting. All Alliance Member Club members are eligible for election to the Alliance Committee.

The Alliance Committee shall conduct an election annually immediately at the conclusion of Alliance team tryouts for the Executive Committee Chair position. All advanced competition Head and Assistant Coaches whose teams are in good standing are eligible to run for the Committee Chair position except those serving as a Member Club Officer or Director. Assistant Coach candidates must be individually approved by the Executive Committee. Candidates must be nominated by an advanced competition team Coach. Such nomination must be seconded by an advanced competition team Coach other than the nominator. Each Alliance advanced competition team Head Coach is allowed one vote in the election and votes may not be proxied. The successful candidate will be the candidate receiving the most votes.

The Alliance Committee shall conduct an election annually immediately at the conclusion of Alliance team tryouts for the advanced competition team Coach positions on the Executive Committee. All advanced competition Head and Assistant Coaches are eligible to run for an Alliance Committee position except those serving as a Member Club Officer or Director. Candidates must be nominated by an advanced competition team Coach. Such nomination must be seconded by an advanced competition team Coach other than the nominator. Each Alliance advanced competition team Head Coach is allowed one vote in the election. Votes may not be proxied. The two successful candidates will be the coach of a boys team receiving the most votes and the coach of a girls team receiving the most votes.

The Alliance shall be operated by the Pacific FC Alliance Executive Committee Chairperson (Chair), supported by one representative of each Alliance advanced competition team. Annually following team formation, each team shall appoint one representative to serve the Chair. From the pool of team

representatives the Chair shall appoint one Vice Chairperson (Vice Chair) and assemble Operating Sub Committees, each with a designated Chair person. At a minimum the following Operating Sub Committees shall be formed: Coaching; Tryouts; Nominations/Elections; Judicial; Uniforms; Registration; Fields; Finance. Member Club Officers and Directors, and Alliance Executive Committee Members are not eligible to serve as Vice Chair or Sub Committee Chair.

3 PACIFIC FC ALLIANCE MEMBERSHIP

Soccer Clubs in the state of Washington may join the Alliance. To gain Membership in the Alliance, a prospective soccer Club must apply and gain approval from all Alliance Member Clubs' Boards of Directors. Application for Membership shall be made by written proposal to the Alliance Committee. When the Alliance Committee determines that the proposal is complete, the Alliance Committee shall present it to each Alliance Member Club Board of Directors. Membership is gained when the Boards of Directors of every Alliance Member Club, vote in favor (by simple majority) of membership.

Member Clubs, by simple majority vote of their Board of Directors, may vote to end their Alliance Membership at any time. In such case, the departing Club must satisfy their financial obligations to the Alliance prior to their departure. Upon receipt in writing of a Member Club's intention to terminate their membership, the Alliance will respond within 60 days with an accounting of the departing Club's financial obligations to the Alliance. Until such obligations are met, the Member Club shall remain and obligations of Membership shall continue.

4 Alliance Executive Committee Duties

The Alliance Executive Committee is responsible to guide and govern the Alliance. It shall meet at a minimum quarterly to review operations, set priorities, and provide guidance to the Chair. Further:

The Pacific FC Executive Committee is the Alliance's governing body, given the authority to manage the Alliance by its Member Clubs. Appeals may be submitted to the Member Club Boards of Directors. The Boards will review all grievances and appeals to determine the validity of the complaint and will decide if there is adequate reason for a hearing.

The Committee shall review and update these guidelines and procedures on an annual basis prior to tryouts or as needed. The Boards of Directors of every Member Club must ratify any amendments to these Rules & Regulations.

The Chair shall call and preside over Executive Committee meetings held at a minimum twice per year. The Committee shall receive, consider and vote, as appropriate, items proposed by the Sub Committees and brought by the Chair.

Alliance Committee business that requires consideration and/or vote by Member Club Boards of Directors shall be brought to each Board of Directors jointly by the Chair and the Committee Representatives of each Club.

Sub Committee Chair Persons may attend Committee meetings.

In the event that a procedure or guideline is not defined or identified by this document, the Executive Committee has the discretion to make final decisions.

All Committee votes are decided based on a simple majority of a quorum of the Committee. Votes require at least one Director from each Member Club & a quorum. A quorum is 50% or more of the Directors.

By a simple majority vote of a quorum of the Committee a Committee member may be recommended for removal from the Committee by its host club.

5 Alliance Operations

The Alliance shall be operated by the Chair, supported by the Operating Sub-Committees.

Each Operating Sub-Committee shall meet monthly or as needed, headed by the Sub-Committee Chair Person.

Annually following team formation, each team shall appoint one representative to serve the Chair. From the pool of team representatives the Chair shall appoint one Vice Chairperson (Vice Chair) and assemble Operating Sub Committees, each with a designated Chair Person.

The Committee Chair shall call and preside over a Sub Committee Chair Person meeting at a minimum two weeks in advance of each Committee meeting.

All coaches shall meet twice a year or more often as needed, called and run by the Coaching Operating Sub Committee.

Complaints will be handled by the appropriate Operating Sub Committee and elevated to the Committee Chair first, then to the Judicial Operating Unit, then to the Committee and finally to the Member Club Boards of Directors as necessary. Committee Chair only votes when there is a deadlock and will be a tie breaker.

Operations shall be comprised by two types of Sub Committees defined below:

- PFC Sub Committees: This type of Sub-Committee is responsible for an area of Pacific FC Alliance operations where the effort is unique to the Alliance. These committees will be staffed by Pacific FC volunteers and will report to the Pacific FC Chairperson.

- Joint Sub Committees: This type of Sub-Committee is responsible for an area of Pacific FC Alliance operations where the effort is inter-related with those of Alliance parent clubs. They are comprised of the parent club Committee chairs or designated representative & one or more Pacific FC volunteers appointed by the Pacific FC Chair.

Pacific FC Alliance Sub-Committees:

a. Coaching (PFC Sub-Committee)

Chaired by the PFC Director of Coaching (DOC)

b. Coach Selection (Joint Sub-Committee)

c. Tryout (PFC Sub-Committee)

d. Nominations / Elections (PFC Sub-Committee)

e. Judicial (PFC Sub-Committee)

Responsible for operating procedures, rules, ethics & disciplinary actions.

Authority & limits detailed in Pacific FC Alliance operating procedures, supported by parent club ByLaws. Recommendations, decisions and disciplinary actions made by this committee will be

submitted to the Judicial/Ethic committee of the parent club involved. Since PFC is an alliance and not a recognized club, the parent clubs will support and act upon the recommendations, decisions and disciplinary actions that this committee makes, as it pertains to teams, coaches, players and parents that are registered through the specific parent club.

Conduct - It is a privilege, not a right, to be playing for or associated with the Pacific FC Alliance (PFC). A player, coach, volunteer, or anyone associated with Pacific FC who in the opinion of the Executive Committee conducts themselves in a manner that may bring discredit or be contrary to the best interests of PFC may receive disciplinary measures up to and including suspension from PFC.

f. Uniforms (PFC Sub-Committee)

g. Web / Communications (PFC Sub-Committee)

h. Finance (Joint Sub-Committee)

Team bank accounts are to carry a zero balance by the end of the playing year (prior to tryouts) unless approved by all the team members to carry a balance forward.

i. Fields (Joint Sub-Committee)

Facility Use

All facility use by PFC teams for soccer training or related activities including but not limited to grass fields, turf fields, gymnasiums, and running tracks must be approved in writing by the Fields Sub Committee prior to use.

PFC teams must schedule their use of practice fields through the PFC Fields Sub-Committee. Use of fields without written permission is prohibited. Written permission may be: email from the Fields Sub Committee chairperson; or letter from the Fields Sub Committee chairperson; or inclusion on a PFC or parent club practice schedule.

Failure to adhere to this policy will subject the offending team to discipline which may include but is not limited to monetary fine and revocation of field privileges.

The Fields sub committee may provide scheduling directly or via parent club field schedulers.

j. Referees (Joint Sub-Committee)

k. Registration (Joint Sub-Committee)

l. Fundraising (Joint Sub-Committee)

PFC Fundraising, Sponsorships, Public Relations

Team Fundraising

Each team fundraising activity must be approved in advance in writing by the Pacific FC Executive Committee (PFC) or Finance sub committee except pre-approved fundraisers specifically listed below. Provided the application is complete, response will normally be provided within two weeks of application receipt. A fundraiser application form is provided

at the end of this section. The penalty for failure to receive approval in advance of a team fundraiser or to provide the report after a team fundraiser is forfeiture of proceeds to PFC.

The Pacific FC Alliance and its member/parent clubs (PFC) and your team are separate legal entities. As such, fundraising proceeds and donations to your team are not tax deductible. Only funds raised through PFC directly are tax deductible in accordance with the law. In your fundraising efforts, take care not to inadvertently mislead people that they are donating to PFC when they are actually donating to your team.

If your team fundraiser needs to be: tax deductible; or use the PFC name/logo/markings; or use PFC facilities; or requires insurance coverage, it must be made clear on the fundraiser application. Such fundraisers can be done by the team, but funds must be run through PFC as determined by the approval process.

Fundraisers may have a profit sharing component where the team shares proceeds with PFC. The percentage breakdown will be determined on a case by case basis by the PFC Executive Committee. This part of the process is meant to limit excessive or 'rogue' fundraising by a team or individual. PFC's portion of fundraiser proceeds will go toward general PFC revenues or specific projects that will benefit all PFC members.

Within 14 days of completion of the team fundraiser a written report of the fundraising activity must be submitted to the PFC Finance sub committee. The report shall include at a minimum:

- Date – when the fundraiser took place
- Name – what you called the fundraiser in your application
- Description – describe the fundraiser
- Purpose – what will funds be used for
- Goal – your application's stated financial goal
- Accounting – income amount & characterize; expenses amount and to whom; profit amount
- Funds – a check to PFC for the PFC portion (if applicable)

Following the fundraiser, proper thank you letters should be sent to main donors. Encourage youth from your team to write letters also.

Because PFC and your team are separate legal entities, PFC is not responsible for any mishandling or loss of funds. Teams are encouraged to select fundraising events that are in line with your values as parents and our values as a club.

PFC is unable to manage the collection and disbursement of funds raised. The team must keep written records of funds received and disbursed and must present such documentation in the fundraiser final report, upon request of PFC, a parent or other concerned party. Documentation is the only sure protection from accusations of mishandling funds.

Correspondence with possible donors may not use PFC letterhead. Teams may not use PFC logos, marks, or other identity in their team fundraising activities.

Form letters or fundraising materials must include the following information.

- All donations are for the benefit of (your specific PFC team). Do not misrepresent PFC or where your funds will be going. You are not raising money for PFC. You are raising money for your team.

- The specific name of the team.
- Donations are not tax deductible

PFC prohibits any fundraising event that is centered around alcohol (e.g., wine tasting, beer tasting).

PFC will not provide access to our database (e.g., email, addresses, team packets) for your individual team fundraisers or solicitation.

The following fundraisers are pre-approved. They need not be approved via the fundraising application process.

- Car Wash
- Bake Sale
- Third Party Fundraising Vendors to raise funds as a portion of the proceeds of selling food items, wrapping paper, light bulbs, or other similar products.
- Vending sales at local arenas by parent volunteers
- Restaurant fundraisers that do are not alcohol focused
- Scrip
- Garage Sales
- Papa Johns Gift Cards
- Entertainment / Coupon Books

Money earned via team fundraising activities shall be kept in your team account and must be used for soccer related expenses such as League registration, uniforms, team camp, turf expenses, travel expenses, etc. Payments made to any individuals are limited to expense reimbursements and must be documented with receipts that support the payment for the soccer related expense and maintained by the team treasurer.

No amount of funds gained from fundraising activities may be refunded to an individual player should they choose to leave the team.

No person may receive personal profit in connection with a team or PFC fund raiser subject to penalties including forfeiture of funds and suspension from PFC.

Any Pacific FC (PFC) team or affiliated individual not following these guidelines may become subject to sanctions as deemed necessary by PFC.

PACIFIC FC TEAM FUNDRAISER APPLICATION

Today's Date: _____

PFC Team: _____

Head Coach: _____

Name of Requestor: _____

Email Address: _____ Phone: _____

Name of Fundraiser: _____

Date(s) of Fundraiser: _____

Location of Fundraiser: _____

Description of Fundraiser: _____

Fundraiser Financial Goal: _____

Use of Fundraiser Proceeds: _____

Will this Fundraiser require: Tax exempt status? Y___ N___ ; PFC name? Y___ N___
PFC facilities? Y___ N___ ; Club insurance? Y___ N___

Please note: ALL funds raised by this fund raiser must be deposited in your team account within 14 days of your fundraiser ending. All fundraising rules set by PFC are directly in accordance with IRS tax law and are not negotiable. Violation of the rules jeopardizes our parent Clubs' 501(C)(3) not-for-profit status. No amount of funds gained from fundraising activities may be refunded to an individual team player should they choose to leave. No person may receive personal profit in connection with this fund raiser subject to penalties including forfeiture of funds and suspension from PFC.

Approved By:

Name: _____ Office: _____

Proceeds Disbursement: Team = _____% PFC = _____%

Approval Date: _____

6 ALLIANCE COMMITTEE CHAIRPERSON

The Chairperson is responsible for operating the Alliance. The Chair shall do so with guidance from the Committee and the support of the Operating Sub Committees.

The Chairperson is an elected official and shall have the right to represent the Pacific FC Alliance in all matters pertaining to the organization on matters as approved by the Committee. The Chairperson shall not have the right to commit Pacific FC to any obligation without consent of the Committee.

The Chairperson shall serve a minimum term of one (1) full calendar year ending in June but shall have the ability to run for multiple years with a maximum of four terms. In instances where the Chair remains in office beyond the elected term or resigns prematurely the Committee may hold an election at its discretion.

7 COACH SELECTION

Any coach with at least an "E" license is eligible. If a coach does not have an "E" license at the time of application, he/she must receive one before the beginning of league play. If a coach only has an "E" license, he/she will be highly encouraged to also obtain a "D" license. Commitment to receiving advanced training, such as obtaining a "D" license, will be considered when choosing coaches.

It is the intent of the Alliance to choose the best coaches available. Coaching candidates must have experience and must complete a Pacific FC approved Coach's Application form. A copy of the coaches "E" or better license must accompany the application.

An annual team satisfaction survey will be conducted among player families of all teams in December.

Existing Pacific FC coaches must be approved again each year by the Alliance Committee with the results of the Satisfaction Survey taken into account. They need only contact the Alliance Committee during the coaching selection time period informing the Alliance Committee of their interest to continue. Final approval to continue coaching is needed from the Alliance Committee. Approval will be by majority vote.

Coach selection panel includes one representative from each member club, one from the Pacific FC executive committee and 2 coaches. Only the coach selection committee has the authority to offer a position to a head coach.

Applicants may be required to provide references which will be checked by the Alliance`

Applications will be accepted from Dec 1- Jan 31. Interviews will be conducted and coach selections made by Feb 15. If there are open positions available outside of the coach selection period or an adequate candidate was not offered a position during the coach selection committee, applications may be accepted and a special meeting will be scheduled for the coach selection committee to interview the candidates. All candidates must complete the full selections process, application, interview and references.

The selected coach must commit to the full upcoming soccer season (tryout to tryout).

Each coach will nominate his/her assistant coach or coaches, which must be approved by the committee. It is encouraged that the assistant coaches have at least an "E" license.

The Pacific FC program is designed for advanced soccer players. The head or assistant coaches will not receive compensation for their coaching duties from any party. However, with the approval of a majority of the team parents, coaches may retain trainers for limited assistance and these trainers may receive compensation from that team (not the Club/Alliance).

In the event a head coach leaves their team in the middle of the soccer year (Tryout to Tryout), the committee will appoint a temporary head coach and begin the coach selection process as described above.

At the committee's discretion a coach may be reviewed at any time and appropriate action(s) including removal may be taken.

Coaches are expected to sign and adhere to Pacific FC code of ethics. Violation of our code of ethics may be result in disciplinary action up to and including removal.

The Coach is responsible for creating a team plan that includes at a minimum information on the coach, anticipated tournaments, expected playing league, and anticipated costs. This information will be developed prior to tryouts and made publically available, such as through the Pacific FC and <<Team>> websites.

8 PLAYER SELECTION

The teams are formed through a tryout system and play in the Advanced Competition league for which they are eligible.

One tryout shall be held for each age/gender, scheduled by PFC. Individual team tryouts are not permitted.

The tryout process shall be open to any eligible player

No player may play greater than one year above the team's age group for U11 through U14 without committee approval. Play-ups into U10 are permitted with Committee approval.

At least one member of the Tryout sub committee or other representative appointed by the Committee shall be present at each tryout to verify validity and proper implementation of procedures. The member of the Tryout sub committee or other representative will also make sure calls are made to players that don't make a team.

At the discretion of the Alliance Committee, more than one team may be formed within an age and gender classification. The decision to add team(s) at any age group will be a Committee decision with input from all existing coaches at that age and gender. Coaches are not permitted to add team(s).

On the tryout form, tryout participants will be asked to designate which team(s) they prefer to- join, in order of their preference.

Team Formation:

- a. Teams may extend offers for positions on their team at any time following the conclusion of the first day of tryouts. PFC recommends that players accepting offers on the first day of tryouts attend the second day of tryouts.
- b. The team designated by a player as their top choice has the exclusive right to make an offer to that player until either: the team 'releases' the player to receive offers from the other teams in their age/gender group; or 24 hours following the conclusion of their age/gender tryout. The right to offer then becomes exclusive to the next team designated by the player, until either: that team 'releases' the player to receive offers from the other teams in their age/gender group; or 24 hours following the conclusion of their age/gender tryout (and so forth).
- c. Players who indicate 'Any' or leave team choice blank may receive an offer from any team. Prior to extending an offer to such a player a team must ask the other teams in their age/gender if they also

intend to extend an offer to the player. All offers made to such players must be made at the same time, jointly by interested teams. In order to facilitate this process the Executive Committee encourages coaches in each age/gender group to hold a player selection meeting following tryouts.

All players must receive a phone call with an offer or rejection. The phone calls are an equal responsibility of all the coaches within four days of the last tryout.

PFC will provide a field for each tryout. Coaches are responsible for running or recruiting others to run their age/gender tryout and for mutually agreeing on tryout format.

9 PLAYER REGISTRATION, TEAM NAME, HOME FIELDS

Players will be registered under the name host club.

Teams must play under the nomenclature "Pacific FC".

Final: PSC Dec 2014 / VW Jan 2015

Revised: March 2015

Revised: Feb 2016