

Amity AC Soccer Policy and Procedure Committee

Purpose: To review all current policies/procedures currently governing Amity AC Soccer. Establish need for new policies and or procedures and to update outdated policies.

Scope & Applicability: These policies apply to all parents, players, volunteers, guests, and committee members. All current policies are in effect Spring 2012 to be revisited annually to update or modify as the need arises.

General: Amity AC Soccer established a policy and procedure committee January 2012. The committee has been charged with researching all current policies under both Amity AC Soccer and Amity Township Athletic Club, Inc of which soccer is a subcommittee, review such policies/procedures and update as needed, compile information for the soccer committee to review and adopt. All polices may be viewed on our website upon adoption.

Current Policies:

Amity Township Athletic Club Inc. By Laws: all subcommittees follow these written and adopted by laws for all club business, meetings, committee action, etc.

Amity Township Athletic Club Inc. - Code of Conduct
Amity Township Athletic Club Inc. - Communications Policy
Amity Township Athletic Club Inc. - Mandatory Reporting Policy
Amity Township Athletic Club Inc. - Sexual Abuse/Molestation Policy
Amity Township Athletic Club Inc. - Incident/Accident Report
Amity Township Athletic Club Inc. - Volunteer Liability Waiver
Amity Township Athletic Club Inc. - Anti - Discrimination Policy
Amity Township Athletic Club Inc. - Conflict of Interest Policy

Soccer Policies:

Field Maintenance Policy - adopted 2011
Player Evaluation Policy (awaiting adoption)
Travel Team Volunteer Policy (adopted 2011)
Uniform Policy (awaiting updates and adoption)
Travel Coach Application (adopted 2011)

Of the above listed policies the following require signature:

Code of Conduct - by all players, parents, volunteers, committee members
Sexual Abuse/Molestation - by all coaches, assistant coaches, volunteers, committee members,
Accident/Incident Report - upon completion
Volunteer Liability Waiver - to be signed by all volunteers, committee members.
Any policy not requiring signature must be explained clearly to all volunteers and committee members at seasonal coaching meetings.

Finance Policy:

1. ALL checks are to be made out to Amity AC. Under no circumstances should any coach take checks made out to them personally.
2. One week advance notice is required for any check request for monies out of a team account.
3. Two weeks advance notice is required for any check requesting monies out of the club account.
4. All checks requests shall be in the form of a check request document. This document will be made available online. All receipts and or invoices should accompany the check request.
5. Deposits: ALL deposits are to be turned into the treasurer within two weeks of collection. Treasurer will issue a receipt reflecting amounts.

Equipment/ Uniform Policy:

All purchase orders to include coach's name prior to being sent to the treasurer for payment.

No travel uniforms will be distributed until the monies are collected in advance.

All travel coaches may keep their equipment bags until they are no longer coaching.

Rec coaches will hand in equipment bags and keys at the end of each season.

Uniform orders are due NO LESS THAN 3 weeks prior to the start of the season.

Sponsorship:

Currently the committee has discovered a variety of sponsorship documents with multiple alterations and changes in verbiage. It is the purpose of this committee to consolidate all versions of the sponsorship documents, update them as necessary and to ensure all teams are using the proper forms approved by Amity AC Soccer.

NO ALTERATIONS of any kind are permitted to the sponsorship forms without prior Amity AC Soccer approval.

Verification to soccer committee of team's completion of responsibilities for appropriate sponsorship selection must be given with 30 days of receiving sponsorship. Upon approval, a receipt will be mailed to sponsor by the treasurer.

Team Responsibilities (may include the following per the sponsorship document)

1. **Plaque:** it is the team's responsibility to inform the photographer during team pictures the number of sponsor plaques needed.
2. **Warm - Up Shirt:** team's responsibility to have shirts made with either AC Logo on front or team name and sponsor name on back.
3. **Signs:** team's responsibility to have sponsor sign made (real estate yard sign type)
Suggested Vendors
Signkrafters (Douglassville)
Geist Sporting Goods (Topton)
4. **Website Info:** inform treasurer of all pertinent information for website posting.

Sponsorship monies will not be distributed until all proper paperwork is submitted and approved.

All sponsor checks **MUST** be accompanied with completed sponsorship forms.

Currently Amity AC Soccer has three versions of sponsorships available:

3 v 3 sponsors

Team Sponsors

Club/ Field Sponsors

All updated sponsorship documents will be posted on the website once adopted.

Penalties for failure to comply with sponsorship policy:

First violation: written warning is given

Second violation: \$25.00 fine to team

Third violation: forfeiture of sponsorship monies.

Sponsorship Protocol:

For any business within a ten mile radius an email must be sent to the treasurer stating any team or club intent to solicit a sponsorship within three business days prior to attempted solicitation. All sponsors will be listed on website to avoid repeat attempts at the local businesses.

Any questions concerning the policies listed are to be directed to the Amity AC Soccer Committee.

(attach) All Policies

Tax Donation Receipt