

Eclipse Club General Procedures (updated August 28, 2011)

1 Player/Parent expectations

- 1.1 ***When trying out for the Eclipse Soccer Club, each player and parent will be informed of anticipated time and financial commitment necessary to participate.***
- 1.2 ***Participation is required at practices, games, tournaments, and clinics.***
- 1.3 ***Parents and players must dedicate time, effort and finances to play competitive soccer.***
- 1.4 ***Annual Club dues must be paid before a player can compete in official games.***
- 1.5 ***Parents, players and coaches must meet prior to State Cup and make commitment for next years travel prior to playing in State Cup.***
- 1.6 ***Players and parents will sign a contract addressing the code of conduct prior to the season.***

2 Try-outs

- 2.1 ***Primary try-outs will be held in the fall. Try-outs will be held in the spring as needed to fill team rosters.***
- 2.2 ***All participants will pay an annual try-out fee.***
- 2.3 ***There are no guaranteed slots for returning players. Players must participate in try-outs each year to be considered for placement on an Eclipse team. If a player is not able to participate in their try-out they must contact their age-group coach for an alternate evaluation.***
- 2.4 ***Coaches or their assistants will run their try-outs.***
- 2.5 ***The coach or their designee will notify players and their families within two weeks of the try-out date regarding the outcome.***
- 2.6 ***Players must tryout for, and be rostered on their age appropriate team. Exceptions are as follows, any one of the following:***
 - 2.6.1 ***No age appropriate team is available within the Club,***
 - 2.6.2 ***The age appropriate team cannot (no space on his/her roster), or will not roster the player and roster space is available on an older team,***
 - 2.6.3 ***Player is born before 8-1-98,***
 - 2.6.4 ***U14 and older, the Eclipse Board has previously approved their playing up (players already playing up at U14 and above do not need to be approved each year), or***
 - 2.6.5 ***The Eclipse Board approves a player playing up based on individual considerations or on the recommendation of at least three club coaches,***

appointed by the President but not to include the two immediately "involved" coaches.

3 Filling of rosters

- 3.1 ***If player is already on a team, the coach requesting the player must contact the player's existing coach prior to contacting player or parent.***
- 3.2 ***Requesting coach shall complete player transfer form and submit the form to the Eclipse Registrar.***
- 3.3 ***Player expectation form shall be signed and turned into the Eclipse Registrar.***
- 3.4 ***Eclipse Registrar will process roster change with League.***
- 3.5 ***It is the intent of the Club to field gender pure teams. Any exception must be approved by the board.***

- 3.6 ***Following try outs, coaches of multiple teams in a gender and age group will fill rosters in the following manner under the condition there are at least 20 players in the pool for U12 and below and at least 28 for U13 and above:***
 - 3.6.1 ***For U11, U12 and below the objective is to create opportunity for the success of each team.***
 - 3.6.1.1 ***Coaches will prioritize players for selection.***
 - 3.6.1.2 ***Coaches will work together to create balance among the teams.***
 - 3.6.1.3 ***If agreement cannot be reached, players shall be selected through a process under the authority of the Club president.***
 - 3.6.2 ***For U13 and above the objective is to field the most competitive team.***
 - 3.6.2.1 ***An "A" and "B" coach will be designated by the Board.***
 - 3.6.2.2 ***Coaches will prioritize players for selection. The designated "A" team coach has first choice of players up to a full roster.***
 - 3.6.2.3 ***If a player is selected for the A team but declines to play on that team, and prefers to play on the B team, that player may play on the B team if selected by that team's coach.***

4 Team Organization

- 4.1 ***The parents of each team will select representatives to fill the positions of Manager, Treasurer, and Board of Directors Representative. The names and addresses of these officers will be transmitted to the Club Secretary as soon as possible.***
- 4.2 ***Other team parent positions may be added as desired.***

- 4.3 ***Each team will maintain a first-aid kit. The Club will reimburse each team for the purchase of a new kit up to \$75 and for restocking up to \$40 per calendar year.***
- 4.4 ***The Club will provide an initial start up funds up to a maximum of \$200 for newly formed teams prior to their first season of outdoor play. These funds may be used for balls, ball bags, goalkeeper equipment, practice pennies, cones, and any other training equipment deemed necessary by the coach. Funds will be provided on a reimbursement basis when a receipt(s) is provided to the club treasurer. Coaches can purchase this equipment and request reimbursement prior to the first tryouts if they choose.***
- 4.5 ***All disbanding teams must return Club purchased equipment to a current Club officer.***
- 4.6 ***Coaches shall review the Club's code of conduct with all players and parents prior to the season and are encouraged to review the code prior to all travel.***

5 Uniforms

- 5.1 ***The Club will manage the uniform ordering and distribution program.***
- 5.2 ***The colors will be predominantly purple and white for girls' teams and black and gold for boys' teams. The Club will select jersey/short styles, socks, and gear bag.***
- 5.3 ***The required uniform pieces for the girls will be 1 purple jersey, 1 white jersey, shorts, socks, and gear bag. The required uniform pieces for the boys' teams will be 1 black jersey, 1 gold jersey, shorts, socks, and gear bag.***
- 5.4 ***The Club will propose a style of training suit; however, teams may select and purchase their own warm-up styles in accordance with Board policies. The purchase of the training suit is optional.***
- 5.5 ***Eclipse team uniform orders will be placed by October with payment of ½ of the balance due with the order and the balance upon receipt.***
- 5.6 ***Player jersey numbers will be limited to #2 through #24 with #1 reserved for goalies.***
- 5.7 ***Each player is responsible for purchasing and maintaining their uniform.***

6 Guest Players

- 6.1 ***If player is already on a team, the coach requesting the player must contact the player's existing coach prior to contacting player or parent.***
- 6.2 ***Requesting coach shall complete player transfer form and submit the form to the Eclipse Registrar.***
- 6.3 ***Guest players must be approved by the league or tournament prior to playing on the team requesting them.***

7 Travel

- 7.1 When possible, a Club representative will research and provide a group accommodation plan for in-state travel. Individual teams or families may use the plan or make their own accommodations.**
- 7.2 Each team will set tentative travel plans in the fall for the next summer season.**
- 7.3 Each team will have a petty cash fund for chaperones to use toward incidental team needs for all out-of-state trips.**
- 7.4 Each team will establish the number of chaperones per trip who will agree to certain responsibilities. (At least two adults with each team)**
- 7.5 All or a portion of the chaperones travel and lodging expenses will be paid by the team they represent.**
- 7.6 Coaches will be reimbursed by the Club for in-state travel at the rate of \$150 per trip for transportation expenses and \$30 per day for food. Teams are responsible for paying reasonable housing expenses for coaches.**

8 Finance

- 8.1 Each team treasurer will keep accurate financial records for each player.**
- 8.2 Club treasurer will send out forms that need to be filled out and returned by Team treasurer by October 31.**
- 8.3 At the beginning of the year, the Club treasurer should submit to each Team treasurer the expected due dates and amounts for the next season.**
- 8.4 By October 31 of each year, the Club Treasurer will assess each team a \$100 coaching fee.**
- 8.5 0% of team fundraising goes to Club, unless specified by the Board.**
- 8.6 Each team will be responsible for posting its own State Cup bond. Treatment of the bond is subject to State Cup Policies.**
- 8.7 The FYSA registration fee will not be refunded once the roster has been submitted and the amount paid to FYSA.**
- 8.8 Club Membership dues are due October 31st of each year. Membership dues are not refundable once a player commits to the team. However, coaches may choose to accept players on a trial basis over the indoor season. Trial players will not pay membership dues until they become an official member of the team. These dues are due by April 1st.**
- 8.9 Each team manager will send a team roster to the Club Treasurer along with the membership dues payment. Any time new players are added, an updated roster will be sent to both the Club Registrar and Club Treasurer.**
- 8.10 The Club will pay for up to four in-state tournament fees per fiscal year for participating teams. Should a team choose to replace an In-state tournament with an out-of-state tournament, the Club will reimburse the team for the out-of-state**

tournament registration fee up to the cost of the In-state tournament registration fee; limited to one tournament per fiscal year. This excludes the State Cup registration fee.

- 8.11 *The Club will set due dates for monetary collections. Late fees of twenty-five dollars per day will be assessed for any teams failing to make payments in a timely manner.*
- 8.12 *The Club will reimburse teams traveling to and participating in Regionals for the cost of their tournament entry fees.*
- 8.13 *Each team treasurer, after consultation with the team's coach, will establish a team budget with estimated player financial obligations for the season. This team budget will be submitted to the Club Treasurer by January 15th of each year.*

9 Individual Player Obligations (IPOs)

- 9.1 *IPOs are intended to provide players with the opportunity to raise and set aside funds that will support their efforts as members of the Eclipse Soccer Club. Contributions to IPOs may be made directly by a player or family member. Family contributions to an IPO are not tax deductible and can be used at the discretion of the player or player's family. A player may also choose to participate in fundraising activities under the Eclipse Soccer Club's nonprofit status, and those funds, or a portion of those funds, may also go to a player's IPO. This tax deductible or "fundraised" money and the Club's nonprofit status are regulated and monitored by the Internal Revenue Service (IRS). Family contributions and fundraised money must be tracked separately within IPOs. These guidelines follow regulations set by the IRS concerning the use of fundraised money.*
- 9.2 *Any fundraised money remaining in an IPO when a player leaves the Eclipse Soccer Club must stay with the Club and be used for the general benefit of the Club and/or team. Family contributions to an IPO will be returned to the player. Fundraised money may be transferred to a sibling on another Eclipse or Phoenix team.*
- 9.3 *Eclipse Soccer Club uniforms may be purchased with fundraised IPO money.*
- 9.4 *Fundraised IPO money may be used for Eclipse Soccer Club dues.*
- 9.5 *IPO money may be used for club or team sponsored activities such as clinics, and tournaments, or in support of such activities, for example, FYSA fees, field/gym rental costs or plane tickets. Fundraised money may not be used to attend other clinics or other soccer related activities that only benefit the individual player; players unable to participate in Eclipse Soccer Club activities may not pay for substitute activities with fundraised IPO money.*
- 9.6 *Fundraised IPO money may be used for a player's food and lodging (hotels) during tournaments or other team sanctioned/sponsored events outside of the Fairbanks area. The per diem rate for food and lodging is set by the IRS for each fiscal year and varies state to state and region to region. Although there are two types of per diem rates, the Eclipse Soccer Club will use the Hi-Low per diem rate as described by the IRS. Lodging per diem for camping, staying in a motor home, or residing with friends or family is not allowed, however the per diem rate for meals is allowed under these circumstances. Players must request per diem from their team*

treasurer prior to travel. There will be no per diem provided after travel has been completed. The Club Treasurer will determine the correct per diem rate.

- 9.7 *Reimbursement for the cost of gas is not allowed. However, a mileage credit is allowed under the law. The Eclipse Soccer Club allows a maximum mileage reimbursement of \$125 per trip for in-state driving. Players must request the mileage credit from their team treasurer prior to travel*
- 9.8 *Personal gear such as footwear, shin guards and balls may not be purchased with fundraised IPO money.*
- 9.9 *Fundraised IPO money may not be used to purchase Eclipse Soccer Club sweatshirts, t-shirts, etc., unless it is required by the player's team to have them.*
- 9.10 *Team equipment such as balls, pennies, first aid supplies or shelters may be purchased with fundraised IPO money.*
- 9.11 *At a parent's request, parental contributions and fundraised money may be transferred from one sibling's team account to another sibling's team account within the Eclipse organization.*
- 9.12 *All refunds to players will require Board approval to assure compliance with IRS regulations related to our non-profit status. Transfers to a sibling's account do not require board approval.*

10 Player Evaluations

- 10.1 *Coaches will conduct a minimum of two evaluations with players and parents, with the first evaluation completed by June 30 of the respective year. The second evaluation must be completed prior to try-outs for the following year. One evaluation must be in writing.*
- 10.2 *Coaches have the discretion to cut players. The player must be given reasonable opportunities to improve their performance/attitude as documented in a written evaluation.*
- 10.3 *Player cuts may be appealed in writing to the Board of Directors.*

11 CRRAD Committee

- 11.1 *CRRAD is an acronym for The Coaching Recruitment, Retention, and Development Committee. The CRRAD committee's purpose is to oversee the recruitment, development, and retention of coaches for the Eclipse organization.*
- 11.2 *The CRRAD committee will consist of four individuals nominated by team coaches and selected by the President. In addition to these four individuals, the Vice President will chair the committee.*
- 11.3 *The CRRAD committee will meet a minimum of three times a year.*
- 11.4 *The CRRAD committee will develop a structure for recruiting coaches and coordinate the recruitment of coaches.*
- 11.5 *The CRRAD committee will investigate ways to enhance retention and development of coaches through such opportunities as attending national*

meetings, membership in national organizations, obtaining coaching resources, mentoring, etc.

12 Head Coach Recruiting Requirements

- 12.1** *Coaches must be a minimum of 18 years old.*
- 12.2** *Coaches must have one season of head coaching experience at any level or one season as an assistant coach at the competitive level.*
- 12.3** *Coach candidates must submit 3 letters of reference, a police background check, and a resume or vitae describing experience.*
- 12.4** *Coaches are expected to commit to two years for continuity purposes.*

13 Coaching Responsibilities

- 13.1** *The following are responsibilities of head coaches:*
 - 13.1.1** *Conduct tryouts*
 - 13.1.2** *Attend and organize practice sessions*
 - 13.1.3** *Be present for league and tournament games or arrange for a qualified replacement*
 - 13.1.4** *Possess a strong grasp of the fundamentals of the game.*
 - 13.1.5** *Maintain open lines of communication with parents, players, and other coaches.*
 - 13.1.6** *Attend coaches meetings on a regular basis.*
 - 13.1.7** *Be familiar with and follow board directives.*
 - 13.1.8** *Evaluate players twice each year per Section 10.*
 - 13.1.9** *Attend the scheduled evaluation meeting with the President and Vice President*
 - 13.1.10** *Complete and submit to the Club Treasurer the Player Evaluation Report prior to fall tryouts.*
 - 13.1.11** *Display and promote positive behavior and good sportsmanship.*
 - 13.1.12** *Understand and implement the Eclipse philosophy of coaching,*

“To promote both fair competitive play and the individual development of all team members.”

- 13.2** *A coach who chooses to not return as head coach for the following summer must notify the President at least two weeks prior to fall tryouts.*

14 Coaching Coordinator

- 14.1 ***The Eclipse Soccer Club will retain a coaching coordinator whose function it will be to coordinate coaching and training activities such as the Club Clinic and Academy and meet all requirements as outlined in the Coaching Coordinator contract as defined by the Executive Board and approved by the full Board.***
- 14.2 ***The Coordinator will meet all Head Coach Recruiting Requirements described in Section 12 above where relevant.***
- 14.3 ***The Coordinator can be a current club head coach, an assistant coach, or he or she may hold only the coordinator position.***
- 14.4 ***The Coordinator will be evaluated at the end of each summer season. The Club President, in consultation with the Vice President, will conduct the evaluation. The Executive Board will review the evaluation each year and may make recommendations regarding retention or non-retention to the full Board of Directors.***
- 14.5 ***The Coordinator will be compensated annually as described in Section (17) below entitled: "Coach Compensation." A single payment for services will be made at the completion of the summer season and after the completion of a successful evaluation, usually around September 15.***

15 Club Goalkeeper Coach and Keeper Training

- 15.1 ***The Eclipse Soccer Club recognizes the importance of specialized goalkeeper training. The Club is committed to facilitating success in this important area of the game.***
- 15.2 ***The Eclipse Soccer Club will retain a Club Goal Keeper Coach whose function it will be to initiate, coordinate and conduct club-wide keeper training activities throughout the year and fulfill the contract as defined by the Executive Board and approved by the full Board.***
- 15.3 ***The Goal Keeper Coach will meet all Head Coach Recruiting Requirements described in Section 12 above where relevant and will also demonstrate the requisite skills, experience, and licensure to conduct effective Keeper Training as determined by the Board of Directors.***
- 15.4 ***The Club will continue to fund and/or subsidize indoor space for winter keeper training as approved seasonally by the Board of Directors.***
- 15.5 ***If the club is unable to retain a qualified Keeper Coach interested in serving in this capacity, the Club will make an effort to fund keeper training opportunities (as approved by the board). If the Keeper Coach position is vacant, monies "saved" should be available to arrange other forms of club-wide keeper training.***
- 15.6 ***The Club Goal Keeper Coach can be a current club head coach, an assistant coach, or he or she may hold only the Goal Keeper Coach position.***
- 15.7 ***The Goal Keeper Coach will be evaluated at the end of each summer season. The Club President, in consultation with the Vice President will conduct the evaluation. The Executive Board will review the evaluation each year and may make recommendations regarding retention or non-retention to the full Board of Directors.***

- 15.8 ***The Goal Keeper Coach will be compensated annually as described in Section (17) below entitled: "Coach Compensation." A single payment for services will be made at the completion of the summer season and after the completion of a successful evaluation, usually around September 15.***

16. Evaluation of Coaches

- 16.1 ***The Vice President of the Club will oversee the completion and collection of evaluation data.***
- 16.2 ***Each player/parent will be encouraged to complete an evaluation of their team's coach each year. The completed evaluation form will be submitted to the team manager; then delivered to the Vice President.***
- 16.3 ***Once the evaluations are collected, the President and Vice President will review the evaluations. The President and Vice President will schedule a meeting with each coach to review the evaluations. Failure to attend the evaluation meeting may result in non-retention. If significant problems have arisen, the complete Executive Board will convene to determine a course of action.***
- 16.4 ***The President and Vice President will provide a recommendation to the Board of Directors regarding retention of coaches by the September board meeting.***

17. Coach Compensation

- 17.1 ***Eclipse coaches will be paid on a scale based on their USSF coaching licenses.***
- 17.1.1 ***E licensed coaches will receive \$45 per player per year.***
- 17.1.2 ***D licensed coaches will receive \$75 per player per year.***
- 17.1.3 ***C licensed coaches will receive \$115 per player per year.***
- 17.1.4 ***Unlicensed coaches will receive \$25 per player for the first year only. A coach who does not receive a license by the beginning of the second year of coaching will be considered to be a volunteer coach and receive no payment.***
- 17.2 ***For pay scale purposes, license level will be determined by the successful completion of a licensing class before AK Airlines Cup.***
- 17.3 ***Coaches will be treated as an independent contractor. A 1099 will be given to any coach whose payment exceeds \$600.***
- 17.4 ***Players will be assessed their coaching fees on June 15 of each year.***
- 17.5 ***All assessed coaching fees will be submitted to the Club Treasurer by July 15.***
- 17.5.1 ***Payment to the coaches will be made on or before September 30.***
- 17.6 ***Coaches will forfeit their pay to the Club if they do not meet the following criteria:***
- 17.6.1 ***Complete two player evaluations per Section 10.***

- 17.6.2 Complete the Player Evaluation Report and submit it to the Club Treasurer by fall try-outs.**
- 17.6.3 Are released from their duties by the Board of Directors during the course of the year for any reason.**
- 17.6.4 Do not complete their responsibilities as outlined in Section 13.**
- 17.6.5 Coaches will have the opportunity to appeal pay forfeiture to the Board.**
- 17.7 The Club Coaching Coordinator and the Goal Keeper Coach will each receive total a compensation of \$1500 annually.**

18 Eclipse Club Coach Use of Trainers

- 18.1 The coach will evaluate a potential trainer based upon an acceptable background check and appropriate experience relative to the type of training being requested.**
- 18.2 A coach wanting to use the services of an accepted trainer shall ensure that the trainer is hired (as a sub-contractor) by a board approved contract and that the contract (including payment) is handled by the Eclipse Board Treasurer.**