

Melbourne Beach Soccer Club, Inc.

Mission Statement, Policies, and Procedures

Mission

Melbourne Beach Soccer Club, Inc. is a non-profit organization whose mission is to promote and enhance the sport of soccer among the youth of the local community and provide a fun and positive experience for all participants. We strive to ensure that players will have a variety of opportunities to participate in soccer at an appropriate level be it recreational, competitive, or premier.

MBSC values honesty, integrity, and fair play and through sportsmanship and teamwork strives to provide the best possible soccer experience for all players, parents, and coaches in the club. The club is dedicated to developing players and coaches.

To accomplish this, the Club commits to:

1. Promoting player development by fostering an atmosphere that allows each player to develop their skills to their desired level in a fun and fulfilling environment
2. Promoting the development of coaches by offering instructional courses and resources that will allow them to further their skills as coaches
3. Encouraging respect, courtesy, and proper conduct by all players, officials, parents, coaches, and spectators
4. Promoting a respect for the game of soccer through fair play and sportsmanship
5. Developing player character, self confidence, discipline, dedication and leadership
6. Developing physical fitness and mental alertness

Policies

Refunds – Player registration fees are due prior to the deadline for submitting registrations as determined by the Club Registrar. Typically, there is a date for early registrations followed by a period when the registration fee is higher as it contains a late fee in order to encourage early registration which helps the Club plan for the upcoming season. In the event a player can no longer play in the season, a request for refund must be made in writing to the Club Registrar. A full refund of the paid registration fees shall be granted if the refund request is received prior to the registration cut-off date. A refund of

half the paid registration fee will be granted if the request for a refund is received within 10 days after the end of the registration cut-off date. After that time, no refund shall be granted. (approved 1-14-08)

Scholarships – The Club recognizes that while player registration fees are reasonable, some players may not be able to afford those fees. Therefore, the Club will budget to cover the fees for up to five recreational players per season, who fall into this category. The family requesting assistance shall submit a letter in writing, together with the registration form(s) and any required accompanying documentation (e.g. birth certificate) to the Board at least 15 days prior to the registration cut-off date (which is posted on the Club’s website) explaining the family’s circumstances and requesting assistance. Families will be notified prior to the registration cut-off date whether their request for a scholarship was granted or not. (approved 1-14-08)

Donations – The Club actively seeks individual and corporate sponsors to donate funds and/or materials to further the ability of the Club to serve players and their families. Melbourne Beach Soccer Club, Inc. (“MBSC”) is a Florida not-for-profit corporation and is recognized by the IRS as a 501(c)3 organization. As such, donations to the Club are considered charitable donations. A receipt for cash or material donations will be issued by either the Club Treasurer or the Club President. In the case of donations of material, the donor shall be responsible for determining the value of the donation. (approved 1-14-08)

FYSA-imposed fees – A number of activities with a club and/or a team may cause the Club to incur fees or penalties from the Florida Youth Soccer Association (“FYSA”). For recreational teams, these fees are paid for by the Club. For competitive teams, the Club expects that the team will reimburse the Club in the event that fees incurred on behalf of that team (excluding initial registration) exceed \$50 per team per year (defined as July through June). An example of FYSA-imposed fees are:

Birth Verification—Received 10 or more days from upload	\$10.00	Per Player
Player Reprint of Pass – Recreation	\$10.00	Per Player
Player Reprint of Pass – Competitive	\$25.00	Per Player
Coach Reprint of Pass – Recreation Team	\$10.00	Per Coach
Coach Reprint of Pass – Competitive Team	\$25.00	Per Coach
Releases	\$10.00	Per Player
Intra-Club Transfer – Recreation to Competitive	\$11.00	Per Player
Inter-Club Transfer – Recreation or Competitive	\$25.00	Per Player
Secondary Registration – Recreation Player	\$10.00	Per Player
Secondary Registration – Competitive Player	\$25.00	Per Player
Team Reprint of Passes	\$100.00	Per Team

(approved 1-14-08)

Training Policy – The Club recognizes the need to provide specialized training to all players periodically in order to advance their skills. The Brevard County Parks & Recreation Department (“BCPR”) now requires that any person providing services for a fee while using the county’s fields must be registered

with the county as a “Recreation Instructor” and pay to the county a portion of the fees collected. The Club expects its coaches to follow and enforce the policy, respecting that the Club’s use of the Flutie and Gemini fields is subject to BCPR requirements. (approved 1-14-08)

Code of Conduct – In compliance with BCPR and FYSA requirements, every coach, player and parent must sign and follow a Code of Conduct statement in order to participate in MBSC activities. These shall be collected by each team coach and turned in to the Club’s Registrar prior to the first scheduled game of the season. Violations of the Code of Conduct may result in varying degrees of consequences, from a parent needing to leave the game, to the game being forfeited by the offending team, to suspension of a player(s) or coaches(s) to suspension of a team, and others as may be provided for under the FYSA guidelines. (approved 1-14-08)

Background Checks – In order to foster a safer environment for the development of players, and in conformance with FYSA and BCPR requirements, the Club requires that any adult who could reasonably expect to be in a position of authority over players or in a one-on-one environment shall complete the necessary paperwork so that the Club can perform a background check through FYSA. This includes coaches, assistant coaches/team managers, concession stand coordinators, and others as may be identified from time to time by the Club. The cost for the background checks shall be borne by the Club. (approved 1-14-08)

Field Light Cards – MBSC is fortunate to have a large, lighted field available for use by its teams. The lighted field requires the use of light card to turn on and operate the lights. MBSC purchases the light cards from Brevard County Parks and Recreation Dept. (BCPR). It is the goal of MBSC to utilize this resource to provide the best training and growth opportunities to all our members. Therefore, MBSC will allocate an appropriate amount of cards to registered MBSC coaches who need use of the fields after dark and are providing coaching/training for MBSC registered teams and players. If needed or requested MBSC will sell the cards at cost to “for-profit” trainers who are training registered MBSC players outside of normal team training. It is expected and required that all MBSC coaches/trainers utilize the lights in a responsible manner. Abuse of the privilege of having light cards by any coach/trainer/manager may result in MBSC limiting the cards allocated to the offender or allocating none at all. Typically, a single light card will provide light for multiple teams as the lighted space is quite large. As always, good communication is expected from all coaches as we all strive to provide the best environment for all the players. Remember that the lights are not to be used past 10:00 p.m. out of respect for nearby residents. (approved 1-14-08)

Field Use and Assignment – MBSC partners with the Brevard County Parks and Recreation (BCPR) to provide youth soccer programs so it has primary rights to use the soccer fields and related resources located at Flutie Fields. MBSC is committed to use these fields in the best interest of the club’s goals and mission statement. As such, it is our policy to allocate field use according to the needs of our members. All MBSC teams, both competitive and recreational, will get priority use for team practices over the requests for individual and/or group sessions that are outside of regular MBSC team practices. All practice field requests are to be given to the Head of Coaches (HOC) prior to the start of the fall, spring, winter, and summer seasons. The HOC will distribute a field use schedule which is to be adhered

to by all MBSC coaches, teams, and members. Every attempt will be made to honor each team's request. Because of high participation rates it is often necessary to move or modify the field allocations or share field space with other teams. In this event, MBSC will strive to give each team at least use of half of its regulation field (i.e. the field they play normal seasonal game on) for at least one of its practice days. Flexibility and good communication is expected from all coaches and teams as we all strive to provide the best environment for all players. (approved 1-14-08)

Release of Players – When players switch from MBSC to another FYSA soccer club during the soccer year the MBSC Registrar will release the player based on the following conditions:

- 1) If registered as a recreational player then the Club Registrar will unconditionally release the player upon request of the parent(s) and/or the receiving club's registrar.
- 2) If registered as a competitive player then permission to release can be given by the player's coach or with approval of two or more MBSC officers.

(not yet approved)

Procedures

Recreation Team Selection Process – The process for assigning players to recreational teams shall be as follows:

- 1) (in process)

Competitive Team Selection Process – The process for selecting players for competitive teams shall be as follows:

- 1) (in process)

Requests for players to "Play up" – The Club recognizes that certain players with advanced skills may seek a higher level of competition among those who are in older age categories. However, no recreational player may "play up" more than one age category (i.e. if the player's age places him normally in U8, he may request to play up to U10 but not to U12). The process to obtain approval to "play up" is as follows:

- 1) Recreational players – (in process)
- 2) Competitive players – (in process)

Requests for teams to “Play up” – Competitive teams who wish to play above their official age level must obtain permission through the following process:

- 1) (in process)

Field Safety – FYSA requires referees to only allow a match to be played if the playing conditions are safe. Threatening weather, unanchored goals and other risks are possible reasons not to start a match. The U.S. Consumer Products Safety Commission states the following regarding unanchored, movable soccer goals:

There are approximately 225,000 to 500,000” soccer goals in the United States. Many of these soccer goals are unsafe because they are unstable and are either unanchored or not properly anchored or counter-balanced. These movable soccer goals pose an unnecessary risk of tip over to children who climb on goals (or nets) or hang from the crossbar. The CPSC knows of four deaths in 1990 alone and At least 21 deaths during the past 16 years(1979-1994) associated with movable soccer goals. In addition, an estimated 120 injuries involving falling goals were treated each year in U.S. hospital emergency rooms during the period 1989 through 1993. Many of the serious incidents occurred when the soccer goals tipped over onto the victim.

Recently, in Tampa, a child was killed when the goal tipped over and struck him as a result of other children climbing on the net. The Club hereby enlists the help of all players, parents and coaches in assuring that players do not climb on or hang from soccer goals and in assuring that the goals are anchored against tip-over prior to being used in play.

Scheduled Meetings:

- 1) Club board meetings will be held monthly (currently the second Monday of each month). Before each meeting an agenda shall be prepared and sent to the MBSC members email list along with the meeting time and location information.
- 2) A coaches meeting will be held at least once before each season to organize and select recreational teams rosters.

Concession Stand Access:

The code for accessing the key to the concession stand shall be changed every 2-3 months. Those authorized to have the code are: any club officer/director, the field coordinator, the concession stand coordinator or any person designated by those listed to have such access.

Tsunami Comp Team Bank Account:

In order to ensure that the Brevard County Parks & Rec policy regarding paid coaches/trainers is followed, teams wishing to utilize these services shall do so using the following procedure involving a separate MBSC bank account. This process shall also be utilized for charitable donations to an MBSC team requiring a Club receipt evidencing the donation.

- 1) Each team shall designate a financial person and so notify Robert Baldwin, MBSC Treasurer
- 2) Team finance person makes the deposit into account #985590710 in name of MBSC (deposit slips are on order and will be distributed to those intending to regularly utilize the account) but anyone can use a blank deposit slip available at the bank branch.
- 3) Team finance person sends email to Robert (rbaldwin3@cfl.rr.com) noting the date and amount of the deposit, include "Tsunami deposit" in the message subject line.
- 4) Robert will verify the deposit online and credit the deposit to the team's account, which will be maintained on a spreadsheet.
- 5) Coaches/Managers may request a disbursement from the Tsunami Comp Teams Account by emailing Robert and providing the necessary documentation to support the payment (e.g. copy of a receipt related to a team purchase, tournament registration, etc.). Payments directed to individuals (e.g. trainers) simply require instructions (i.e. name, address, and amount) for the payment.
- 6) At the end of each month, Robert will email the team's account activity, if any, to each Team finance person, who shall notify Robert of any discrepancies within 15 days.