

**POLICIES AND PROCEDURES
OF
HEART MOUNTAIN UNITED SOCCER ASSOCIATION**

Policy 1: Disciplinary Action and Separation

The Board may suspend or remove coaches and players from participation for violating the terms set forth in these Policies and Procedures, the requirements of Wyoming State Statute §17-19-621, and a two-thirds (2/3) affirmative vote of the entire Board.

Coaches may immediately suspend players from participation for up to three (3) calendar days from the date of the incident for violating the terms and conditions set forth in the Policies and Procedures. Separation for a longer period or the remainder of the season may be requested in writing by the head coach and shall be acted on by the Board during either a regular or special meeting of the Board within ten (10) calendar days from the date of the incident.

Policy 2: Participation

To help encourage the concept of teamwork and player development, all players who are chosen to be on a HMUSA team agree to abide by the Association's Bylaws and Policies and Procedures, and those who attend regular practices, respect coaches and officials, invest the time and effort to travel to and timely attend games, will be given an opportunity to play in each game. The amount of playing time for each player will be at the discretion of the coach.

Policy 3: Assignment of Players to Teams

There will be a fall and spring registration for league play and the registration deadline will be set by the Board. When the deadline date arrives, if a roster is full, registration will be closed for that team. If a team is lacking participants, the Coaching Director will work to find additional participants until an acceptable roster number is acquired. If one team has an excessive number of players and one team is short, the Board will look to see if it is appropriate to balance the rosters of each team and whether there is an applicable solution within the HMUSA policy on "Team/Age Level Switching Guidelines". If there are enough registered players, a second team in any age level may be formed, using the criteria presented above.

If it is found that a roster is full (roster size limit) and recruiting efforts to form a second team in that age level have not been successful, the following procedures will be used for team formation:

A. A team roster will be given to the Coaching Director and coach no later than one week after the registration deadline.

B. When the coaching staff receives the roster, they will be asked to call all players and let them know there are an excess number of players and inform them of when a tryout will take place. Practice times and locations will be given to the players at this time.

A complete refund will be given if the player is not selected to the team roster.

C. During the tryout period, the Coaching Director and coaches will be asked to carefully assess all participants. The evaluation process will take place with a minimum of three practices. Once roster decisions are made, the coach will call all players in a timely manner to inform them if they were selected for the team.

D. An HMUSA player cannot play for another club as a guest player if HMUSA has a team playing in that tournament that said player is eligible to play on.

Selection of players to the official team rosters will be made by the Coaching Director and coaches using input from coaches and will be based on the following criteria: (1) soccer skills and abilities, including tactical, physical, mental, social, and technical abilities; (2) participation and effort given during the tryout period; (3) availability and commitment to participate in regular session matches and tournament availability; (4) availability commitment to participate in the State Cup Tournament; and (5) involvement in previous season.

The tryout process will not be utilized for 8U because 8U is considered a recreational division. The emphasis in 8U shall be to create “teachable moments” within the game to promote rules, sportsmanship and fair play. 8U players shall play 50% of each game.

Policy 4: Coaching Decisions

Playing time of each player will be at the discretion of the coach after taking into account, among other things, the following factors: attendance at practices, position, effort, skill, attendance in past seasons, discipline action order per Policy 1, if any, the amount of time the player has played with the HMUSA team, and any other applicable considerations.

Policy 5: Guidelines for Player Team/Age Level Switching

In general, team/age level switching is discouraged. The Board is committed to forming teams within each age and gender division.

A player may be allowed to play up one age level, with the approval of the majority of the board, if recommended by both coaches of the affected teams, if necessary, to facilitate team roster, so all teams within HMUSA have an adequate number of players (i.e., it is necessary to move some players from a full roster to another team with a shortage of players). The Board may allow a player to play up one age level as allowed within the WSSA guidelines, upon recommendations of the two coaches, upon a parent’s written request which sets forth applicable reasons why it is in the interest of the player and the association to consider the player’s switch to another team. Such a request must be communicated to the Registrar promptly and is subject to approval by State soccer. No player is allowed to play down pursuant to WSSA guidelines.

Policy 6: Scheduling Conflicts with Other Sports

The Board and HMUSA coaches will attempt to work with other Powell youth sports regarding scheduling conflicts between sports. Players will not be penalized for participation in other sports, but spring soccer attendance could affect playing time. 307 players should refer to the 307 team handbook.

Policy 7: Qualification and Selection of Coaches

The Board will select head coaches each year at the beginning of the fall and spring soccer seasons which begins August 1. All prospective coaches are required to sign a coaching application form stating their qualifications and experience, consent to formal background and/or reference checks, sign a Code of Ethics form and agree to the terms and conditions set forth in the duly adopted Bylaws and Policies and Procedures of the association. Furthermore:

- A. All coaches will be selected and approved by the Board.
- B. The Board will attempt to schedule a coaches' clinic each spring so prospective coaches may received updated training.

Coaches shall comply with the WSA certification requirements, if any.

Policy 8: Coaching Responsibilities

All coaches of the association will adhere to and abide by the following:

- A. All terms and conditions set forth in the duly adopted Bylaws and Policies and Procedures of the association.
- B. Understand and act within the Wyoming State Soccer Association (WSSA) League Rules and guidelines.
- C. Refrain from using derogatory or abusive language toward players, parents and officials and will refrain from questioning officials during games.
- D. Act within WSSA Rules (Section 10.5.7) during league and tournament games.
- E. Submit a background check form each year upon being considered as a HMUSA coach and complete concussion test.
- F. Make certain he/she is properly registered as stated by WSSA (Section 3.1.2

Coach Registration) rules.

G. Initiate frequent and direct contact with the coaching director to be certain all team issues (e.g., registration of players, schedules, maps to fields, etc.) are being adequately addressed.

H. Make every attempt to attend all league and tournament games for his/her team.

I. Timely file complaints, to the extent necessary, in writing, regarding officials, to the appropriate tournament/league coordinators.

J. Refrain from inappropriate physical conduct with any official, player, spectator or parent.

K. Properly fill out any required game reports after each league game in a timely manner.

L. Return all HMUSA property, including, among other things, equipment bag and contents, bag with balls and official team book, in a timely fashion following the end of each season.

M. Adhere to and implement all coaching techniques suggested by the Coaching Director.

O. Report any and all accidents to the Board within 24 hours of occurrence, including, among other things, any medical treatment and emergency action taken.

P. Take any other action duly approved by the Board and relayed to the coach.

Q. Coach shall make a request to the Board prior to purchase of equipment, etc., if Coach wants to be reimbursed by the club.

Policy 9: Whistleblower

The Wyoming Soccer Association will investigate any possible fraudulent or dishonest use or misuse of the Association's resources or property by management, staff, volunteers or members. Anyone found to have engaged in fraudulent or dishonest conduct is subject to disciplinary action by the Association.

All members of the Association community are encouraged to report possible fraudulent or dishonest conduct (i.e., a whistleblower). An employee should report his or her concerns to a

supervisor or manager. If for any reason an employee finds it difficult to report his or her concern to a manager or supervisor, the employee can report it directly to the President, Executive Director or Member of the Board.

Managers or supervisors are required to report suspected fraudulent or dishonest conduct to the President, Executive Director or Member of the Board.

Definitions

Baseless Allegations: Allegations made with reckless disregard for their truth or falsity. People making such allegations may be subject to formal disciplinary action.

Fraudulent or Dishonest Conduct: A deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include, but are not limited to:

- forgery or alteration of documents
- unauthorized alteration or manipulation of computer files
- fraudulent financial reporting
- pursuit of a benefit or advantage in violation of the Association's conflict of interest policy
- misappropriation or misuse of the Association resources, such as funds, supplies, or other assets
- authorizing or receiving compensation for goods not received or services not performed
- authorizing or receiving compensation for hours not worked.

Whistleblower: An employee who informs a manager, supervisor or the President, Executive Director or Member of the Board about an activity which that person believes to be fraudulent or dishonest.

Rights and Responsibilities

Managers or Supervisors: Managers or supervisors are required to report suspected fraudulent or dishonest conduct to the President, Executive Director or Member of the Board. In addition, managers or supervisors are responsible for maintaining a system of management controls, which detect and deter fraudulent or dishonest conduct. Failure by a manager or supervisor to establish management controls or report misconduct within the scope of this policy may result in adverse personnel action against the manager or supervisor, up to and including dismissal. The President, Executive Director or Member of the Board are available to assist management in establishing management systems and recognizing improper conduct.

Reasonable care should be taken in dealing with suspected misconduct to avoid:

- baseless allegations
- premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation
- violations of a person's rights under law.

Accordingly, a manager or supervisor faced with a suspected misconduct:

- should not contact the person suspected to further investigate the matter or demand restitution
- should not discuss the case with anyone other than the President, Executive director or Member of the Board
- should direct all inquiries from any attorney retained by the suspected individual to the General Counsel
- should direct all inquiries from the media to the President or the Executive Director.

Whistleblower Protection

The Association will protect whistleblowers as follows:

- The Association will use best efforts to protect whistleblowers against retaliation, as described below. It cannot guarantee confidentiality, however, and there is no such thing as an "unofficial" or "off the record" report. The Association will keep the whistleblower's identity confidential, unless: (1) the person agrees to be identified; (2) identification is necessary to allow the Association or law enforcement officials to investigate or respond effectively to the report; (3) identification is required by law; or (4) the person accused of Fraud Policy violations is entitled to the information as a matter of legal right in disciplinary proceedings.
- Association board members may not retaliate against a whistleblower with the intent or effect of adversely affecting the terms or conditions of employment (including, but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or wages). Whistleblowers who believe that they have been retaliated against may file a written complaint with the Executive Director or President of the Wyoming Soccer Association. A proven complaint of retaliation shall result in a proper remedy for the person harmed and the initiation of disciplinary action, up to and including dismissal, against the retaliating person. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.
- Whistleblowers must be cautious to avoid baseless allegations (as described earlier in the definitions section of this policy).

Policy 10: Parental Informed Consent

Parents and guardians of players are required to sign both a medical release and a Wyoming Soccer Association registration form each season. The Wyoming Soccer Association Player Form contains information required by U.S. Youth Soccer and the issuance of a nationally recognized player card. This card is required to activate the group insurance benefits provided by a company contracted by U.S. Youth Soccer. This insurance is a secondary policy and does not cover medical. The HMUSA registration form will include, among other things, the following:

- A. Consent for the player's participation in HMUSA under the association's Bylaws and Policies and Procedures;
- B. Waiver and release of liability form;
- C. Information to be shared with the coaches to include any known conflicts due to vacations, school, commitments to other sports; and
- D. Parent code of conduct.

Policy 11: Participant, Parental, Coach and Trainee Conduct

The association requires appropriate behavior and interaction by all players, parents, coaches and referees. The following will not be tolerated:

- A. Verbal abuse and inappropriate physical contact toward or with a player, trainer, spectator, referee or coach;
- B. Refusal to follow a reasonable request or order of a coach, trainer, Board member or referee;
- C. Interfering with coaches or other players in their preparation and participation during practices or matches.

A documented offense by a player, parent, trainer or coach will result, at a minimum, in a written warning for the first offence, probation for a second offense, suspension of one match and associated practices for a third offense, and suspension from the program for one year for the fourth offense. Reinstatement following a one-year suspension is at the discretion of the Board and obtained by a two-thirds (2/3) affirmative vote.

A decision to place a player or coach on suspension or to remove them from participation in HMUSA will be done in accordance with Policy 1.

A signed Code of Ethics form approved by the Board is required for coaches, parents, and

players in order to participate in HMUSA.

If a parent has a concern, the parent should first discuss the concern with the coach, and the coach will discuss with the coaching director. If the issue cannot be resolved, it shall be taken to the Board by the coaching director. If a parent has an issue with a coach, the parent can go directly to the coaching director.

Policy 12: Spectator Behavior

Spectators for any HMUSA team will abide by the rules of conduct contained in the HMUSA Policies and Procedures, which includes by this reference administrative rules of the United States Youth Soccer Association (USYSA), which is a division of the United States Soccer Federation (USSF) and affiliated with the Federation International de Football Association (FIFA) as they pertain to misconduct, cautions, ejections and standard suspension. Coaches and parents are encouraged to inform spectators associated with their team of such rules and the negative impact it will have on the team and their players.

Spectator behavior specifically prohibited during matches of the HMUSA and subject to disciplinary action in accordance with the policies and procedures:

- A. Consumption of alcoholic beverages;
- B. Use of negative, abusive or profane language directed at a referee, coach, parent or player; and
- C. Inappropriate physical contact, whether by direct contact, throwing objects or otherwise.

If a parent or spectator has concerns with a referee, the parent/spectator shall wait until the end of the game and voice those to the HMUSA coach. The coach shall determine if the issue shall be taken to the tournament directors and, if so, shall accompany the complainant.

Policy 13: Interpretation and Amendment of the HMUSA Policies and Procedures

These Policies and Procedures are adopted by the Board in accordance with the Bylaws and supercede and replace all prior rules, policies and procedures as of the date set forth below. The Policies and Procedures may be amended only upon advance written notice of the proposed revisions to each Board member and a two-thirds (2/3) affirmative vote of the entire Board. In the event of any conflict or inconsistency between the Bylaws and the Policies and Procedures, the Bylaws, to the extent of any express conflict, shall be controlling. The Policies and Procedures are for the sole and exclusive benefit of the association and its members (including coaches) and no other person or party shall be deemed a beneficiary or have standing to require the satisfaction of any provisions contained herein.

The above Policies and Procedures were duly adopted by a two-thirds (2/3) affirmative vote of the HMUSA Board this 31 day of July, 2017.

Andrea Earhart
Secretary of Heart Mountain United Soccer Association

The above Policies and Procedures were amended by a unanimous vote of the HUMSA Board this 7th day of July, 2022
