

## MISSISSIPPI COAST SPECIAL NEEDS SOCCER ASSOCIATION (MCSNSA)

### Policies

### Officers

The officers of this organization shall be as follows:

1. President
2. Vice-President
3. Treasurer
4. Secretary
5. Registrar
6. Volunteer Coordinator
7. Fundraising/Sponsor Coordinator
8. Webmaster
9. League Liaison/PR Media
10. Adult Coordinator
11. Head Coach
12. League Referee/Assigner
13. Executive Director

The following duties listed below covers the primary responsibilities of the position to which an elected member is assigned. Additional duties may be assigned to any position as approved by the board of directors during any scheduled meeting of the MCSNSA board.

(A) The Registrar shall conduct registration of all applicants for participation within this organization following all MSA requirements; shall be in charge of player placement; shall assist President in verification of birth certificates and eligibility of players. He/She shall follow rules set forth by FIFA/MYSA concerning these matters. He/She shall ensure all volunteer applications are on file for all volunteers and coaches and registered in the Kid Safe system. He/She shall assist President in forming teams keeping in mind the age and ability of the players.

(B) The Volunteer Coordinator shall be responsible for the recruitment and assignment of all league volunteers and coaches. He/She shall assist the Registrar in ensuring all volunteers in the league have proper volunteer forms on file. He/She shall be responsible to the Vice President and shall ensure all volunteers and coaches are notified of games, events, schedules, cancellations, and any other matters concerning MCSNSA and MSA events and policies.

(C) The Fundraising/Sponsor Coordinator shall be responsible for coordinating any fundraiser events, and will also be responsible for assisting the board of directors in any grant opportunities. He/She shall be responsible in helping obtain sponsors and donations for the league. He/She will be responsible for the collection of all monies inherit to this position, keep written records of all fundraising monies and turning the monies over to the treasurer. Will also oversee purchase of sponsorship plaques and/or photos, and will be responsible for delivering sponsor plaques not presented at Awards Ceremonies.

(D) The Webmaster shall be responsible for the MCSNSA web site as well as any other online media such as Face book, Twitter etc. He/She shall only post approved items as decided by the board of directors and shall ensure all league events, games, schedules are posted on the site league calendar. He/She shall also help ensure any events or links that would assist special needs families are kept current and posted on the website.

(E) The League Liaison/PR Media shall be responsible for field preparation and coordination of maintenance with the City Parks and Recreation Department; he/she shall be in charge of public relations with all businesses, schools and private parties and shall assist in distributing fliers to all schools and other special needs areas in MCSNSA boundaries. He/She shall be the point of contact for all other club representatives and shall ensure they are informed of all MCSNSA activities and board meetings. He/She shall also be in charge of public relations and all forms of media advertising concerning registration of players through all media outlets approved by the board of MCSNSA.

(F) The Adult Coordinator shall be responsible for the recruitment of adults that qualify to participate in our program as players. This shall include making contact with group homes and other businesses dealing with individuals over the age of 18.

(G) The Head Coach shall be responsible for the training of all coaches, volunteers, buddies and anyone working with the players on any team of MCSNSA. He/She will assist in setting up practices, ensuring necessary equipment is available, as well as practice materials, coaches bags, visual hand-outs or any other items that enhances the quality of participation for any player, coach or helper.

(H) The League Referee/Assignor shall be responsible for the scheduling of all referees in accordance to the schedules of all individual games. He/She shall be responsible for ensuring all personnel are qualified according to FIFA rules and governing by-laws. The League Referee shall work with the scheduler to approve all schedules of games. The league referee shall also be the League Assigner and shall be certified to assign games for all referees under MSA jurisdiction.

(I) Executive Director - Is recognized as a permanent member of the organization with full voting rights on any issue. She shall advise members, parents and volunteers on any matters concerning disability issues and/or concerns as necessary for the benefit of placement of players, team formation, volunteer interactions with the players and with parents, in any way of her choosing to enhance the esprit de cor, play of the game and the quality of life of any participant. She may also assist in training/advising or instructing any person who is a member of MCSNSA or is sanctioned by MCSNSA, on any disability that she is qualified for or has experience in. She may at her choosing, temporarily fill any vacancy on the board in order to prevent any delay in the program or processes of MCSNSA. She may perform any duties as assigned by the president, or any tasks as approved by the board of directors that she is willing to accept.

(J) The League Club Positions will assist in the registration process and with distribution of fliers in their club specific areas. The League Club positions will be Associate Board members with non-voting rights. League Club members are members from other soccer clubs in the southern district and shall represent their respective club in all TOP Soccer matters with MCSNSA

### **Selection of Coaches**

All head coaches and assistant coaches shall be approved by a majority vote of the Board of Directors. Any persons with a questionable background in Youth Sports, or anyone who has been banned from participation in any Youth Programs will not be permitted to coach a team in this organization. Such information shall be provided in written form, hear say will not be an accepted form of information. All coaches and volunteers will be required to have their background checked through Kid Safe as required by MYSA and will not be added to any roster until this information has been received. Coaches shall not cancel any games. The president, vice president, or league referee are the only ones who will be authorized to cancel any games.

### **Volunteers**

Volunteers shall follow all rules of MCSNSA. All volunteers must have completed their kid safe prior to being allowed to participate in any games, practices or events which include any registered player of MCSNSA. Volunteers shall fall under the direction of the Volunteer Coordinator.

### **Rules of Play**

Each Division of MCSNSA will set rules of play in accordance with FIFA rules as set by MYSA. Each officer shall be required to maintain a rule of play at all times. The rules may be modified to facilitate play down to the abilities of the players.

### **Park Rules**

Each parent, player, member or guest shall ensure they comply with all rules of the park or area in which we play. There will be no animals allowed at any time with the exception of special assistant dogs required by a guest or player. All members of MCSNSA shall ensure that the area of play will be clean and in order after each game or activity.

### **Check Cashing**

All checks shall be signed by at least two officers designated to sign said checks. The Board of Directors must approve all checks. No two family members will be allowed to be co-signers on the league account at any time.

### **Team Sponsors and Billboard Signs**

Each team shall be assigned a sponsor as sponsorship is obtained. Fees for sponsors shall be collected prior to the beginning of the season. Sponsorship fee options are as follows: Team sponsors are \$300.00 for new and \$225.00 for returning sponsors, League sponsors are \$1000.00 and Web sponsors are \$200.00. Donations will be accepted in any amount. Signs will be provided for all new sponsors paying \$300.00 or more. For donations under \$300.00 or for other services donated, signs may be provided as determined by the Board.

### **Registration and Team Selection**

All players must present their birth certificate and proof of residency when registering and one parent or guardian must be present to sign the registration form. The Board of Directors shall set the fee for registration prior to registration. Youth without the resources to finance registration fees will not be excluded from participation, said parties will be asked for written request with proof of financial situation (unless said party's situation is common knowledge) in order for registration fee to be waived. This waiver shall be approved and so noted in the minutes of the Board of Directors. Registration and team selection of coaches/players will be in accordance with MYSA policy. Teams will be selected manually based on age, ability, size and any other factors determined by the Board based on the medical information provided. The safety of all players will be considered at all times. No child will be denied the right to play based on age, ability, or emotional condition as long as it has been determined that the player has a medical, physical or emotional condition that qualifies them to play in special needs soccer. In certain medical conditions, a waiver/release may be required from a player's medical physician. The Board of Directors will make the final decision of ability and selection. The registrar will ensure all medical releases are on file for any player that MSA requires a doctor's release.

### **Auditing of Financial Records**

The Board of Directors, with the option of going to an outside firm if needed, will audit the financial records and checking account annually. This will be completed prior to the General Membership Meeting. The bank statements will be presented by the Treasurer at the monthly board meeting for review by the board. The bank statement shall be reviewed and approved by two (2) board members not on the signature of the checking account.

### **Fundraising**

The Board of Directors shall approve all fundraisers at the board meeting prior to the announcement of said fundraiser. The Board of Directors shall notify parties involved as soon as decision is reached. All board members should participate in any approved fundraisers, and should assist in obtaining sponsors for MCSNSA.

### **Codes of Conduct**

The Mississippi Coast Special Needs Soccer Association shall comply with the Codes of Conduct as set forth by MYSA in their entirety. The Codes of Conduct shall be posted at each field of play and copies shall be made available to all coaches prior to practice start. These Codes will be handed out with registration packet and must be signed off on with the other forms in packet. All members, coaches, volunteers, players and parents of MCSNSA shall abide by the codes of conduct at all times and at all games, at home and away. Any violation of the codes of conduct will be immediately reported to the MCSNSA Board of Directors and any subsequent actions will follow MYSA rules.

### **Disciplinary Procedures**

The disciplinary committee shall be comprised of: Treasurer, Vice President, President and Secretary. The league disciplinary committee is responsible for any violations pertaining to the Code of Conduct. In the event of incident or ejection, the committee will assemble prior to the next scheduled game, where possible. The following will be required for the committees review: formal complaint in written form and statements from parties involved. All actions taken by the committee will be inserted into league minutes. Appeals may be filed with the board of directors and MSA.

### **Refunds**

If a player drops prior to team formation, and no payment as been made to MSA then a full refund can be made if requested by the parent/guardian of the player. A refund will not be made if a player has started practicing and has been issued a uniform. Exceptions will be made only on a case-by-case basis. The Board will address any exceptions at its next regularly scheduled meeting.

**These policies have been approved and adopted as current and will be followed in their entirety.**

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