

MSC United, Incorporated Operating Guidelines and Procedures

Revised January 2014

FORWARD

MSC United Inc. is dedicated to the sport of soccer. It is the goal of the club that all teams are competitive in nature. To accomplish this goal the club will sponsor a developmental/recreational program. Winning through competitive spirit and sportsmanship is important, however, improving the soccer skills of all participants (both coaches and players) is the basic club goal.

MSC United, formerly known as Mesa Soccer Club, has been in existence since the early 1970's and was incorporated in 1979. The Club maintains a working relationship with the City of Mesa Department of Parks and Recreation.

AFFILIATIONS

MSC United, Inc. is associated with the Arizona Youth Soccer Association (AYSA), and the United States Youth Soccer Association (USYSA).

CLUB GOALS AND OBJECTIVES

MSC United is dedicated to developing top rated soccer teams at high levels of competition and preparing individual players for high school and collegiate competition. To accomplish this goal, various age division teams will be structured around individuals with similar soccer skills and attitudes that are compatible with the skill level of the coach and the level of parental support. The levels of competition will vary with the skill level of individual players and coaches. The Club is structured like a school, with basic knowledge and skills taught at each division. Development of Club Coaches at all levels is expected to provide the most skilled soccer training possible to all players. Assignment of coaches will be based on skill level and administered by the Director of Coaching.

MEMBERSHIP

General Membership

- All players registered to a team in MSC United.
- All parents of players registered to a team in MSC United.
- All Registered Assistant Coaches who are actively involved in the development and coaching of players registered on a team in MSC United.
- All Registered Coaches who are actively involved in the development and coaching of players registered in MSC United.

Voting Membership

- Coaches and Assistant Coaches
- Team Managers registered as such with the Club.
- Board Members
- Executive Committee Members

No member may vote more than once on any given issue. Members must be present in person to vote on all matters and elections. Players, coaches, and parents are encouraged to express their views to any Executive Committee Member on any Club activities and special events the Club shall sponsor.

MEETINGS

- The Club will meet monthly or as needed. The meeting schedule will be established and published at the beginning of the fiscal year (June to May). Teams may be represented by any combination of the coach, assistant coach, or team manager. Board of Directors Members and Executive Committee Members may represent a team. Any team failing to attend scheduled meetings will be fined \$25 per occurrence. The Treasurer will deduct this fee automatically from the team account.

CLUB STANDING

- Any team missing two consecutive meetings may be placed in bad standing with the club. Bad standing will result in notification to AYSA, and may result in the loss of tournament eligibility. A team may regain good standing in the Club by re-establishing its meeting attendance record. Coaches and managers incurring a negative cash balance in their team account will be placed in bad standing. Bad standing will result in notification to AYSA, and may result in the loss of the team's MSC and AYSA eligibility. Coaches and teams ending the season in bad standing shall not be permitted to rejoin the Club the next year until the status relating to bad standing is resolved.

CLUB GOVERNANCE

A Board of Directors and an Executive Committee shall govern the bylaws, policies, goals, objectives and operations of MSC United.

- The Executive Committee shall have the overall responsibility for the operation of MSC United and shall answer to the Board of Directors and Club General Membership.
- The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer and any other appointed positions the President deems necessary to fulfill the obligations of the committee.
- These officers shall be elected by a simple majority of those voting members in attendance at the annual Club meeting held in April, nominations shall be made at the March meeting. If no nominations exist or all nominations have been declined, write-ins will be accepted at the April elections. President and Secretary shall be elected in odd years for two-year terms. Vice President and Treasurer shall be elected in even years for two-year terms. Vacancies at annual meeting created by officers changing positions shall be filled immediately for the remainder of the natural term. Vacancies mid-term shall be filled by a majority vote of the remainder of the executive committee with the exception of the presidency, which shall be filled by the sitting Vice President.
- In order to be nominated at the March meeting, Executive Committee Members shall be either that of a parent of a player registered on a Club team or a coach or assistant coach of a Club team that has held a position on the general board for at least one year or is a current executive committee member.
- Executive Committee, board members, coaches and team managers are required to attend regularly scheduled meetings as outlined each year. If the member is absent for three meetings without appropriate reason, they may be removed from their position with the club. Any vacancies that occur will normally be filled at the next monthly meeting and will serve for the balance of the vacated term.
- The Board of Directors shall consist of a minimum of three and a maximum of five members. Each director shall serve for a period of two years and will be elected at the election meeting. Three directors will be elected in odd numbered years and two directors will be elected in even numbered years. Any vacancies that occur will normally be filled at the next monthly meeting and will serve for the balance of the vacated term.
- In order to be nominated at the March meeting, one and two year Board Members shall be either that of a parent of a player registered on a Club team or a coach or assistant coach of a Club team that has been with the Club for at least one season/year. Vacancies mid-term shall be filled by a majority vote of the executive committee.
- The Board shall meet semi-annually: during April to review Club performance for the previous soccer season and in August to review Club goals and objectives for the upcoming season.
- The sole qualification for Board Members shall be a sincere interest in the good of soccer and the goals of MSC United Executive Committee.

EXECUTIVE COMMITTEE RESPONSIBILITIES

The President Shall:

- Set policy for the Club
- Establish goals and objectives for the Club
- Preside at all Club meetings
- Ensure that all staff and board positions are filled, obligations are fulfilled and maintain continuity of the Club
- With inputs from the Executive Committee Members, provide an annual written report of the Clubs activities and progress to the General Membership at the April meeting of the Club

The Vice President Shall:

- Establish goals and objectives for the Club
- Represent the Club in the absence of the President
- Preside at Club meetings in the absence of the President
- Attend AYSA meetings as MSC United delegate
- Assist the President as requested

The Secretary Shall:

- Establish goals and objectives for the Club
- Take minutes at all Club meetings
- Prepare and distribute minutes to all committee members, coaches and interested parties
- Maintain corporate records
- Assist the President as requested

The Treasurer Shall:

- Establish goals and objectives for the Club
- Oversee all Club and individual team financial records
- Oversee all banking requirements
- Assist the President as requested

The Coaching Director Shall:

- Establish goals and objectives for the Club
- Design, direct and staff MSC United training program
- Coordinate and/or direct appropriate training/clinics for Club coaches
- Chair the coaches committee
- Recruit, train, and assist Club coaches as required

- Evaluate and recommend select team coaches to the Executive Committee
- Evaluate and flight teams based on ability and other requirements
- Evaluate individual players for movement to higher levels of competition

The Referee Coordinator Shall:

- Establish goals and objectives for the Club
- Coordinate referee certification/recertification clinics as necessary
- Chair the Club Discipline and Rules Committee
- Assign Referees for all club home games

The Registrar Shall:

- Establish goals and objectives for the Club
- Register each player using forms provided by the AYSA
- Complete Team List, AYSA Team Registration, Division placements and Registration with Coaching Director and Field Registration Forms by established deadlines
- Accept all payments for player registration and transfer the funds to the Treasurer
- Process all player transfers, loans, drops and additions to teams throughout the season and transport all paperwork to the AYSA Registrar.
- Submit all injury reports to AYSA Registrar.
- Attend any Registrar meetings required by AYSA.

The Tournament Director Shall:

- Chose Tournament dates and obtain AYSA approval
- Coordinate field requirements with MSC United field coordinator
- Distribute tournament applications which contain AYSA approval form
- Form a tournament committee including Referee Coordinator, Field Set-Up, Awards, Flighting, Rules, Field Marshal, Sub Committees and others as needed
- Advise teams of acceptance, rules and schedules in a timely manner

TEAM OPERATIONS

MSC United adheres to the operational guidelines and rules of the AYSA, and USYSF. It is the responsibility of coaches, parents and players to be familiar with these rules. A MSC United Team will consist of a coach and a maximum of 22 players. The coach shall establish the precise number on his team. In addition to the coach, each team shall have an assistant coach and/or team manager.

- Teams shall be limited to the total number that the Club is reasonably able to accommodate considering available playing fields facilities, coaches and finances.
- Teams will normally consist of same sex players.
- Our goal is to make available a birth year team in each age group for both male and female players when sufficient players are registered.
- Coaches will develop and communicate practice, league game and tournament schedule to players and parents.
- Coaches will regulate playing time in compliance with published AYSA or USYSF guidelines.

PLAYER SELECTION AND PLACEMENT ON TEAMS

Any player wishing to play for a team must be evaluated.

- Player selection for age groups that have only one team will be at coach's discretion.
- When multiple teams exist in any age group or when there are sufficient players available to form multiple teams MSC United strongly encourage the coaches to assure that players of similar skills are placed on the same team. In order to accomplish this, joint tryouts should be held for all the players with the coaches and the Director of Coaching evaluating the skill level of each player. Based on this evaluation, the coaches and Director of Coaching will form teams of players of similar skills. Coaches will be assigned to each team in consultation with the Director of Coaching.
- Players joining the Club after this selection process will be evaluated by the Director of Coaching and placed on the appropriate team.
- While it is strongly recommended that all teams in an age group, to assure the most appropriate level of competition for the players, use this process, teams will not be required to participate in the process. Any team not participating in this process will select players as if they were the only team in the age group.

New Teams

Any team wishing to join MSC United must submit a written request to the President. Upon receipt of this request the President will schedule a meeting with the team coach, assistant coach and team manager and other members of The Executive Committee to determine if the team's goals and the Clubs goals are compatible. If it is determined that the goals are compatible an addition meeting will be scheduled with player parents to discuss Club philosophies and team, coach, parent and player responsibilities along with financial obligatory requirements. At the conclusion of this meeting if the team still wishes to become a member of the Club they will be accepted.

Parents and Players Responsibilities

- All players must officially register. No player shall be accepted as a member in good standing until his or her application fee is paid in full or payment is waived as provided by the scholarship procedure.
- Parents and players must understand the coach's rules and requirements for participation on that team.
- Parents and players must be prepared to provide additional funds that may be required for travel, tournament fees, referee fee, special uniforms, training, etc.
- Parents must provide transportation to and from all events.
- Players must be willing to practice and play the schedule proposed for the particular team fitting the skills, attitude, availability, and parental support committed for the level of competition designated. Players and parents must understand this commitment
- Conflicts with activities outside soccer must be resolved with the coach
- Players must understand that participation on a Club team is a privilege and not a right

PLAYER REGISTRATION

MSC United strongly encourages registration of players to appropriate age level teams. A written request from the player's parent must be submit to and approved by the coach and the Executive Committee before a player age 8 or above will be permitted to play on any team more than one year above their normal age group. Such a written request is not required to play up only one age group.

Age as																		
of July	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		
31																		
Team	U6	U6	U8	U8	U9	U10	U11	U12	U13	U14	U15	U16	U17	U18	U19	U20		
Bracket:																		

- Registration commences August 1st of each year
- One Parent or guardian must sign the player application/medical release form
- A legal (certified) copy of player's birth certificate from a State or County Agency, or a Passport must be presented with two photocopies for Club use.

- All forms must be filled out in full by a parent or legal guardian or the registration is null and void.
- No player will be allowed to play in league or tournament competition without full registration.
- One current picture of the player (1"x1") is to be provided for Club use.
- Players must use their given name for registration purposes – no nicknames. The name on the player's pass must match that given on the birth certificate and the signature must also be the player's full name.
- Registration fees as set by the Executive Committee are non-refundable after the AYSA registers a player.
- Fees must be paid in full.
- Registration form also requires each family to volunteer their time as a commitment to the annual MSC United Veteran's Day Patriot's Cup Tournament. Parents must elect to assist in at least one capacity in the Tournament.
- MSC United may waive payment of the registration fee for players who are determined to have a financial hardship. The procedure for obtaining this scholarship are as follows:
 - No player interested in playing soccer with MSC United will be denied the opportunity to play based on financial inability or other special circumstances of his or her family or situation. The Club has established a Scholarship Review Committee to consider any such Request. The Committee shall consist of the President, Treasurer and one member at large who shall be appointed by the President on an annual basis.
 - The Committee shall have the authority to grant awards, which shall be used to assist with the player's registration, including state, league and Club fees. All other expenses typically incurred by players, such as uniform expense, tournament fees and training, will be borne by the player's team.
 - A player who wishes to be considered under this provision shall submit a written request to the President that should demonstrate financial need or special circumstances. The player's parent or guardian and team coach or manager shall sign the request. Every effort will be made to maintain confidentiality with this process.
 - The decision of the Committee shall be final. However, any player or team who may have what is considered truly an extraordinary circumstance may submit a special request to the Committee, who will then refer the matter with the Committee's recommendation to the Executive Committee for resolution.

RISK MANAGEMENT

- Coaches shall inform parents of their team's official training and practice schedule
- Teams will ensure that at least two adults are present during scheduled training and practice sessions as well as games
- Parents shall not leave players at a scheduled training, practice or game location. At least one parent or representative must be present at all scheduled training or games. Coaches are not allowed and should not be asked to watch over a child in the absence of a parent.
- Parents shall ensure players are picked up promptly at the scheduled time for completion of training, practice session and games. Parents who leave their child unattended at practices or games after their normal scheduled time will incur a \$25 charge to their account. This fee will be paid directly to the coach. Coaches may not leave the fields until all players have been picked up by a parent or representative.

DISCIPLINE

- The Club stresses good citizenship, pride, and sportsmanship for all participants. Each Club Member is responsible for maintaining high standards and a good public image for themselves and MSC United. Remember, you are a role model for the players.
- Coaches and parents must cooperate with Club and team officials to ensure a positive soccer environment by encouraging players from the touch line. Abusive language or action aimed at players, coaches, or officials cannot be tolerated. Failure to adhere to these principles will result in a review by the Discipline and Rules Committee and may result in suspension of players or parents from the Club
- Coaches shall not pull their teams from the field of play and refuse to play. The rules of the game provide sufficient guidance to qualified referees to protect the players. The preferred alternative action is to have the referee "abandon the game" and have league or state officials decide the appropriate follow up action. Coaches who violate this rule will be required to submit a written explanation. Failure to have a sufficient reason may result in their team account being fined \$100.
- Coaches may not disband a team before the end of the soccer season without the approval of the Executive Committee. Violation of this rule will result in forfeiture of the team account to the Club

PLAYER MISCONDUCT

- A player removed from the field of play by a referee for misconduct shall stand suspended until his or her case has been reviewed and the penalty established by the AYSA has been served.
- Should the case merit, the player in question, along with the coach, shall meet with the Club President, Director of Coaching and the Referee Coordinator
- Coaches are expected to establish the players practice schedule during the suspension unless prohibited
- A player's right of protest and appeal are provided for in the AYSA rules and are supported by the MSC United.

MISCONDUCT FROM INDIVIDUALS OTHER THAN PLAYERS

- The Discipline and Rules Committee (DRC) will administer all Club related non-player misconduct accusations against coaches, parents or other persons. The DRC will consist of the Referee Coordinator as Chair and two members of the Executive Committee appointed by the President on an annual basis. Appeal of DRC decisions will be to the full Executive Committee. The decision of the Executive Committee is final.
- The Full Executive Committee will administer misconduct hearing for accusations against an Executive Committee Member. The Committee's decision will be final.
- Rights of protest and appeals are provided for by the AYSA and MSC United, and are supported by MSC United.
- Disputes arising between coaches, players or parents not covered by these guidelines will be resolved by the President and such members of the Executive Committee as necessary.

UNIFORMS AND CLUB COLORS

MSC United colors are Royal Blue, White and Black. Uniforms will carry the Official Club Logo, as registered with the State of Arizona, on the jersey and players numeral on the back. Players are required to wear the official uniform as mandated by the club for that season. Alternate uniform styles are not to be used.

INSURANCE & TRAVEL

A portion of the annual fee provides for players' insurance coverage. When an injury occurs, immediate attention for the player shall be the priority of the coach, assistant coach, team manager, or team parent. After an injury occurs, the coach is to fill out a state (AYSA) injury report form and contact the Club Registrar. The Registrar will in turn contact the AYSA Registrar, submit the completed injury forms and forward appropriate insurance information to the AYSA State Registrar. It is recommended that the team coach or manager keep a copy of the submitted information and a copy is required to be kept by the Club Registrar. Coaches are required to contact the AYSA to make arrangements for any special provisions such as out of state travel and/or tournaments. Travel papers must be submitted by the coach or manager of a team and a fee paid to AYSA for processing prior to any out of state travel and/or tournament. An authorized AYSA signed copy is required to be submitted to the out of state tournament director for a MSC United team to play in any out of state tournament. Be aware that this may take time to process.

EQUIPMENT

Equipment purchased with team funds is under the jurisdiction of the coach. Equipment purchased by the Club will be the property of the Club. The Equipment Manager will control use of the Club's equipment. Coaches must make arrangements with the Equipment Manager to use Club owned equipment. Uniforms will be issued at the start of the season. Players are responsible for washing and upkeep of the uniforms. Some teams may elect to make some sets of uniforms the property of the team. These team uniforms are to be maintained in good repair and turned into the coach at the end of the season. Cost of the extra uniforms will be borne by the player.