



Pacific Northwest Soccer Club Handbook

Mission Statement

Pacific Northwest Soccer Club (PacNW) is dedicated to providing a positive, competitive, learning environment focused on developing the complete person on and off the field. Through the platform of soccer, we will prepare each individual with a strong foundation of technical skills, knowledge of the game and lifelong principles of excellence, teamwork, and integrity.

1. Inclusivity and Diversity Statement

At PacNW we are committed to providing a safe and respectful environment to all our players and staff. We have a diverse organization, and we value their uniqueness. As such we accept and encourage club members regardless of their ethnicity, race, gender identity, sexual orientation, age, disability, or religious affiliation. We intend to have collective action as a club to nurture a climate of acceptance and support with regard to our diverse players and staff.

We aim to address specific barriers to inclusion and promote positive understanding within our organization. Our goal is to move beyond tolerance to more positive interactions in our organization.

2. Expectations of Coaches and Trainers

- ❖ As members of PacNW, our players will receive the finest in professional soccer instruction.
- ❖ The coaches and trainers are bound by the rules of conduct of U.S. Soccer, Washington Youth Soccer, and PacNW. All PacNW coaches are expected to be on-time for games and practice sessions and properly attired.
- ❖ Coaches and trainers are role models for the players and will display behavior appropriate to their position in the club.

3. Club Expectations of Players and Parents

- ❖ Players are required to show up on time for each training session unless properly excused by the coach. Players should contact a coach if they will be absent or late. Unexcused absences could result in loss of playing time or other disciplinary action.
- ❖ On game days players are expected to arrive ready to warm up at the time given by the coach or team manager. It is expected that they will have on the uniform of the day with appropriate shoes for the playing surface as well as the alternate uniform in their bag.
- ❖ Players are expected to demonstrate the standards of behavior outlined in the PacNW Player Code of Conduct and Travel Policy.

- ❖ Parent behavior at training sessions and games is extremely important to PacNW. We strive to provide our players with a “best-in-class” environment for developing their soccer skills, and parent behavior is an important component of creating this environment. All PacNW parents and guardians are expected to follow the standards of behavior described in the PacNW Parent Code of Conduct and Travel Policy. Positive behavior is expected at all times, especially at games. Failure to abide by the PacNW Parent Code of Conduct may result in disciplinary action.

4. Club Officers

PacNW is governed by an Executive Board consisting of nine elected officers. Elections of new officers are held each year at the Club Annual General Meeting. A list of officers will be announced on the website after the elections are held. The process for nominating and election officers is described in the PacNW bylaws, a copy of which is available on the club website.

5. Club Meetings

PacNW will hold a minimum of 8 general membership meetings once a year. The day and time for meetings may vary. Check the club website or contact your team manager or any board member for the time and location. All PacNW members are welcome and encouraged to attend all meetings. The team manager is expected to attend each meeting and report back to their team. If the manager is unable to attend they should arrange for a substitute to take their place. Teams who fail to send a representative to the monthly meeting may be subject to a fine for non-attendance. Fines will be paid from team funds.

6. Team and Club Functions

Players are expected to participate in all team and club functions. Even when a player is injured, and when possible, that player is expected to attend games and support their team. Players are also encouraged to support other PacNW teams by attending their games, especially when teams advance during State Cup play or other key tournaments.

7. Uniforms

Each player will be fitted during a uniform fitting event and is expected to purchase a full uniform kit directly from Soccer West. A uniform cost breakdown will be provided by Soccer West.

8. Fundraising

All families are required to participate in the PacNW club fundraisers each year. During the initial team meetings the Club will be asking for several volunteers willing to work together to lead these fundraising efforts.

The club fundraisers are:

- ❖ **PacNW Tournaments** – PacNW Fall Festival (November) and PacNW Winter Classic (January)
- ❖ **Golf Tournament** – Each team is expected to provide a minimum of 2 players.
- ❖ **Annual Club Fundraiser – (Auction/Raffle)** – Team requirements will be determined by the Executive Board in conjunction with the fundraiser chair.
- ❖ **Any other fundraisers the club may consider.**

Fundraising monies are directed to the general fund to help keep our fees reasonable for all players. In addition, these monies supplement our financial aid program to help reduce player fees for those who qualify. Teams may elect to fundraise to further reduce costs. All individual team fundraising events require prior board approval and must follow 501c3 guidelines as outlined by the IRS.

9. Volunteer Program

PacNW has a volunteer requirement for each family in our club. The club needs many volunteers to help teams function and staff club events. The club understands that families have many commitments, so we are providing two ways this volunteer requirement can be satisfied:

- 1) 10 hours volunteering for the club
- 2) Buyout of \$150 paid to the club by July 1

If your family chooses option 1 and decides to buyout after July 1, the buyout fee increases to \$175. Families who have not completed their hours or signed up for future volunteer opportunities will be invoiced for volunteer hours not worked on December 1.

If your family decides to take the payment option, the funds collected may be used to pay someone to work so that we can adequately staff all of our club events. Any surplus funds collected will support the scholarship fund.

Volunteer opportunities will be available at the PacNW Tournaments, Golf Tournament, Tryouts/TCB and other club sponsored events. Additional options for partial completion of volunteer hours may be available as approved by the board. Approval should be obtained **PRIOR** to serving to know if the option will qualify. If you are a team manager, team treasurer, Coach, or Board Member, this will satisfy your 10 hour commitment.

- ❖ **TEAM MANAGER/BOARD REPRESENTATIVE (10 hours credit)** –Coordinates all of the team volunteers. When something needs to be done, the coach calls the Team Manager who gets the word out to the appropriate coordinator(s). Should be available to contact team members with changes to team schedules and must be able to get other necessary communications out to players and parents in a timely fashion. Keeps a book of player information (rosters, medical release forms, etc) and coordinates collection of paperwork and player cards. Responsible for coordinating the details for league, tournament, and post-season State Cup play. Reports game scores as well as insures that information including scores, tournaments, schedules, and rosters are updated on the team website. Works with Team Treasurer to prepare a budget for the team and reviews monthly bank statements. The Team Manager has a 1/3 vote in how funds provided by the club for the team may be used. Required to register online through the Affinity Registration link and receive Risk Management clearance. Will attend all PacNW general membership meetings to report how and what the team is doing, relate any team issues to the board. Also reports back to the coach and other team parents any important information discussed during the meeting. General membership meetings are held monthly. Date, time, and place of monthly meetings are always posted on the PacNW website. Managers are responsible for finding a substitute if they cannot attend the monthly meeting.
- ❖ **TEAM TREASURER (10 hours credit)** – Manages the financial records for team expenses. Coordinates and tracks volunteer activity for the team. Works with the Team Manager to create a budget for the team. Collects money (payment from parents and team fundraising money), maintains individual and team accounts, pays all team bills, responsible for team checking account, and providing periodic financial summaries to parents and bi-annual reports to the club along with receipts. Contacts player families on red list to assist club treasurer in fee collection. Team Treasurer has a 1/3 vote in how

funds provided by the club for the team may be used. This position is guided and directed by the Club Treasurer. Team Treasurer is required to register online through the Affinity Registration link and receive Risk Management clearance.

- ❖ Team Travel Coordinator (5 hours) – (For teams flying to an out of state tournament). Assists team manager in making flight and hotel/travel arrangements for team tournaments or league games that require an overnight stay. Communicates with parents when they need to call and pay for rooms. For summer tournaments, reservations need to be made VERY early.

10. “Pac Gives Back” Program – Community Service

Each team is required to take part in or plan one community service event during the year. At least 50% of the team must participate in the event for it to count towards Pac Give Back credit. Projects must be pre-approved by the Director of Community Relations. Possible ideas include food drives, coat drives, parks clean up, filling sand bags, etc. Teams are encouraged to submit a summary and photographs of their event participation to the Director of Community Relations for inclusion on the club website.

11. Financial Aid

PacNW has reserved a limited amount of funds that are available to those in need of financial assistance. Financial aid applications for High School boys who tryout in February/March must be complete and postmarked by March 15th. Financial aid applications for all others must be complete and postmarked no later than June 1st of each year. Funds are limited so please submit your request as soon as possible. No late or incomplete financial aid applications will be accepted. The PacNW financial aid application form may be obtained on the website or by contacting the club treasurer. Completed applications must be returned to the black mailbox in the clubhouse or mailed to Pacific Northwest Soccer Club, 100 Andover Park West, Suite 150 #187, Tukwila, WA 98188. Do not submit applications to coaches or team managers – they must be mailed directly to the club. Financial aid does not cover 100% of club fees. All scheduled payments must be made until notified that financial aid has been awarded. High School boys Financial Aid recipients (those who tryout in February/March), will be notified by April 21st. All other Financial Aid recipients will be notified by July 15th.

12. Financial Policy

Parents and players will be given a Club Financial Agreement that outlines each player’s fees for the upcoming season. Upon accepting a spot with PacNW, each parent/guardian and player will be required to sign the Terms of Acceptance and Financial Agreement and adhere to the payment schedule selected in Affinity. All monthly payments are due to the club treasurer by the due dates published on the payment schedule. Payments over 15 days late and not received by the last day of the month, resulting in red status, will be assessed a \$30.00 late fee. This late fee should be included in your payment. When the older teams shut down for high school season, the financial obligation and payment schedule for the club fees continues.

As a courtesy, PacNW will send e-mail reminder statements monthly, but it is the family’s responsibility to make payments according to the schedule selected in Affinity, regardless of whether the statement is received or read.

We realize that occasionally things happen that could make payment of expenses challenging. If this situation arises, please contact the club treasurer who will work with you through this period. Alternate payment plan arrangements can be made. A separate financial commitment form will be completed and signed by the player's parent/guardian and turned into the club treasurer. All fees are required to be paid prior to the start of State Cup competition.

12.1 Delinquent Payment Policy (Green, Yellow, Red)

In order to track player payment status, PacNW uses a color-coded system of "Green," "Yellow," and "Red."

If payments are made on time player status is green and the player is active and available to participate in all trainings and games.

If payment is not made by the 15th of the month, then player status goes to yellow and family is reminded payment is due.

If payment is not made by 30th of the month, then player status goes to red and player is ineligible to play or practice. Their player card is pulled and name removed from the team roster. The player will be suspended from all club activity until the account has been brought current or acceptable payment arrangements have been approved by the Club Treasurer or Executive Board. Players are added back to rosters the Monday after their status clears.

Financial responsibility continues during any type of player suspension (financial, behavioral, etc). During any suspension the player may not practice, play or participate in any club activities until released by the board.

12.2 Sibling Discounts and Payment Terms

PacNW understands that premier soccer can impose significant financial obligations, especially where a family has multiple players participating. Families with more than one PacNW player (U10-U18) will receive a discount on PacNW Club Fees (not registration fee) on all players but the oldest. This discount is equal to a 5% discount on the 2nd sibling and 25% discount on the 3rd (youngest) sibling. Parents must notify the PacNW Club Treasurer of multiple players. Affinity will apply the discount automatically with the second and third player registered.

Late fees for each month overdue are \$30 each. Payments returned for non-sufficient funds or any other reason will be charged \$35 each.

12.3 Payments During Injury

Unfortunately, some players may suffer injuries. If the injury is short term, payments for club fees need to be made. If the injury is long term, meaning the player will be out more than 90 days continuously, the following is required for the player to qualify for a reduction in fees.

- ❖ Parent must notify the PacNW Board in writing as soon as possible;
- ❖ Doctor's note relating to injury is required. Must state the player is unable to play for 90 days or more;
- ❖ Player must attend team activities as appropriate; practices (observe), games, and other team events;

- ❖ Payments will to be reduced \$100 per month during the time out for long-term injury. Reduction will only be granted at times services are being provided by PacNW to the players team; not during high school soccer;
- ❖ Additionally, a doctor's note releasing the player back to play must be submitted to the coach before player may resume playing.
- ❖ Players removed from play for suspected or actual concussion injury must submit a Doctor's note to the coach in order to return to play. Coaches should forward the note to the club.

12.4 Players Who Join PacNW After Tryouts

Players who join a team within the first two months of the season will pay all scheduled club payments for the season. Those who join during the third month through the remainder of the season will be given a payment schedule based on prorated fees.

12.5 Player's Termination of Association with PacNW

The player commitment date for PacNW teams is 24 hours after the last day of tryouts. This commitment is for the full year, ending at the start of tryouts for the player's age group the following year. If a player would like to terminate his/her relationship with the team and the club, the player's parents must submit written notice (email) to the team and club that the player will no longer be participating. Parents will continue to be responsible for all fees until written notice is received. Date of receipt by the club becomes the official termination date. Once notice is received, any refund will be at the discretion of and determined by the PacNW Board, team manager, and coach. Refunds will only be given as legally dictated by the IRS for 501(c)3 organizations.

13. Questions and Concerns

- ❖ If there are questions or concerns regarding playing time, training, coaching, etc. please direct them to the coach. Please do not address these issues during practice times or at games when the coach needs to work with the players. The coach is willing to work with you at other times. The appropriate path of resolution for these types of concerns is coach, Director of Coaching, Technical Director, PacNW Member-at-Large, and finally, the PacNW Board.
- ❖ Please address all other questions or concerns first with your team manager. If your concern cannot be resolved at the team level, contact the PacNW Member-at-Large to have the item added to the agenda for the next board meeting.
- ❖ All payments are made in Affinity and correspondence should be mailed to:

**Pacific Northwest Soccer Club
100 Andover Park West, Suite 150 #187
Tukwila, WA 98188**

All payment questions should be directed to the Club Treasurer or Assistant Treasurers.

14. List of Team Roles

A successful team requires assistance from many different roles. The club requires specific tasks throughout the year and will need to have targeted communications with specific volunteers on each team.

Team jobs are required so that all the work does not fall on the team manager. **These jobs need to be completed in addition to the 10 volunteer hours required**, for each family, under Section 8 –Volunteer Program. All parents are urged to become involved by choosing one of the following team jobs. Below is a brief description of the most common team jobs:

- ❖ **CLUB/TEAM EVENTS COORDINATORS** – These parents will communicate with the Board and work with Club Coordinators to help promote, plan, and coordinate club events such as the PacNW Soccer Tournaments, PacNW Golf Tournament, Auction/Raffle, and any other club fundraiser. They will also coordinate team social events including the end of the year team party and other occasional fun activities for the players. Must communicate with the coach, team manager, and team treasurer before planning any events.
 - **Club Fundraiser Representative** – Coordinates fund raising activities and works with other parents on the team to facilitate fundraising events. This person “coordinates” these efforts; **he or she is not expected to do all the work in this area**. This position will also work with the club and be required to assist with the annual club fund-raisers when appropriate. Must communicate with team manager and team treasurer before planning any team fundraising events. All team fundraising events require board approval.
 - **Events Representative** – Communicates with their team in regard to Club events including 4v4 Night, Golf tournament, Fall Festival, and Winter Classic.
 - **Community Service Representative** – Fills a position to assist the team to take part in or plan one community service event during the year.
- ❖ **TEAM TRAVEL COORDINATOR (non-out of state travel)** – Assists team manager in making hotel/travel arrangements for team tournaments or league games that require an overnight stay. Communicates with parents when they need to call and pay for rooms. For summer tournaments, reservations need to be made VERY early.
- ❖ **FIRST AID COORDINATOR** – The team First Aid Coordinator maintains and replenishes the team’s first-aid kit (using team funds) as needed. The first aid kit needs to be present at practices, games, and events. If the coordinator is not in attendance he/she should arrange for someone else to take temporary responsibility of it.
- ❖ **EQUIPMENT MANAGER** – The team Equipment Manager is responsible for bringing or arranging to bring all necessary equipment for all games – team insta-bench, team canopy, etc.
- ❖ **TEAM PHOTOGRAPHER** – Each team may want to have 2 or 3 people for this job. The Team Photographer is responsible for coordinating team pictures. Takes candid pictures and/or video throughout the year at practices, games, tournaments, and other events then assembles for viewing at year-end party and/or for posting on the website.
- ❖ **COLLEGE COORDINATOR (U16 and above)** – Works with selected college placement advisors to help assist players and parents in preparing for upcoming college needs. Also prepares team profile booklets for recruiting tournaments (should be someone who is proficient with writing and computer skills).