

Section 200
Operations

PA West Soccer tournaments provide players, coaches and referees with an excellent opportunity to hone their skills and enjoy competition with participants that they may not normally interact with during the course of the season. These activities also generate up to half of the revenue and expenses of the Association during the year. Because of the magnitude of these activities, fiscal control of this money is of paramount importance to our membership. The major tournaments which are scheduled each year include the State Cup, the Open, the American Cup, and the Adult Open. The annual major events include the Annual General Meeting, Workshop and Awards Banquet.

1. All tournaments and events are subject to the guidelines set forth by the PA West Policies and Procedures manual not specifically covered by this section.
2. All entry forms and fees shall be received and recorded by the State Office and deposited no later than Thursday of each week. Tournament Directors shall be provided a record of all entries, the date received and the fees received as required by the Directors.
3. Bond checks shall be received and recorded by the State Office. They will be held at the State Office until the time they are to be returned to the participating team or deposited, as directed by the Tournament Director.
4. A record of sales and inventory (concessions and souvenirs) should be maintained. There should be a pre-event count, a record of all sales (pre-sold, event sales, discounted sales), donations and a post-event count. At least two people should be at the concession and souvenir sites at all times to assure that the cash and inventory are secure.
5. Tournament expenses such as referees, field marshals, medical personnel, trainers, parking attendants, food, supplies, rentals, chairs, carts, etc. should be handled like all other PA West expenses using an approved voucher and paid through the State Office. When possible, arrangements will be made to have PA West checks and/or a petty cash funds available at the tournament headquarters' site for timely payment. It is recommended that payments are made by PA West check whenever possible. However, if that is not feasible, any payments from petty cash funds must be supported by appropriate documentation. Cash in the petty cash fund plus receipts must equal the initial cash issued to the Tournament Director.
6. Referee payments will be handled like all other tournament expenses using an approved voucher and payment via PA West check, prepared either at the State Office or the Tournament Headquarters' site.
 - a. The Referee Assignor should provide the Treasurer's designee with a list of referees and the amounts they are to be paid.
 - b. Each referee must furnish the Assignor with an IRS Form W9 listing their home address and social security number before a check can be prepared.
 - c. The Treasurer's designee will prepare a PA West check and record the check number on the assignor's referee listing.
 - d. Two approved signers, persons other than the Referee Assignor and the preparer, shall verify the amount of the payment and sign the referee checks.
7. Other tournament personnel may be paid in the same manner except that the Tournament Director will provide the Treasurer's designee with a voucher or other suitable documentation of those

individuals who are to be paid, the amount to be paid and their classification (e.g., field marshal, trainers, medical technicians, etc.).

Policy #200-1

Page 2 of 2

8. Cash boxes, used to make change for souvenir sales, shall be prepared by the State Office and shall be reconciled with the weekly inventory and sales report in item number 4.
9. All PA West sponsored activities shall be the responsibility of the committee for that tournament or event and the State Association. All primary activities are to be under the direct control of the committee. All secondary activities may be awarded to an outside vendor or contractor with approval of the Youth Board. Should the activity involve requirements of a contract between the State Association and a sponsor, the use of vendor or contractor should be recommended by the Youth Board and approved by the Board of Directors or its designee.

Primary Functions for tournament or event shall include: rules, registration, scheduling, logistics, discipline, referees, volunteer coordination, souvenir sales, finances, site coordination, safety and medical personnel. Secondary Functions for tournament/festival shall include: event program publication, public relations and marketing, food concessions, equipment concessions, photographers and web site updates

**Policy #200-2
2012
Election Window**

Adopted: November 21,

**Revised:
Page 1 of 1**

It is the policy of PA West Soccer Association that all affiliated clubs shall hold their election of officers between November 1 and January 31 of the next year or April 15 and June 15.

This policy will become effective on November 1, 2013 to provide clubs ample time to amend their governing documents as needed to comply with the policy.

**Policy #200-3
2012
Club Officer Changes**

Adopted: November 21,

**Revised:
Page 1 of 1**

It is the policy of PA West Soccer Association that all affiliated clubs must report the names, address, phone numbers and email address (if applicable) on March 1 and August 1 of each year of the following individuals: President, Vice President, Secretary, Registrar, Referee Assignor and/or Coordinator, and Coaching Director/Coordinator, plus any Board members not specifically named.

This information shall be reported to the state office, specifically the Executive Director and the Office Administrator.

Adherence to this policy will ensure that the state association will be able to communicate with the proper members of the clubs when the need arises.

**Policy #200-4
2010
Common Calendar**

Adopted: November 22,

**Revised:
Page 1 of 1**

Common Calendar

PA West Soccer Association has many activities occurring in all of the divisions. These activities often require attendance of staff and/or officers of other divisions. Since the officers are volunteers, their time is limited. In order to have the state operate as a whole, we need to have a common calendar that will be available for all to see.

All meeting dates, in all divisions, will be sent to the State Office. The notice will include the division and person holding the meeting, the date, site with address, and purpose of the meeting. All dates will be submitted 60 days prior to the meeting. If the meeting is cancelled, the State Office will be contacted so that can be noted on the calendar.

Policy #200-5
1998
Gifts

Adopted: January 23,

Revised:
Page 1 of 1

Gifts

Members of the Association should not accept gifts and entertainment related to dealings with vendors, suppliers or other persons with which PA West Soccer Association has or potentially could develop a business relationship without the formal consent of the Executive Board. Gifts would include any gratuitous service, loan, discount or article of value over \$25. Gifts in the form of cash, gift certificates or other cash equivalents should never be accepted.

**Policy #200-6
1998
Discrimination**

Adopted: January 23,

**Revised:
Page 1 of 1**

Discrimination

Teams and divisions may be formed based gender, age and levels of skill and may set their own fee structures based on costs for coaching, fields, equipment, travel, etc. Teams and divisions may not discriminate because of religion, ethnic background, nationality or race.

**Policy #200-7
2013
Criminal History Clearance Process
2015**

Adopted: September 19,

Revised: August 23,

Page 1 of 2

Criminal History Clearance Process

Section 1

In accordance with Act 15 of 2015 revising Pennsylvania Act 153 and US Youth Soccer's Risk Management Policy (revised August 17, 2018), the revised PA West Soccer Risk Management Policy and the operation of the Affinity Sports Online Registration System, PA West Soccer will use the following guidelines to review and qualify coaches/volunteers/referees/employees.

This policy recognizes that coaches/volunteers/referees/employees **shall** be qualified by providing copies of current PA State Police Criminal Record Check and PA Child Abuse History Clearance. Additionally, individuals who have not lived in Pennsylvania continuously for the past 10 years must provide a copy of a current FBI Criminal Background Check; individuals living in PA continuously for more than 10 years must complete a residency verification affidavit, this policy requires the affidavit be notarized. This policy applies to all individuals age 18 and older; further, those under the age of 18 who are employed as a coach, referee, or other position must also comply with the requirements of the state law but are granted an exception to the FBI Criminal Background Check requirement and may have their parents complete an affidavit attesting they haven't been arrested for the commission of any of the exclusionary crimes.

All clearances must be obtained from the sources designated by the Commonwealth of PA and be uploaded into the PA West Soccer Online Risk Management system to be reviewed by the Executive Board designee. Clearances may also be delivered to the PA West Soccer office for review.

In accordance with Act 15 of 2015, PA West Soccer recognizes that clearances will be valid for five (5) years from the date of issuance on the certificate.

Section 2

1. Individuals failing or refusing to complete a risk management application and provide the current state required clearances will be not eligible for coaching/volunteering/refereeing/working until such time as a clearance is provided or completed.

Section 3

1. No person shall be permitted to be a coach/volunteer/referee/employed by where the report of criminal history record information indicates that the applicant has been convicted within the last five (5) years regarding any of the following offenses:

- a) Criminal homicide, aggravated assault, harassment and stalking, kidnapping, unlawful restraint, rape, statutory sexual assault, involuntary deviate sexual intercourse, sexual assault, aggravated indecent assault, indecent assault, indecent exposure, incest, concealing the death of another person, endangering the welfare of children, prostitution and related offenses, obscene/unlawful sexual material or performances, corruption of minors, and sexual abuse of children.
- b) Any offense related to the Act of April 14, 1972 known as "The Controlled Substance, Drug, Device and Cosmetic Act."
- c) Any offense related to firearms/weapons offenses related to a felony conviction.
- d) Any alcohol related offense including driving under the influence related to a felony conviction.
- e) Any out of state or federal offense similar in nature to those crimes set forth in a, b, c, or d.

Policy #200-7

Page 2 of 2

Section 4

At the conclusion of the five (5) year period defined in Section 3, such individual may apply. It shall be within PA West Soccer's discretion to allow or disallow such individual to coach/volunteer/referee/be employed by PA West Soccer. Such determination shall be made on a case by case basis.

Section 5

Coaches/volunteers/referees/employees with no findings will be designated "eligible" to coach/volunteer/referee/work. Coaches/volunteers/referees/employees will be designated "under review" until such time as the uploaded clearances can be reviewed. Positive findings will be designated "ineligible" and the coach/volunteer/referee/employee will be notified.

Section 6

Individuals disqualified in accordance with Section 3 will be provided the opportunity to provide evidence to disprove the findings provided by the designated provider.

**Policy #200-8
2017
Risk Management-Mandatory Reporting**

**Adopted: March 27,
Revised:
Page 1 of 1**

Risk Management – Mandatory Reporting

In accordance with Pennsylvania’s Child Safe Act of 2015 and the United States Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017 (hereinafter Safe Sports Act), PA West Soccer recognizes all adults (coaches/volunteers/administrators/referees/employees) working for or in an affiliated capacity to PA West Soccer are mandated reporters.

All adults (coaches/volunteers/administrators/referees/employees) must immediately report suspicions of abuse of any kind to the PA Child Line (Department of Human Service), US Center for Safe Sport, and to the appropriate law enforcement agencies, as determined by state and federal law.

PA West Soccer will also establish procedures to provide an efficient mechanism of reporting, ensure confidentiality of reports, and prohibit retaliation against reporters.

**Policy #200-9
2017
Risk Management-Prevention Training**

Adopted: March 27,

**Revised:
Page 1 of 1**

Risk Management – Prevention Training

In accordance with the Protecting Young Victims and Safe Sport Authorization Act of 2017 (hereinafter Safe Sports Act), PA West Soccer requires all adults (coaches, volunteers, administrators, referees, employees) working for or in an affiliated capacity to PA West Soccer to complete prevention training prior to being given an approved risk management status.

The training will be made available online through Abuse Prevention System offered by Safe Ministry. This training provides practices to prevent and recognize abuse, including emotional, physical, and sexual abuse, of any amateur athlete.

**Policy #200-10
2008
Risk Management-Zero Tolerance
2013**

Adopted: April 27,

Revised: Sept. 19,

Page 1 of 2

Risk Management/Zero Tolerance Policy

The following guidelines and procedures are established for our staff, coaches, referees, volunteers and participants. All members of PA West Soccer are expected to observe and adhere to these guidelines including but not limited to coaches, players, managers, club and team officials, referees, and volunteers that are registered through PA West Soccer. In addition, spectators that are participating through the registration of their child/children with PA West Soccer are expected to adhere to this policy as well.

Zero Tolerance Policy Against Abuse

Abuse of any kind is not permitted within our organization. Pa West does not tolerate physical, sexual, emotional or verbal abuse or misconduct from our players, coaches, officials, volunteers, parents or spectators.

Physical or sexual abuse, including, but not limited to, striking, hitting, kicking, biting, spitting, indecent or wanton gesturing, lewd remarks or materials, indecent exposure, unwanted physical contact, providing drugs, alcohol or tobacco products, or any form of sexual contact or inappropriate touching, are strictly prohibited within our organization.

Emotional or verbal abuse is also prohibited. These include, but not limited to, use of foul language or making abusive statements in regard to a person's race, gender, religion, nationality/ethnicity, sex or age.

All coaches, officials, and volunteers are appointed through the registration process as protection advocates of this policy. Every member is responsible for reporting any cases of questionable conduct or alleged mistreatment toward participants by any coach, official, volunteer, player, parent, sibling or spectator.

PA West Soccer recommends that every activity sponsored by its member organizations put a BUDDY SYSTEM in place. Each youth participant should be assigned a buddy during sponsored activities. No child should go anywhere - to the bathroom, locker rooms, or other location, without his or her buddy.

To further protect youth participants, as well as the coaches, volunteers, and officials, we strongly recommend that no adult person allow himself/herself to be alone with a child during sponsored activities.

- Do not drive alone with a child participant (other than your own children) in the car.
- Do not take a child alone to the locker room, bathrooms or any other private room.
- If you must have a private conversation with a youth participant, do it within view of others, in the gym or on the field, instead of in a private setting.

When traveling overnight with youth participants, children should be paired up with other children of same gender and similar age group, with chaperones in separate but nearby rooms.

Policy #200-10

Page 2 of 2

Children should be empowered to trust their feelings and let them know that their concerns and fears are important by listening to them. Open communication between children and parents, or between children and other adults in the organization may help early warning signs of abuse to surface.

The PA West Soccer Executive Board and the risk management committee will respond quickly to any and all allegations of abuse within this organization. When the action is a violation of law, information will be communicated to the authorities for investigation and will be reviewed by the organization's directors. The alleged offender will be notified of such allegations promptly and may be subject to a disciplinary hearing.

Any person accused of violating this policy may be asked to resign voluntarily or may be suspended by the appropriate Board, until the matter is resolved. Regardless of criminal or civil guilt in the alleged abuse, the continued presence of the person could be detrimental to the reputation of the organization and could be harmful to the participants. A person who is accused but later cleared of charges, may apply to be reinstated within the organization. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his/her former position.

Our mission is to promote good sportsmanship throughout the organization and encourage qualities of mutual respect, courtesy and tolerance in all participants, coaches, officials and volunteers, and spectators. Children with a strong self-image may be less likely targets for abuse; and they may be less likely to abuse or bully others around them.

Enforcing PA West Zero Tolerance Policy

The objective of the PA West Soccer adjudication process is to ensure that every member of PA West Soccer will receive a fair, impartial, objective, and timely hearing of any complaint or appeal that has standing before the committee. The Risk Management Committee will review the facts presented and forward them to the appropriate Hearings and Appeals Committee. The Risk Management Committee will follow the fact finding and Hearing of the appropriate district or division or board and report to the Executive Board.

The Adjudication will:

- Review decisions and appeals from its PA West members
- Investigate other cases delegated to it by the PA West Soccer Executive Board.

The Adjudication Committee relies on USSF Bylaws and Policy, US Youth Soccer, and PA West Soccer *Zero Tolerance Policy Against Abuse* as its guiding principles. Coaches, players, managers, club team officials, volunteers, and spectators that are registered through PA West Soccer are expected to adhere to these guiding principles. Abuse of any kind is not permitted within our organization. PA West does not tolerate physical, sexual, emotional or verbal abuse or misconduct from our players, coaches, officials, volunteers, parents or spectators.

This Risk Management Policy includes the required clearances for PA West Soccer participation.

Policy #200-11
Youth Division Fines

Adopted: May 22, 1999
Revised:
Page 1 of 1

The PA West Soccer Districts and Divisions are authorized to impose fines up to \$500.00 per incident involving the performance and compliance of clubs and teams during the scheduling process and the playing sessions.

**Policy #200-12
2021
Executive Board Email Voting**

Adopted: Sept. 27,

**Revised:
Page 1 of 1**

Email Board Votes

On occasion it is necessary to obtain Executive Board approval for operational activities prior to the next meeting of the Executive Board. In these instances, email votes are authorized.

1. When an email approval for an Executive Board action is necessary the Executive Director will inform the President and provide details for the email vote and ask for approval.
2. After the item has been approved the Executive Director will email the Executive Board Members with the details and any documents or information required for the Board action including the date and time approval is required. Whenever possible, if a quorum can be obtained via a remote meeting the Executive Director will schedule and initiate the remote meeting for the Executive Board to review and vote on the requested action.
3. If the remote meeting cannot be scheduled the President will initiate email review of the request.
4. A motion and second will be requested. If the motion is accepted discussion will occur via email.
5. When discussion is completed, the President will ask each member to acknowledge via an email reply that they have no further questions and that discussion is complete. When all members have acknowledged the President will ask for a vote.
6. The email vote will be confirmed and read into the minutes the next Executive Board Meeting.