Operations 200
Overview

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

1. All tournaments and events are subject to the guidelines set forth by the PA West Policies and Procedures manual not specifically covered by this section.

2. All entry forms and fees shall be received and recorded by the State Office and deposited no later than Thursday of each week. Tournament Directors shall be provided a record of all entries, the date received and the fees received as required by the Directors.

3. Bond checks shall be received and recorded by the State Office. They will be held at the State Office until the time they are to be returned to the participating team or deposited, as directed by the Tournament Director.

4. A record of sales and inventory (concessions and souvenirs) should be maintained. There should be a pre-event count, a record of all sales (pre-sold, event sales, discounted sales), donations and a post-event count. At least two people should be at the concession and souvenir sites at all times to assure that the cash and inventory are secure.

5. Tournament expenses such as referees, field marshals, medical personnel, trainers, parking attendants, food, supplies, rentals, chairs, carts, etc. should be handled like all other PA West expenses using an approved voucher and paid through the State Office. When possible, arrangements will be made to have PA West checks and/or petty cash funds available at the tournament headquarters’ site for timely payment. It is recommended that payments are made by PA West check whenever possible. However, if that is not feasible, any payments from petty cash funds must be supported by appropriate documentation. Cash in the petty cash fund plus receipts must equal the initial cash issued to the Tournament Director.

6. Referee payments will be handled like all other tournament expenses using an approved voucher and payment via PA West check, prepared either at the State Office or the Tournament Headquarters’ site.
   a. The Referee Assignor should provide the Treasurer’s designee with a list of referees and the amounts they are to be paid.
   b. Each referee must furnish the Assignor with an IRS Form W9 listing their home address and social security number before a check can be prepared.
   c. The Treasurer’s designee will prepare a PA West check and record the check number on the assignor’s referee listing.
   d. Two approved signers, persons other than the Referee Assignor and the preparer, shall verify the amount of the payment and sign the referee checks.

7. Other tournament personnel may paid in the same manner except that the Tournament Director will provide the Treasurer’s designee with a voucher or other suitable documentation of those individuals who are to be paid, the amount to be paid and their classification (e.g., field marshal, trainers, medical technicians, etc.).

8. Cash boxes, used to make change for souvenir sales, shall be prepared by the State Office and shall be reconciled with the weekly inventory and sales report in item number 4.

9. All PA West sponsored activities shall be the responsibility of the committee for that tournament or event and the State Association. All primary activities are to be under the direct control of the committee. All secondary activities may be awarded to an outside vendor or contractor with approval of the Youth Board. Should the activity involve requirements of a contract between the State
Association and a sponsor, the use of vendor or contractor should be recommended by the Youth Board and approved by the Board of Directors or its designee.

Primary Functions for tournament or event shall include: rules, registration, scheduling, logistics, discipline, referees, volunteer coordination, souvenir sales, finances, site coordination, safety and medical personnel. Secondary Functions for tournament/festival shall include: event program publication, public relations and marketing, food concessions, equipment concessions, photographers and web site updates.
It is the policy of PA West Soccer Association that all affiliated clubs shall hold their election of officers between November 1 and January 31 of the next year or April 15 and June 15.

This policy will become effective on November 1, 2013 to provide clubs ample time to amend their governing documents as needed to comply with the policy.
It is the policy of PA West Soccer Association that all affiliated clubs must report the names, address, phone numbers and email address (if applicable) on March 1 and August 1 of each year of the following individuals: President, Vice President, Secretary, Registrar, Referee Assignor and/or Coordinator, and Coaching Director/Coordinator, plus any Board members not specifically named.

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

Adherence to this policy will ensure that the state association will be able to communicate with the proper members of the clubs when the need arises.
| **PA West Soccer Association**  
| **Policy Manual Policy #200-4**  
| **Revision:**  
| **Page:** 1 of 1  
| **Subject:** Common Calendar  
| **Date Amended:**  
| **Date Accepted:** November 22, 2010

Common Calendar

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

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

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

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

Section 1
In accordance with Pennsylvania Act 153, the revised PA West Soccer Risk Management Policy and the operation of the Affinity Sports Online Registration System, PA West Soccer will use the following guidelines to review and qualify coaches/volunteers/referees/employees.

This policy recognizes that coaches/volunteers/referees/employees must be qualified by providing copies of current PA State Police Criminal Record Check and PA Child Abuse History Clearance. Additionally, individuals who have not lived in Pennsylvania continuously for the past 10 years must provide a copy of a current FBI Criminal Background Check; individuals living in PA continuously for more than 10 years must complete a residency verification affidavit. This policy applies to all individuals age 18 and older; further, those under the age of 18 who employed as a coach, referee, or other position must also comply with the requirements of the state law.

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

Per Act 153, clearances shall be valid for three (3) years from the date of issuance.

Section 2
1. Individuals failing or refusing to complete a risk management application and provide the current state required clearances will be not eligible for coaching/volunteering/refereeing/working until such time as a clearance is provided or completed.

Section 3
1. No person shall be permitted to be a coach/volunteer/referee/employed by where the report of criminal history record information indicates that the applicant has been convicted within the last five (5) years regarding any of the following offenses:
   a) Criminal homicide, aggravated assault, harassment and stalking, kidnapping, unlawful restraint, rape, statutory sexual assault, involuntary deviate sexual intercourse, sexual assault, aggravated indecent assault, indecent assault, indecent exposure, incest, concealing the death of another person, endangering the welfare of children, prostitution and related offenses, obscene/unlawful sexual material or performances, corruption of minors, and sexual abuse of children.
   b) Any offense related to the Act of April 14, 1972 known as “The Controlled Substance, Drug, Device and Cosmetic Act.”
   c) Any offense related to firearms/weapons offenses related to a felony conviction.
   d) Any alcohol related offense including driving under the influence related to a felony conviction.
   e) Any out of state or federal offense similar in nature to those crimes set forth in a, b, c, or d.

Section 4
At the conclusion of the five (5) year period defined in Section 3, such individual may apply. It shall be within PA West Soccer’s discretion to allow or disallow such individual to coach/volunteer/referee/employed by PA West Soccer. Such determination shall be made on a case by case basis.

Section 5
Coaches/volunteers/referees/employees with no findings will be designated “eligible” to coach/volunteer/referee/work. Coaches/volunteers/referees/employees will be designated “under review” until such time as the uploaded clearances can be reviewed. Positive findings will be designated “ineligible” and the coach/volunteer/referee/employee will be notified.
<table>
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<th>Subject:</th>
<th>Criminal History Clearance</th>
<th>Date Amended:</th>
<th>6-23, 2014; 2-23, 2015</th>
<th>Date Accepted:</th>
<th>9-19-13</th>
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Section 6
Individuals disqualified in accordance with Section 3 will be provided the opportunity to provide evidence to disprove the findings provided by the designated provider.
PA West Soccer Association

Risk Management/Zero Tolerance Policy

Approved April 27, 2008

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

Zero Tolerance Policy Against Abuse

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

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

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

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

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

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

- Do not drive alone with a child participant (other than your own children) in the car.
Do not take a child alone to the locker room, bathrooms or any other private room.

If you must have a private conversation with a youth participant, do it within view of others, in the gym or on the field, instead of in a private setting.

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

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

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

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

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

**Enforcing PA West Zero Tolerance Policy**

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

- Review decisions and appeals from its PA West members

- Investigate other cases delegated to it by the PA West Board of Directors

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

This Risk Management Policy includes the required clearances for PA West participation. See E-Kids Safe.

________________________  ______________________
Secretary Signature            Date
Child Welfare and Protection

All coaches and other adults who have direct and unsupervised contact with youth soccer players, should have background checks to assure that they do not have a history of child abuse or a criminal past.

Risk Management

Preamble

The PA West Soccer Association recognizes the need to protect all of it participants from undue risk, especially children. Under the rules of the United States Youth Soccer Association (US Youth Soccer), PA West Soccer is required to adopt a policy for the protection of its players. While the US Youth Soccer does not specify what type of program that must be adopted, it does have an information disclosure form that it recommends for use and is available from the State Office.

While this policy deals primarily with youth clubs and associations, any Adult Division team with players under the age of nineteen playing on a youth pass will be obligated to fulfill the requirements of the policy. At no time does PA West Soccer wish to violate the privacy of its volunteers; however, the need to protect the child is the primary objective.

Policy

1. PA West Soccer requires its clubs, associations, and teams (hereafter club) that each coach/referee/administrator be in compliance with PA Act 153.

Procedure

1. The required State Police/Child Welfare/FBI clearances must be completed by every volunteer who works directly with youth players or has a reasonable amount of contact with them (e.g., coaches, assistant coaches, managers and assistant managers, trainers, club officers, etc.).

   a. It is the responsibility of the club to formally determine, by its board of directors (BOD), who these volunteers shall be.

2. The club will be required to hold these forms as long as the volunteer works for the club.

   a. The club shall, by BOD action, set in place a procedure that will secure these forms and shall not be available to any outside source without proper authorization as determined by the BOD.

   b. These clearances shall be updated bi-annually.

3 At registration, the club will be required to demonstrate that a clearance has been complete before an adult may be rostered on a youth team as coach, asst. coach or manager.
a. PA West Soccer will not examine the form for content, only that it has been completed.

4. The club shall, by BOD action, create a policy statement that determines how the information may be used. All policies shall be limited to those who will be actively involved with players under the age of nineteen.

a. The club shall determine, by BOD action, how to handle a volunteer who fails to complete the clearance process.

5. The club shall, by BOD action, determine if there are legitimate reasons that a person may fail the clearance process, yet may still be eligible to work with children. (For example, an action occurring twenty years ago may no longer be considered valid reason to prohibit a person from coaching.)

6. Before a person may be turned down to work with children, that person has the right to a hearing, in closed session, with at least three members designated by the club BOD.

a. All persons shall have the right of appeal under the rules of PA West Soccer.
The PA West Soccer Districts and Divisions are authorized to impose fines up to $500 per incident involving the performance and compliance of clubs and teams during the scheduling process and the playing sessions.
Weather Policy

PA West Soccer sets forth this policy to outline general safe practices when adverse weather arises. It is the responsibility of the event directors to follow this policy.

The weather forecast and conditions should be monitored in advance of an event to allow for proper planning for a variety of possible conditions. These conditions include but aren’t limited to the following:

- **Lightning/Thunder** – All fields/open spaces are to be cleared at the first sound of thunder or the first flash of lightning. Individuals should be directed to go an enclosed building until advised that it is safe to return to field/open spaces. Should an enclosed building not be available, the individuals should be directed to go to the vehicles. The fields/open spaces should remain clear until 30 minutes after the last rumble of thunder or flash of lightning. When at all possible, a lightning detector should be employed to provide as much as advance notice of possible strikes.

- **High Winds** – Events should not be held in high winds to avoid exposure to flying debris and possible damage to property. In advance of a high wind episode, all portable equipment should be stored in a safe place. If safe storage is not available, an effort should be made to properly secure all equipment to avoid damage to the equipment and those who may be in the area.

- **Heavy Rain** – While it is recognized that soccer may be played rain, care must be exercised to ensure the playing surface is safe prior to and throughout the contest. Discretion should also be exercised to avoid long term damage to the playing surface.

- **Flooding** – When flash flooding is a possibility, care should be taken to monitor the weather channels to anticipate situations that could result in potential flooding, especially when the field is situation in a low lying area or near a stream, creek, river, or other water source.

- **Tornado** – Weather forecasts should be monitored when conditions exist for possible tornado activity. Consideration should be given to cancelling the activity to allow individuals to remain indoors. If individuals are outside, all fields/open spaces are to be cleared as soon as a tornado watch is given for the area or an approaching tornado has been identified. Individuals should be instructed as the situation dictates whether to seek safety on site or return home.

- **Snow** – During winter months, the weather forecast should be monitored and care used in determining if the activity should proceed as scheduled. Like rain, soccer may be played in the snow but accumulating snow could be a hazard to the players and result in damage to the playing surface.

- **Low Temperatures** – Temperatures should be monitored, along with the wind chill, to allow the event/competition to occur without the unnecessarily exposing the participants to cold-related injury. Participants should also be monitored for heat-related illness as they may overdress to avoid the cold.

- **High Temperatures** – Temperatures should be monitored, along with the heat index, to allow the event/competition to occur without the unnecessarily exposing the participants to heat-related injury.

This policy applies to all PA West Soccer run activities. Every responsible effort should be made to comply with this policy as the health, safe, and welfare of all participants and spectators is our primary objective.