

IR ACADEMY OF SOCCER DEVELOPMENT



BYLAWS, POLICIES AND PROCEDURES MANUAL

PREFACE

IR Academy of Soccer Development is a non-profit membership-based club that is devoted to the development and education of soccer players and supporters of all ages.

IR Academy of Soccer Development is dedicated to promoting the sport of soccer among the local youth and providing an outlet for players to train and compete. Our non-profit organization is community based and committed to the individual player's development.

In order to do so, we place emphasis on training that is appropriate for each player's age and ability level regardless of financial background. Our primary goal is the development of players from diverse backgrounds, into motivated performers.

The Academy would like to instill the awareness that success can be achieved with hard work, discipline and dedication.

Table of Contents

Preface	2
Amended By Laws of IR Soccer Club, Inc.	3
Name	4
Offices	4
Purposes	4
Board of Directors	5
Officers	7
Membership	10
Construction	11
Amendments	11
Conduct	11
Indemnity	11
Inter Rage Soccer Club Policies	12
Conflict Policy	13
Financial Policy	15
Board Meeting Attendance Policy	16
Coaching Qualifications Policy	16
Coaching Responsibilities Policy	17
Coaching Code of Conduct	18
Coaching Termination or Dismissal Policy	20
Team Formation Policy.....	20
System of Play Policy	20
Play-Up Policy	21
Player Policy	22
US Club Player Pass and Roster Policy	23
Guest Play Policy	24
Team Uniform Policy	25
Team Organization	25
Parent Policy	26
Amendments to Inter Rage Club Policies	28
Inter Rage Soccer Club Procedures	29
Player & Coach US Club Registration, Release & Loan Process.....	30
Nor Cal Team Handbook	
Inter Rage Coaching Agreement	
Inter Rage Parent/Player Agreement	



**INTER ACADEMY OF
SOCCER
DEVELOPMENT
BYLAWS**

By Laws of Inter Rage Academy of Soccer Development, Inc.

ARTICLE I - NAME

The name of this organization shall be known as Inter Rage Academy of Soccer Development, herein after referred to as "Inter Rage Academy".

ARTICLE II - OFFICES

The principal office of the corporation shall be in the City of Sacramento in the County of Sacramento in the State of California.

The corporation may also have offices at such other places within or without this state as the board may from time to time determine or the business of the corporation may so require.

ARTICLE III - PURPOSES

I. The Inter Rage Academy shall be a family-based organization that:

A. Offers high-quality, diverse, year-round soccer among youth under 19 years of age regardless of race, color, religion, age, sex, national origin, and/or ability, within its boundaries, and

B. Promotes good sportsmanship and the enjoyment of soccer among coaches, referees, youth and their parents, and/or guardians.

2. BOUNDARIES

The boundaries of the Inter Rage Academy shall be Sacramento Metropolitan Area, Cities and Communities.

3. CORPORATION

The purposes for which this corporation has been organized are as stated in the Certificate of Incorporation which may be amended as required.

The Corporation is organized exclusively for charitable, religious, educational and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as an exempt organization under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

IR Academy of Soccer Development, Inc.'s mission is to promote the sport of soccer among the local youth and providing an outlet for players to train and compete. Our primary goal is the development of players from diverse backgrounds regardless of financial circumstances.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the

corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the corporation shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal Income Tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon dissolution of the Corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or state or local government for public purpose. Any such asset not so disposed of shall be disposed of by the Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purpose or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE IV – BOARD OF DIRECTORS

1. MANAGEMENT OF THE CORPORATION.

The corporation shall be managed by the board of directors which shall consist of at least three directors. Each director shall be at least eighteen years of age.

2. ELECTION AND TERM OF DIRECTORS.

At each annual meeting of members the membership shall elect directors to hold office until the next annual meeting. Each director shall hold office until the expiration of the term for which he was elected and until his successor has been elected and shall have qualified, or until his prior resignation or removal.

3. INCREASE OR DECREASE IN NUMBER OF DIRECTORS.

The number of directors may be increased or decreased by a vote of a majority of all of the directors. No decrease in number of directors shall shorten the term of any incumbent director.

4. NEWLY CREATED DIRECTORSHIPS AND VACANCIES.

Newly created directorships resulting from an increase in the number of directors and vacancies occurring in the board for any reason except the removal of directors without cause may be filled by a vote of the majority of the directors then in office, although less than a quorum exists, unless otherwise provided in the certificate of incorporation. Vacancies occurring by reason of the removal of directors without cause shall be filled by

vote of the other directors. A director elected to fill a vacancy caused by resignation, death or removal shall be elected to hold office for the unexpired term of his predecessor.

5. REMOVAL OF DIRECTORS.

Any or all of the directors may be removed for cause by action of the board. Directors may be removed due to nonfulfillment of duties required by board, misconduct, theft and misrepresentation of our organization all by majority vote of the board members.

6. RESIGNATION.

A director may resign at any time by giving written notice to the board, the president or the secretary of the corporation. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the board or such officer, and the acceptance of the resignation shall not be necessary to make it effective.

7. QUORUM OF DIRECTORS.

Unless otherwise provided in the certificate of incorporation, a majority of the entire board shall constitute a quorum for the transaction of business or any specified item of business.

8. ACTION OF THE BOARD.

Unless otherwise required by law, the vote of a majority of the directors present at the time of the vote, if a quorum is present at such time, shall be the act of the board. Each director present shall have one vote.

9. PLACE AND TIME OF BOARD MEETING

The board may hold its meetings at the office of the corporation or at such other places, as it may from time to time determine.

10. REGULAR ANNUAL MEETING.

A regular annual meeting of the board shall be held.

11. NOTICE OF MEETINGS OF THE BOARD, ADJOURNMENT.

Regular meetings of the board may be held without notice at such time and place as it shall from time to time determine. Special meetings of the board shall be held upon notice to the directors and may be called by the president upon three days notice to each director either personally or by mail or by e-mail; special meetings shall be called by the president or by the secretary in a like manner on written request of two directors. Notice of a meeting need not be given to any director who submits a waiver of notice whether before or after the meeting or who attends the meeting without protesting prior thereto or at its commencement, the lack of notice to him.

A majority of the directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. Notice of the adjournment shall be given to all

directors who were absent at the time of the adjournment and, unless such time and place are announced at the meeting, to the other directors.

12. CHAIRMAN.

At all meetings of the board the president, or in his absence, a chairman chosen by the board shall preside.

13. EXECUTIVE AND OTHER COMMITTEES.

The board, by resolution adopted by a majority of the entire board, may designate from among its members an executive committee and other committees, each consisting of three or more directors. Each such committee shall serve at the pleasure of the board.

ARTICLE V -OFFICERS

1. OFFICES, ELECTION, TERM.

Unless otherwise provided for in the certificate of incorporation, the board may elect or appoint a president, one or more vice-presidents, a secretary and a treasurer, and such other officers as it may determine, who shall have such duties, powers and functions as hereinafter provided. All officers shall be elected or appointed to hold office until the meeting of the board. Each officer shall hold office for the term for which he is elected or appointed and until his successor has been elected or appointed and qualified.

2. REMOVAL OR RESIGNATION.

Any officer elected or appointed by the board may be removed by the board with or without cause. In the event of the death, resignation or removal of an officer, the board in its discretion may elect or appoint a successor to fill the unexpired term. Any two or more offices may be held by the same person, except the offices of president and secretary.

3. PRESIDENT.

The president shall be the chief executive officer of the corporation; he shall preside at all meetings of the members and of the board; he shall have the general management of the affairs of the corporation and shall see that all orders and resolutions of the board are carried into effect.

The President shall also nominate persons to fill vacant Executive Officer positions subject to approval of the Board of Directors and create and appoint committees

Supervise the activities of the Board of Directors.

Represent the Club at league meetings, other governing bodies, and public functions as required.

Present an annual report of the operation and condition of the Club at the Annual General Meeting, to the extent one is held.

Act as an approved signatory on all Club bank accounts and contracts.

Perform other duties as required and assigned by the Board of Directors.

4. VICE-PRESIDENTS.

During the absence or disability of the president, the vice-president, or if there are more than one, the executive vice-president, shall have all the powers and functions of the president.

Act as an alternate representative at functions where the Chair is unable to attend.

Perform other duties as required and assigned by the Board of Directors.

5. DIRECTOR OF COACHING

The Director of Coaching shall also coordinate and oversee all activities of IR Teams and Coaches.

Submit a coach recommendation list to the Board of Directors at the beginning of each seasonal year. Should any positions become vacant, the DOC shall appoint replacements, subject to Board approval. The DOC shall direct the year-end evaluation of all IR coaches.

Establish a consistent player development philosophy and curriculum and oversee the implementation of this philosophy and curriculum with Club coaches.

Recruit club coaches willing and able to uphold the Club philosophy and curriculum.

Enforce the policies held herein and those set forth by all governing soccer authorities.

Recommend the dismissal of Club coaches and/or recommend the non-renewal of annual agreements for Club coaches that are unwilling and/or unable to uphold the Club philosophy and curriculum.

Prepare and monitor the coach evaluation process. Conduct coach evaluations as applicable.

Prepare and monitor the player evaluation process. Conduct player evaluations as applicable.

Organize, conduct and oversee player tryouts for each age group and ensure that fair and proper selection of players for all individuals.

Monitor the behavior of all IR teams and advise the IR Board of any necessary intervention or disciplinary action.

Be responsible for the competitive and developmental IR teams, and recruit, select and present to the Board of Directors all coaches and assistant coaches.

6. TREASURER.

The treasurer shall have the care and custody of all the funds and securities of the corporation, and shall deposit said funds in the name of the corporation in such bank or trust company as the directors may elect; he shall, when duly authorized by the board of directors, sign and execute all contracts in the name of the corporation, when countersigned by the president; he shall also sign all checks, drafts, notes, and orders for the payment of money, which shall be duly authorized by the board of directors and shall be countersigned by the president; he shall at all reasonable times exhibit his books and accounts to any director or member of the corporation upon application at the office of the corporation during ordinary business hours. At the end of each corporate year, he shall have an audit of the accounts of the corporation made by a committee appointed by the president, and shall present such audit in writing at the annual meeting of the board, at which time he shall also present an annual report setting forth in full the financial conditions of the corporation.

Present a current financial statement at the Board of Director meetings and Annual General Meetings of the Voting Members.

Maintain the checking and savings accounts of the Club.

Review and approve all invoices, payroll, and expense reimbursements.

Maintain insurance policies.

Prepare an annual budget.

Coordinate and direct the services performed by the third-party bookkeeping and tax service providers as approved by the Board.

File tax returns with the Franchise Tax Board and Internal Revenue Service as required.

Submit annual filings with the Secretary of State and Registry of Charitable Trusts.

Perform other duties as required and assigned by the Board of Directors.

7. SECRETARY.

The secretary shall keep the minutes of the board of directors and also the minutes of the members for approval at subsequent meetings. He shall have the custody of the seal of the corporation and shall affix and attest the same to documents when duly authorized by the board of directors. He shall attend to the giving and serving of all notices of the corporation, and shall have charge of such books and papers as the board of directors may direct; he shall attend to such correspondence as may be assigned to him, and perform all the duties incidental to his office.

Maintain records of minutes, policies, guidelines, and other official documents and correspondence.

Maintain Club Contact Database.

Administer all voting procedures and elections. Tabulate and account for all votes.

Perform other duties as required and assigned by the Board of Directors.

8. REGISTRAR

The Registrar shall handle player and team registration and advise Coaches and Managers as to related deadlines and procedures.

Administer the registration of players and teams with the United States Soccer Federation and its affiliated organizations.

Maintain team US Club rosters including add-on players, dropped players, and transfers.

Coordinate player releases from the Club.

9. UNIFORM COORDINATOR

The Uniform Coordinator is in charge of coordinating all club/team uniform orders with the club's contracted vendor.

The Uniform Coordinator will oversee the ordering and maintenance of uniforms for each team.

10. VOLUNTEER COORDINATOR

The Volunteer Coordinator shall assist the club with volunteer outreach and manage all volunteer events and activities.

11. DIRECTOR OF FIELDS

The Director of Fields shall coordinate field permitting, distribution and scheduling.

12. SURETIES AND BONDS.

In case the board shall so require, any officer or agent of the corporation shall execute to the corporation a bond in such sum and with such surety or sureties as the board may direct, conditioned upon the faithful performance of his duties to the corporation and including responsibility for negligence and for the accounting for all property, funds or securities of the corporation which may come into his hands.

ARTICLE VI -MEMBERSHIP

I. PLAYING MEMBERS

All individuals currently registered and assigned to a specific team shall be Playing Members.

2. GENERAL MEMBERSHIP

All parents and/or guardians of Playing Members shall be General Members.

3. PARTICIPATING MEMBERS

All currently registered coaches, assistant coaches and team managers shall be Participating Members.

ARTICLE VII -CONSTRUCTION

If there be any conflict between the provisions of the certificate of incorporation and these by-laws, the provisions of the certificate of incorporation shall govern.

ARTICLE IIX -AMENDMENTS

The by-laws may be adopted, amended or repealed by the board at the time they are entitled to vote in the election of directors. By-laws may also be adopted, amended or repealed by the board of directors but any by-law adopted, amended or repealed by the board may be amended by the board members entitled to vote thereon as herein before provided. If any by-law regulating an impending election of directors is adopted, amended or repealed by the board, there shall be set forth in the notice of the next meeting of all board members for the election of directors the by-law so adopted, amended or repealed, together with a concise statement of the changes made.

ARTICLE IX -CONDUCT

Because of its strong beliefs in high moral standards based on traditional values, the organization reserves the right to expect from all of its officers and directors to maintain high moral standards and social values that do not conflict with traditional spiritual morals.

ARTICLE X - INDEMNITY

The Corporation shall indemnify its directors, officers, and employees as follows:

Every director, officer, or employee of the Corporation shall be indemnified by the Corporation against all expenses and liabilities, including counsel fees, reasonably incurred by or imposed upon him in connection with any proceeding to which he may be made a party, or in which he may become involved, by reason of his being or having been a director, officer, employee, or agent of the Corporation or is or was serving at the request of the Corporation as a director, officer, employee, or agent of the Corporation, whether or not he is a director, officer, employee, or agent at the time such expenses are incurred, except in such cases wherein the director, officer, employee, or agent is adjudicated guilty of willful misfeasance or malfeasance in the performance of his duties. The Corporation shall provide any person who is an officer, director, employee, or agent of the Corporation or was serving at the request of a director, officer, employee, or agent of the Corporation the indemnity against expenses of suit, litigation, or other proceedings which is specifically permissible under applicable law.

The foregoing By-Laws were adopted by the directors of:

IR Academy of Soccer Development. Inc.



**INTER ACADEMY OF
SOCCER DEVELOPMENT
POLICIES**

IR Soccer Club Conflict Policy

PURPOSE

The purpose of the conflict of interest policy is to protect IR Soccer Club's (IR) tax-exempt interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of IR or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace, any applicable State and Federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

DEFINITIONS

- A. Interested Person: Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
- B. Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment or family:
 - 1. an ownership or investment interest in any entity with which IR has a transaction or arrangement;
 - 2. a compensation arrangement with IR or with any entity or individual with which IR has a transaction or arrangement; or
 - 3. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which IR is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article III, Section B, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

PROCEDURES

- A. Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- B. Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest and all material facts and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

C. Procedures for Addressing the Conflict of Interest

1. An interested person may make a presentation at the governing board or committee meeting; but, after the presentation, he/she shall leave the meeting during the discussion of and the vote on the transaction or arrangement involving the possible conflict of interest.
2. After exercising due diligence, the governing board or committee shall determine whether IR can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
3. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in IR's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

VIOLATIONS OF CONFLICT OF INTEREST POLICY

- A. If the governing board or committee 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.
- B. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

COMPENSATION

- A. A voting member of the governing board who receives compensation, directly or indirectly, from IR for services is precluded from voting on matters pertaining to that member's compensation.
- B. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from IR for services is precluded from voting on matters pertaining to that member's compensation.
- C. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from IR, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

II Inter Rage Soccer Club Financial Policy

CLUB FEES & TEAM EXPENSES

- A. Operation fees cover the overall costs of the Club's operations including the training programs, team specific league and play date fees, state cup fees, fields and equipment, administration and communication and referees. Income and expense budgets for all Club operations are estimated prior to each season and form the basis for determining player fees for the coming season. Prior to tryouts each season, the Board of Directors approves a schedule that shows the amounts and dates on which the installments will be due.
- B. In addition to Club operation fees, teams incur expenses for items like tournament and league entry fees and travel costs. Many teams engage in fundraising to cover these expenses which depend on decisions made by the Head Coach. Team management shall provide an estimate of these additional anticipated team expenses, including planned tournaments, at tryouts.
- C. Any player whose Club operation fees or share of team expenses are not paid in full by the end of the season will be prohibited from registering with any other youth soccer for the following season until the member's account is paid in full.
- D. Should a player or family leave the Club prior to the end of the season, there will be no refund of Club fees paid. Any team refunds will be dealt with by each respective team.
- E. Prior to April 30, players are responsible for the entire amount of the pre-determined Club fee. Additional team fees may apply and will be determined by each respective team.
- F. From April 30 on, any new players who are registered with Inter Rage will be responsible for paying a set Club fee of \$100. This Club fee MUST be paid prior to a player's pass being requested and issued. The player will not be allowed to play until such fee is paid. Players are still responsible for any additional team fees which may apply.

TEAM FINANCIAL MANAGEMENT

- A. Both the Team Coach and Treasurer shall be signers on the team bank account. The Coach and Treasurer shall be different, unrelated individuals, not living in the same household and neither shall be the team's Head Coach. For newly forming teams, the Club can assist in setting up team bank accounts. The Club has its accounts at the Safe Credit Union. All signers on the accounts shall have internet access to monitor account transactions and balances. The Treasurer shall provide an accounting as needed to all families on the status of their player accounts. It is expected that a minimum of \$100 will be maintained in each player account to serve as a working reserve for paying team expenses (e.g. tournament applications).

- B. Club financial activities are reported by the Club in a tax return, with a fiscal year ending on December 31.

III

Inter Rage Soccer Club Board Meeting Attendance Policy

- A. All teams must have a team representative at each general Board of Directors meeting.
- B. Missing two consecutive meetings may result in a fine of \$50 for the team.

IV

Inter Rage Soccer Club Coaching Qualifications

- A. Each competitive team shall have a head coach who will be submitted to the Board by the Director of Coaching for approval.
- B. To qualify for a position as a competitive coach, a candidate must:
 - 1. Be at least twenty-one (21) years of age.
 - 2. Adhere to IR coaching requirements.
 - 3. Have expressed a commitment to devote the time required to coach a team for a full seasonal year; approximately three to six hours of training per week, league games, and tournaments.
 - 4. Agree to follow the philosophy, policies, and procedures of IR.
 - 5. Agree to uphold the Laws of the Game.
 - 6. Be committed to improving the basic skills of the players as well as his/her own knowledge and skills of the game.
 - 7. Demonstrate a temperament toward others that is cooperative, understanding, and tolerant, especially under adverse conditions.
 - 8. Have demonstrated an attitude of positive Sportsmanship throughout his/her coaching career.
- C. Each competitive coach shall appoint an assistant coach who shall be approved by the DOC.
- D. To qualify for a position as an assistant coach, a candidate must:
 - 1. Meet the coaching requirements mandated by IR.
 - 2. Assist at team practices and games.
 - 3. Direct team activities in the absence of the head coach.
 - 4. Comply with all rules and regulations as are required for coaches and assistant coaches.
 - 5. Display good sportsmanship at all times.
- E. The IR Coordinator may waive particular requirements of those set forth above only if special circumstances prevail and with the approval of the Board of Directors.

- F. All coach and assistant coach candidates will be required to submit to a live scan fingerprint and sign a waiver form authorizing IR to conduct a complete background check.
- G. All IR Coaches and Assistant Coaches must have a signed coaching agreement on file with the DOC.
- H. All IR Coaches and Assistant Coaches must abide by all conditions of the coaching agreement.
- I. Failure of any coach to abide by the signed agreement may result in suspension or termination of that coach from Inter Rage.
- J. Coaching assignments are issued on a one-year basis.
- K. There shall be no limit to the number of years that a coach may participate in the IR program, so long as he/she continues to uphold the ideals and philosophy of the IR program and to meet the basic selection qualifications.
- L. At the end of each seasonal year, it shall be the responsibility of the DOC to complete an assessment of each coach and submit this report to the IR Board of Directors.

VI Coaching Responsibilities

- A. The Coach agrees to participate in at least two training sessions per week and be present at a majority of the league or tournament games involving their Team. When a conflict arises, the Coach will work with their Team and Club to arrive at an appropriate solution.
- B. The Coach will make a good faith effort to attend all coaches meetings, seminars, clinics and tryouts, which are established, by the Team and/or the Club. It is the obligation of the coach to advise the Team and/or Club if an event cannot be attended.
- C. Training sessions will be run in a positive, structured, professional manner, stressing soccer skills and tactics. The Coach shall not address a player in a manner that could be considered inappropriate (demeaning discourse, use of vulgarity and/or yell or shout at a player in a manner unbecoming of a coach-player relationship).
- D. The Coach is responsible for the actions of the assistant coaches, parents and team players, prior to, during and after each game, practice and club event. Coach agrees to uphold the **COACHES CODE OF CONDUCT and (INTER RAGE ACADEMY) ZERO TOLERANCE** club rules, as outlined below.

- E. Coach shall ensure that all team players and parents read, understand and sign the **IR Player-Parent Agreement**. Furthermore, Coach shall uphold and enforce the conditions and standards stipulated within the Agreement.
- F. The Coach is required to maintain accurate records of all player rosters, equipment, medical releases, parent / guardian information and emergency information. Your manager should help create two notebooks will all required information - one for you as head coach and one for the manager for credentials etc.
- G. The Coach is required to hold or obtain an NSCAA Advanced Regional Degree (or USYSA D) and is expected to work toward obtaining an NSCAA National Degree. In addition, NorCal requires each coach to complete at least one 4-hour NorCal certified course per season.
- H. It is the responsibility of the Coach to ensure that at least one member of the coaching or management staff is present at practices, games, or any club event.
- I. The Coach is responsible for knowledge of the rules as defined by the NorCal and / or US Club. Coaches are expected to follow all rules and regulations.
- J. The Coach will be required to wear Inter Rage Soccer Club **Lotto approved** coaching attire at all IR Academy games including tournaments (Coach's attire provided by club).
- K. The Coach will report any unique incidents involving players, parents, and coaches of the team to the IR DOC or President within 24 of the incident.
- L. The Coach will manage the affairs of the team with the assistance of the assistant coach, team manager, treasurer and any other parents or individuals who he/she may designate.
- M. The Coach will assist in holding the IR tryouts, as needed by the DOC.
- N. The coach will provide a copy of the *Inter Rage Parent/Player Commitment Agreement* to the parents at the beginning of the season. This agreement must be signed and submitted with the player's paperwork at the time of rostering, acknowledging the receipt of a copy of the IR rules and a commitment to pay the IR club fees. No player will be rostered without the submission of a signed agreement and payment of the IR club fees.

VI

Coaches Code of Conduct

- A. Coaches are expected to be role models who project the spirit of the sport on and off the field. They are responsible for fairly applying the IR Academy Club, NorCal and US Club policies.
- B. No coach shall use profanity or make derogatory remarks or gestures to a referee, parent official, player, parent, or spectator. A coach may never strike, shake, push, or otherwise physically assault a player. Any coach found in violation of this provision will be immediately suspended and possibly dismissed from the IR Club.

C. Follow the Coaches Code:

1. Enthusiastically support, practice “everyone plays”, and positive coaching philosophies.
2. Be reasonable in your demands on the young players’ time, energy, enthusiasm and their performance on the soccer field.
3. Impress on your players that they must abide by the rules of the game at all times.
4. Develop team respect for the ability of opponents, and for the judgment of referees and opposing coaches.
5. Ensure that your players’ soccer experience is one of fun and enjoyment (winning is only part of it). Players should never be yelled at or ridiculed for any reason.
6. Set a good example and be generous with your praise when it is deserved. Children need a coach they can respect.
7. Do not publicly question referees judgment and never their honesty.
8. Keep informed about “sound principles of coaching”; and “growth and development” principles relating to children.
9. Enlist the support of your team’s parents in your efforts to instill the proper attitudes and values in the players, coaches are responsible for the conduct of their sideline.
10. Check equipment that you use. It should meet safety standards and be appropriate for the age and ability of your players. Bring all safety issues concerning facilities to the attention of the appropriate authority.
11. Follow the advice of a physician when determining when an injured child is ready to play again.
12. Abide by the rules of all leagues and tournaments in which your team participates.
13. Select/carry a reasonable roster size: U8 – 11: max 12, U12 – U18: max 16. Coach must receive approval from DOC or the governing Board to exceed roster number guidelines.
14. Be a positive role model whenever you are around any players. If you feel a situation is getting out of control, find a field marshal or other official to observe or assess the game/situation. Do not “take it into your own hands”. Defuse, rather than inflate problems.

D. NorCal adopted a ZERO TOLERANCE response toward any coach or parent verbally abusing a referee before, during, or after a game. Specifically, all of our referees have been instructed to take the following action:

1. If possible, first warn the coach.
2. Next caution the coach & record on the game card.
3. Dismiss the coach from the game. Coaches will be disciplined per NorCal guidelines as mentioned above.
4. If the problem is larger than one or two people, especially if the problem involves both teams, then the referee is to terminate the match and leave.

- E. Any coach that does not conform to the guidelines above, and/or exhibits ANY abusive behavior toward a player, parent, referee, coach, spectator, Club official or any individual in or around an Inter Rage activity, will be placed on Club suspension and could be dismissed as an Inter Rage coach.
- F. The use of any controlled substance or alcoholic beverage at or in the vicinity of any IR game related function is strictly prohibited.
- G. Coaches understand that failing to uphold all guidelines and stipulations in their entirety as documented above may result in disciplinary actions against them, which could result in dismissal from Inter Rage Academy.

VII

Coach Termination or Dismissal

- A. The dismissal of any coach during the season, for just cause, may be made only by a majority vote of the IR Board of Directors.
- B. In the event that a coach is removed from a team prior to the end of the season, the DOC shall recommend a replacement candidate to the IR Board in an expedient manner in order to minimize the impact that the situation may have on the team.

IIX

Inter Rage Soccer Club Team Formation Policy

- A. Teams will be formed to create an environment in which each player is challenged while also playing with players having equal desire and skill level.
- B. Within the U11-19 age groups, teams may be formed to have one Advanced Development (1st) Team and one Development (2nd) Team. Following are the considerations in using such an approach to team formation.

IX

Inter Rage Soccer Club System of Play Policy

- A. All Older teams in the Club will play the same system of play: usually a 1-3-4-3 or a 1-4-3-3 formation depending on the opponent's line-up. Use of at least 3 forwards will be consistent at all times. The goalkeeper will be used as a sweeper; the field players will switch from 4-3-3 to 3-4-3 to 3-3-4 formations on occasion.

- B. Younger teams will play a 3-3-1, or a suitable formation appropriate for smaller fields.
- C. All teams will be trained to play an aggressive and attacking style of high-pressure possession soccer. Emphasis will be on rapid ball circulation with sharp passes to correct feet. This style of play will be trained through repetitive passing exercises done at the highest intensity and through small-sided possession games. Development of individual skills will be emphasized within a team concept.
- D. The Club philosophy is to play all players who are selected for teams. In ages U8 -12, players will have the chance to play and develop at all positions. In the U13-19 ages, players will begin to specialize based on the qualities of the players and the needs of the team. The Club will always sacrifice winning to do what is best for developing players. At U16 and above, the Club will focus more on winning, but still attempt to win within the Club's system of play.
- E. The entire Club coaching staff will be responsible for ALL players in the Club, not just their own teams. The Club will rotate coaches often in practice sessions so players learn from many different coaches. Each year the coaching staff will teach a part of the whole game and build on the year before. Emphasis will be placed on reading the game and tactical insight. In addition to Club and team training, all players will be required to train on their own and will be given homework assignments on a regular basis. Learning to train on their own is the only way to develop complete players who have mastery of the ball with both sides of the body.

X

Inter Rage Soccer Club Play-Up Policy

- A. As required and designated by Nor Cal, all players will play on the teams designated by their year of birth or by their Aug 1- July 31 year of birth.
- B. All players must attend tryouts for their own age group.
- C. If a player feels strongly that he or she should be allowed to play for an older team, the request must be initiated with the Director of Coaching (DOC) whose consent must be obtained.
- D. In giving the consent, the DOC shall consider whether the player:
 - 1. is dominant in his or her own age group;
 - 2. is ranked in the top 5 players on the team of the older age group;
 - 3. is dedicated to the game and ambitious with past soccer experience;
 - 4. is able to achieve success in the older age group;
 - 5. is tactically strong enough to keep up with the older age group's speed and tactics;

6. is strong physically (i.e. aggressive);
 7. is smart enough to compete successfully within the older age group;
 8. has a stable personality, gets along with others, and has a good attitude;
and
 9. is mature on and off the field.
- C. In giving the consent, the DOC may consider:
1. the player's school age vs. soccer age (i.e. who player compete with at school);
 2. the number of players per age group (i.e. whether other quality players would be cut);
 3. the level of commitment of the player;
 4. feedback from past coaches and trainers; and
 5. evaluations from coaching staff of affected teams.

XI Inter Rage Soccer Club Player Policy

CONDUCT

- A. Player is expected to display respect toward coaches, referees, parents and opposing players at all times. Disrespectful behavior (foul language, excessive physical contact, absenteeism) during practices and games is unacceptable. Unacceptable behavior could cause the Player to be removed from team roster or asked to leave the club.
- B. The use of any controlled substance or alcoholic beverage at or in the vicinity of any IR function is strictly prohibited.
- C. As members of an IR team, all players are expected to act as ladies and gentlemen at all times.
- D. As representatives of the sport of soccer, players are expected to learn, understand, and respect the laws of the game and the referees who administer those laws. The decisions of the referees are final.

RESPONSIBILITIES

The players shall be responsible for:

1. Giving maximum effort and concentration at all times.
2. Cooperating with the coaches and teammates at all times.
3. Being mentally and physically prepared for all practices and games.
4. Attending all practices, games, and scheduled team functions.
5. Notifying the coaches of any planned absences.
6. Arriving promptly at all team functions.
7. Obeying the rules and regulations set forth by the team and the IR Club.
8. Maintaining a clean and presentable condition of their uniforms.
9. Dedicating themselves to improving their individual and team soccer skills.

TEAM RULES

- A. Each individual team shall determine its own policy regarding absences. However, it is suggested that illnesses, injuries, prearranged family vacations, special family circumstances, medical appointments, soccer camps, and any other functions prearranged with the coach should be considered excused absences.
- B. The failure of any player to comply with the individual team rules, with the rules outlined above or with the rules and regulations of IR will result in disciplinary action being taken by the team and/or the DOC. This could ultimately result in suspension or removal from the IR team.

XII

Team Rosters/ Player Passes

- A. Each team shall submit a team roster, US Club registration/medical release forms, head shot photos, birth certificates (when required, for new players only) to the IR Registrar for submission and processing.
- B. Once a player is listed on an IR Team, that player is bound to the team for the entire seasonal year. Transfers will not be granted for any of the following circumstances:
 1. Team expenses are undesirable
 2. Dislike of the coach
 3. Not learning enough
 4. Unhappy with the amount of playing time
 5. Dislike of coaching style, tactics, etc.
 6. Dislike of other players on the team, parents, etc.
- C. Under extenuating circumstances, requests for transfer must be submitted to the DOC for approval. The Registrar will then process the transfer. Until such time as the player is notified of the decision, he/she is still considered to be a member of

the rostered team. A player may not practice or participate with any team other than the one to which he/she is legally rostered.

- D. Any request from coaches for player releases must first notify the DOC. The process may require up to four weeks for a decision. Until such time as the coach is notified of the decision, the player is still considered to be part of the team and must continue to be treated as such
- E. Releasing Players: The Registrar will attempt to honor release requests made in a timely manner. Prior to any release being process, the Registrar must verify that that player is in good financial standing with the club and team. Additionally, NO RELEASES WILL BE PROCESSED DURING THE MONTHS OF AUGUST AND SEPTEMBER UNLESS THE DOC AND/OR PRESIDENT AUTHORIZE SUCH RELEASE.
- F. Player Loans: If you are using players within the club for league games and state cup games they do NOT need to be moved on the US Club roster. If you are borrowing a player from another club, you will need to go to the US Club site and obtain a player loan form, this is under the forms tab. Please contact the Coach from the team you are borrowing the player from, NOT THE PARENTS OR PLAYER. You and the other club's coach or manager need to fill out that form and fax it to US Club prior to the event. US Club's fax number is on the form. This loan form along with their player pass need to accompany you to the event and will be needed at check in for tournaments.
- G. Player passes are required for participation in all IR sanctioned games. Any players without properly issued and approved player passes will not be permitted to play.
- H. Each player pass is the property of the Club and must be surrendered to the Registrar upon request of the President, or in their absence, the Director of Coaching.
- I. If a player leaves the Club for any reason, the player pass must be surrendered to the Registrar as soon as possible following the player's departure from the Club.

XIII

Inter Rage Soccer Club Guest Play Policy

- A. No player may guest play for another team, within or outside of the Club, without express permission of the Coach of the player's assigned team.
- B. All contact regarding guest play must be initiated with the Head Coach of the player's assigned team or the Director of Coaching and not the player, player's family, or Team Manager.
- C. Prior to said permission and consent, contact between the player or the player's

family on the one hand, and the other team's coach, players, or supporters, regarding guest play is prohibited.

XIV

Inter Rage Soccer Club Team Uniform Policy

- A. Players must purchase the Club Lotto uniform: home and away kits. The Lotto soccer bag and matching warm up suit are optional.
- B. All Team uniforms, bags and warm ups must be purchased through the Club's uniform process as established by the Uniform Coordinator.
- C. Club Spiritwear must be purchased through the approved Club purchase process. Any independently produced spiritwear is strictly prohibited, unless it has been approved and signed off by the Uniform Coordinator.
- D. Sponsors and logos on team uniforms are prohibited, unless approved in advance by the Board of Directors.
- E. Teams may use the Club logo or name in connection with their team name.
- F. Use of the Club logo or name by themselves without the permission of the Board of Directors is prohibited.

XV

Inter Rage Soccer Club Team Organization Policy

TEAM OFFICIALS

- A. Each Coach shall appoint a parent to fulfill the following duties for his/her team: Treasurer and Team Manager.
- B. The coach or any member of his/her immediate family may not serve as the Treasurer.
- C. The Treasurer shall manage the team finances, prepare an annual budget for the team.
- D. The Team Manager shall :
 - 1. Coordinate the submission of the required items for US Club player pass submissions to the Registrar and the purchase of team uniforms through the IR Uniform process.
 - 2. Coordinate all non-coaching activities of the team.

3. Coordinate player and team documentation required for league and tournament applications and play.
 4. Communicate Club and Team related information to parents and players.
 5. Exemplify and promote the Club's purpose, goal, mission and values.
 6. Perform other duties as may be required and assigned by the Coach, the Directors of Boys/Girls Coaching, the Executive Director, or the Board of Directors.
 7. Each individual team may establish additional duties and responsibilities for the Team Manager.
- E. The positions of Team Manager and Treasurer shall be filled within 5 days of the team's formation. A list of such individuals and their contact information shall be submitted to the IR Registrar.

TEAM FINANCES

- A. Each team shall be individually responsible for collecting sufficient funds to meet the financial needs of the team for the year, either through direct parental contribution, sponsorships, or fundraising.
- B. All IR teams are expected to support the general fundraising activities of the IR Club. This includes and is not limited to mandatory team volunteer hours in conjunction with any Club event or fundraiser.
- C. Every team shall establish one bank account to hold all team monies at a banking institution designated and approved by the Club Treasurer.
- D. No refunds of any type are to be made of any Club Fees, refunds of monies collected for team expenses are at the discretion of each respective team.

XVI

Inter Rage Soccer Club Parent Policy

- A. Player and Parents agree to regard soccer as their primary commitment during the soccer season.
- B. Player is expected to attend all practices and games, exception being granted due to a pre-arranged family event, school event, an illness or injury.
 1. Player must arrive to the practice field at least 10 minutes prior to start-time.
 2. Player must be dressed and prepared at least 5 minutes prior to practice start-time.
 3. Player must arrive at least 45 minutes prior to all scheduled game times.
 4. Player must bring the correct size soccer ball (provided by team), water & wear shin-guards to all practices, training sessions and games.

- C. Player and parents understand and agree that competitive-level soccer is a performance-based sport. Player and parents understand that playing time is not guaranteed. Player must compete for playing time by means of performance and adherence to this Agreement. However, IR Academy and its coaches believe that a player must play during games to develop, especially young players.
- D. Player should be focused during all team-related training sessions and games. If a player behaves inappropriately during a team or club event, a meeting will be scheduled to discuss the issue. Player could lose playing time or be asked to leave the club if poor behavior becomes problematic.
- E. Player is expected to attend all scheduled games & tournaments – parents are financially responsible for their portion of team tournament registration cost, even if player is unable to attend.
- F. Parent should approach the Head Coach to discuss issues related to playing time, playing position, player behavior or any other concern.
- G. Parent must contact Head Coach at least one hour prior to practice time if the player is unable to attend practice. If player is unable to attend a scheduled game, parent must notify Coach at least one week prior to scheduled match.
- H. All families are required to pay all club fees and all team-related fees in accordance with scheduled payment dates. If parent(s) experiences financial hardship, parent(s) should approach Coach to discuss the situation.
- I. Parents agree to conduct themselves with the highest-level of integrity, respect, honesty, and dignity both on and off the field during the season, as well as during the off-season. Any parent whose behavior on or off the field jeopardizes the reputation of Inter Rage Academy of Soccer, or is deemed inappropriate by League officials, may be subject to immediate Player suspension or dismissal. *Please, be vocal in a positive manner and support all players on the field!*
- J. Parents should contact Club DOC or a Club Board Member to discuss any issue concerning a Club coach or a Club representative – all Club coaches are held to a high standard and have signed a “Zero Tolerance Agreement”, which defines strict guidelines regarding behavior and adherence to Club policies and procedures.
- K. Parents must ***not***:
 - Coach or instruct any player from the sideline during games
 - Voice negative comments toward any player, coach, parent or referee

Parent Disciplinary Action

- A. The Board has the right to refuse, restrict, or revoke membership in the Club for conduct that is found to be not in the best interest of the Club or the United States Soccer Federation and its affiliated organizations.

B. The Board of Directors can subject any Member of the Club to disciplinary action for conduct that is found to be not in the best interest of the Club. The Board shall give the individual due written notice and the appropriate opportunity to refute charges and defend their conduct. The disciplinary action may include any or all of the following at the discretion of the Board and as approved:

1. informal verbal warning or formal reprimand;
2. exclusion from Club-related activities for a defined period of time;
3. probation;
4. suspension;
5. expulsion; or
6. as otherwise deemed appropriate.

XVII

Amendments to Inter Rage Club Policies

Amendments to Inter Rage's Club Policies may be proposed by families, players, coaches or Board members. Proposed changes will be discussed at a board meeting, considered and brought to a vote by the board.