



TAP FUTBOL CLUB

[Team America Premier]

POLICY MANUAL

Coaches, Players, Parents, and Spectators:

Please read this Policy Manual carefully. You are required to know all the requirements set forth by the Club in this document. Non-compliance of the rules and regulations contained herein could result in your team being placed on "not in good standing status". This status could result in VYSA, USYSA, USSF sanctions against the coach, player, or team to participate in League, State Cup, or Tournament play.

One Team One Dream

Thank you in advance for your cooperation.

1. CLUB PHILOSOPHY

- 1.1. Provide an environment for young soccer players to develop their skills and understanding of the game through International Level advanced coaching and highly competitive play.
- 1.2. Emphasize player development while fielding the most competitive teams possible.
- 1.3. Promote the development of academic standards and social skills necessary for academic achievement and good citizenship.
- 1.4. Offer committed players the opportunity to compete at the highest level of play, and to prepare players technically, tactically, physically, and mentally to reach their full potential at the National ODP level, Collegiate, and Professional levels.
- 1.5. Ensure that the TAP FUTBOL CLUB is a coach-driven soccer organization by employing Technical Directors to serve as a resource for coaches and players, and to plan, develop, and implement all Club field activities and programs.
- 1.6. Identify and recruit the highest quality coaching personnel in the region.
- 1.7. Provide continuing education opportunities for the TAP coaching staff ensuring ongoing development.
- 1.8. Encourage teams to enter the most competitive and prestigious leagues and tournaments designed to challenge players and teams.
- 1.9. Establish programs for players and parents designed to enhance the knowledge, appreciation, and enjoyment of soccer.
- 1.10. Maximize players' readiness for college through exposure to college recruiting, education concerning the process, continued monitoring of player GPAs / SAT requirements, and proper soccer and fitness training.
- 1.11. Elevate the profile and image of the TAP FUTBOL CLUB and Washington DC / Virginia Metropolitan area soccer on the local, regional, national, and international levels.
- 1.12. Expand the Club through internal development in a controlled manner.
- 1.13. Provide a true club environment to enhance player development, establish an identity that creates pride in its membership, and that encourages unity and support throughout the Club.
- 1.14. Support efforts to expand soccer opportunities in under-served urban communities, through direct sharing of technical expertise and active involvement in program development.

2. BOARD OF DIRECTORS – COMPOSITION AND RESPONSIBILITIES

2.1. The Board of Directors will act in accordance with the By-Laws and Articles of Incorporation of the TAP Futbol Club, Inc. The Board will develop an annual budget; a long-range strategic plan; an annual plan of programs and activities; set Club policy; provide oversight and enforcement of Club policies and rules. Board meetings will be held once every month at a time and place determined by the Board. General meetings will be announced and open to all members of the Club. Complete minutes of all Board meetings will be made available to all teams through the team officials. Meetings will be conducted in accordance with Roberts Rules. Board members will not be compensated for their Board duties unless specifically agreed to by the Board of Directors. Board members are expected to abide by all the policies and rules of this organization, failure to do so will result in sanctions that could include removal from the Board upon a majority vote of the Board.

2.2. President

Presides at all Club meetings; appoints (and relieves for cause) all coordinators, committee chairs, with the approval of the Board members. The President will serve as an ex-officio member of all committees. The President will cast a vote only in the event of a tie. The President will represent the Club at USYSA, VYSA, USSF and other soccer related meetings, conventions, and workshops.

2.3. Vice President

Oversees the activities of other Board members and the Administrators; acts in the absence of the President; coordinates special projects.

2.4. Treasurer

Keeps the financial records of the Club; ensures that all bills are paid; coordinates with all team managers to ensure coaching fees are paid; collects all Club fees; oversees and collects special assessments for various Club initiatives; develops the annual budget; develops and maintains a system of internal controls over the Club's finances; reports the Club's financial position.

2.5. Members-at-Large

The three members-at-large will be responsible for the coordination of special activities of the Club and the Board as directed by the President and other Board members. Members-at-Large will act as a liaison between the Board and the Community Outreach Programs, team managers, and certain other committee chairs.

2.6. Staff Positions:

General Manager - There will be one paid General Manager's position that oversees all aspects of the Club's growth and development in line with the Club's short-term and long-term goals; responsible for coordinating internal club building, marketing, apparel design, public relations, facilities oversight and development. The pay will be set and approved by the Board prior to the beginning of the Club's fiscal year.

Club Administrator – There will be one paid club administrator position to carry on the day-to-day activities of the Club, unless additional support is needed and approved by the Board of Directors. The Club Administrator will be responsible for reporting directly to the President of the Club. The pay will be set and approved by the Board prior to the beginning of the Club's fiscal year. The administrator will maintain the records of the Club; maintain a complete and accurate database of all teams – team officials including coaches, player rosters, and parents. In addition the administrators will coordinate Club fundraising activities; assist the Tournament Director with tournament related activities; assist the Technical Directors, assist the Operations Director, assist the Marketing Director, and the Director of Player Development with scheduling and other administrative duties; be responsible for field loading; coordinate activities with the League Club reps, US Club Soccer rep., and the VYSA rep.

Technical Director – There will be one Club compensated Technical Director position selected by the Board. The Technical Director will be responsible for reporting directly to the President of the Club. The Technical Director will manage the coaches assigned to the various age groups; coordinate coaches' forums on a regularly scheduled basis to provide coaching education; keep coaches informed of recent coaching developments, license and certification opportunities; obtain feedback on issues or concerns. The Technical Director will maintain a complete and updated list of teams, coaches, resumes, license credentials, background checks, and any other coach related information. The Technical Director will be responsible for the selection, evaluation, placement, and ongoing development (training) of the coaches in the Club. The Technical Director will promote the Club philosophy as it pertains to player and coach development. Develop in-house player development and coaching development programs. Coordinate activities on Player Development. Serve as a direct resource for coaches within their assigned age groups through regular contact with each team (observing, evaluating, and/or training), advice and sharing of expertise with coaches, and mediation of coaching issues. Develop and implement the annual Club-wide tryout process; coordinate player clinics and college readiness efforts. Develop and implement a long-range coaching strategic plan and ensure that teams and coaches are consistently operating in accordance with the Club's developmental philosophy. The Board of Directors will be responsible for preparing an annual coaching staff compensation scale with input from the Technical Director. The scale will provide the basic guidelines for compensating coaches, assistants and trainers in the Club.

2.7. Other Positions (volunteers)

League Representative – The League Representatives will be responsible for representing the Club At League meetings; communicating information to the Board and the teams regarding League Activities and requirements; gathering registration information for distribution to teams; collecting All registration fees due the League from participating teams; filing all required paperwork on behalf of the Club for participating teams; coordinating with the Club Administrator and Treasurer for the deposit and payment of team fees due the League by the required deadlines. The Referee Coordinator may serve as a member of the Review Committee

Tournament Director:

The Tournament Director is responsible for securing and maintaining a calendar of tournaments that would be available to the TAP Teams. Assist TAP Team Mangers and Coaches in coordinating tournament entry applications, and subsequent processing records to ensure compliance with entry deadlines. Chairs the TAP Tournament Committee and organizes TAP sanctioned Tournaments hosted by the TAP Futbol Club. All tournaments are subject to VYSA, USYSA, USSF and US Club Soccer rules. The Tournament Director will coordinate the Club's compliance with those rules.

The Tournament Coordinator may serve as a member of the Review Committee

Facilities/ Equipment Coordinator:

The Facilities and Equipment Coordinator is responsible for: the maintenance and storage of any equipment purchased and retained by the Club. The coordinator shall securing estimates and price quotes for items required to meet the Club needs and attempt to maintain the highest equipment standard at the lowest cost per unit. All equipment purchases must be approved by the Board of Directors if over five hundred dollars (\$500.00). The Facilities and Equipment Coordinator is also responsible for coordinating field use with appropriate governmental agencies and private organizations within the TAP effective playing Region to ensure maximum utilization with minimum conflict. In addition, this coordinator is responsible for forming and chairing a committee to explore possible ideas for developing new soccer facilities within the TAP operating boundaries. The Facilities coordinator will actively seek new fields and/or guide the Club to field renovation so as to provide the highest quality surface for TAP players to train and play competitive games. The Facilities Coordinator may serve as a member of the Review Committee

Referee Coordinator:

The Referee Coordinator is responsible for securing referees for all games where TAP Futbol Club is required to provide one or more referees for competitive games. The Referee coordinator maintains a list of certified referees and coordinates with the Technical Director of Coaching to provide evaluation of games where the referees were supplied by TAP to meet any league requirements for referees. He/she also coordinates with the Directors of Tournaments to provide tournament referees. The Referee Coordinator may serve as a member of the Review Committee

Club Registrar:

The Club registrar is responsible for providing an orderly registration process to ensure prompt and accurate registration of all players and teams in the TAP Futbol Club. The registrar coordinates with Local and Regional Leagues, as well as the VYSA State Registrar's Office. The registrar shall cooperate with District and League registrars as appropriate. The Registrar may serve as a member of the Review Committee.

Review Committee:

Purpose and Composition: The Review Committee is established as a vehicle to arbitrate grievances between members and the soccer teams. These grievances may arise between Directors and coaches, players and coaches, or may include any area of conflict between members within the TAP Futbol Club. The Review Committee may also be established as an investigative body for the purpose of objectively establishing facts. The Review Committee shall be chaired by the Vice-President and/or the President, and shall consist of the Staff Personnel, Officers and selected volunteer representatives. Any person who is a member of the Review Committee during conflict resolution and a party to the controversy shall be replaced by a person designated by the Board of Directors.

3. CLUB FEES, BENEFITS

3.1. Fees

- 3.1.1. Club dues will be set annually by Board approval, at least 60 days prior to the Club's fiscal year end for the next seasonal year. Club dues will be payable the Second Saturday of July – Fall Season, and the Second Saturday of January – Spring Season. All TAP

teams are expected to play year round as part of the TAP philosophy. If a team request to sit-out a season, the team will still be assessed a full season's Club dues for that team. In addition to the Club dues, a \$100 performance bond is due at the beginning of the seasonal year. A penalty of at least \$25 will be assessed against the bond for each incidence of non-participation in certain mandatory Club activities or failure to comply with Club and field maintenance rules and regulations. Teams may elect to carry-over their performance bond from season to season, unless assessments have been made against the bond for incidence.

- 3.1.2. Compensation for team coaches will be set by the Board of Directors as described in Sections 5.3.6 and 5.3.7. The head coach's fee, if any, will be added to the Club dues / League fees and assessed each team as stated in 3.1.1 of this section. The team manager will make special arrangements to pay Coaches/Trainers and schedule such payments accordingly. The Club will not handle payments of Coaches/Trainer's fees.
- 3.1.3. A club-wide team registration will be held on the first weekend of August for the fall season and the first weekend of March for the spring season at a location to be announced. The first installment of the Club fee, the team roster, and team officials' profile will be due at that time – unless otherwise posted. This information is mandatory for insurance and team management purposes.
- 3.1.4. The appropriate League Representative will coordinate league registration. Payment of league registration fees will be made to the Club and will be collected by the League Representative. The Club on behalf of its teams will pay league fees to the league but only if the team has paid the required league registration fee – the Club will not front league fees for its teams; it is the team's responsibility to ensure that league fees are sent to the League Representative by the required deadline. No fees, no registration.
- 3.1.5. Any TAP FUTBOL CLUB team who has not participated in the team registration day and/or has not paid their Club fee will be considered not in good standing. A "not in good standing" designation will affect Club, VYSA, and US Club Soccer affiliation and insurance coverage, resulting in League and Tournament sanctions. Club officials such as team managers could face disciplinary action for failure to meet Club registration deadlines.
- 3.1.6. There is no Club level fee or dues waiver for coach's or team official's son or daughter.
- 3.1.7. A full size Team Picture will be required by each team at the beginning of the fiscal year.
- 3.1.8. The team may request financial aid consideration, including uniform assistance, from the Board for players in need. The request must be submitted in writing using the financial aid request form that can be obtained from one of the Club Administrators. The request should be submitted at least 30 days prior to the beginning of a season. If a team has been granted monetary relief, a check will be written payable to the team for the amount of the approved financial aid.

3.2. Benefits

- 3.2.1. Affiliation with USSF, USYSA, VYSA, US CLUB SOCCER, USASA, UCS.
- 3.2.2. Club membership in the USYSA Region I Director's Premier Leagues, US Club Soccer Association, USL Super Y-Leagues, Virginia Commonwealth Champions League (VCCL), National Capital Soccer League (NCSL), Washington Area Girls Soccer League (WAGSL), Super Clubs North America Programs, Northern Virginia Men's Soccer League (NVSL), United States Amateur Soccer Association (USSF) National Cups, as well as other top leagues in the region.
- 3.2.3. Liability insurance coverage.
- 3.2.4. Criminal background investigations through the Virginia State Police and the District of Washington for all coaches.

- 3.2.5. College scholarship awarded to one graduating male and one graduating female high school senior who has played in the TAP FUTBOL CLUB system for 4 consecutive years.
- 3.2.6. Reduced cost for Club patches.
- 3.2.7. Benefits package as per contract with the Club's uniform supplier.
- 3.2.8. Club wide team tryouts advertised in local media sources and the internet.
- 3.2.9. League plays field use (to the extent that the Leagues are able to schedule games and also subject to field availability).
- 3.2.10. Field equipment, field maintenance, and related supplies.
- 3.2.11. Professional coordination of all player and coaching development through the Technical Directors and Director of Player Development.
- 3.2.12. Regular player clinics, training opportunities and soccer specific conditioning programs with professional and collegiate coaches and players.
- 3.2.13. College readiness program, including educational presentations, college coach forums, and several annual showcase tournaments.
- 3.2.14. Goalkeeper Club specifically designed to raise the level of goalkeeping throughout the TAP teams through regular training with professional and collegiate coaches and keepers, education on mental preparation and motivation, and efforts to encourage support for other Club goalkeepers.
- 3.2.15. Developmental program for 5 to 9 year olds.
- 3.2.16. Player scholarships for those in need.
- 3.2.17. Coaching enrichment opportunities, including coaches' clinics, coaches' forums, and coaching staff meetings.
- 3.2.18. Community outreach program.
- 3.2.19. Coaching staff reimbursement of fees associated with certain approved coaching license or seminars (up to \$200 per seasonal year).
- 3.2.20. Subsidize the Club Awards Banquet.
- 3.2.21. Subsidize referee training, first aid certification training.
- 3.2.22. Provide for a reserve fund for the future development of a TAP FUTBOL CLUB field complex.

4. TEAM MANAGEMENT

4.1. Structure

- 4.1.1. Teams are encouraged to participate in the highest level USSF, USYSA and US Club Soccer affiliated leagues and tournaments. Teams must comply with the rules and regulations of any league or tournament entered.
- 4.1.2. Membership on a TAP FUTBOL CLUB team is an honor that requires special dedication and commitment. Exposure at the state, regional, national, and international level requires exemplary conduct on the part of the team, its coaches, team officials, players, and parents. Any deviations from TAP FUTBOL CLUB established standards will not be tolerated.
- 4.1.3. The number of teams within a single age group will not be restricted if it is determined that it is in the best interest of the Club and individual players to field more than one team. If more than one team per age group exists, the age group structure will be developed by the Technical Director and reported to the Board. Generally, age groups will establish an Elite/Premier team structure for U-11 and older age groups.
- 4.1.4. The Elite/Premier team structure has an Elite team designed to compete at the highest level with the top players in that age group. A Premier team supports the Elite team with

the emphasis on player development. Coaches from each team in an age group work closely together to provide opportunities for the teams to train together and the coaches to have contact with all players in the age group. The coach of the Elite team will have first choice of players in an open try-out held annually. When filling roster spots on the Elite team, the coach will give primary consideration to players on the other teams within the Club, provided those players have the necessary skills and ability to compete on the Elite Team. The key for success is communication among the coaches and Technical Director and a spirit of cooperation and focus on each player's best interests.

- 4.1.5. Regardless of tiered age group structure, no player will ever be forced or coerced to play on a particular team. However, the CLUB's needs on team assignment will take priority over individual request.
- 4.1.6. Team Officials
 - 4.1.6.1. Each team will strive to have at least four team officials at all times possible, in compliance with standard USSF, USYSA, and VYSA policy expectations – a coach, assistant coach, manager, assistant manager.
 - 4.1.6.2. Coaches' requirements are addressed in section 5.0 of this manual.
 - 4.1.6.3. The team manager and assistant manager will be appointed by the Board of Directors with endorsement from the head coach (with the approval of the team players and parents). The team manager and assistant manager will carry on the administrative duties of the team and any other duties as required; act as a liaison/communication link between the Club and the team. The Team Manager is directly responsible to the Board of Directors and not team parents.
 - 4.1.6.4. The Club does not in any way oversee or control the financial management of individual teams. Teams are expected to develop their own budget and manage their finances responsibly.

4.2. Selection

- 4.2.1. The formation of new teams in all age groups occurs each summer. Club-wide tryouts, in which all active age groups participate, start the selection process. The Club advertises in local newspapers, the internet, and the Club's web site to publish tryout dates. Individual teams may place additional ads individually at their own expense.
- 4.2.2. Players who wish to be considered for selection must attend tryouts. Coaches, with the guidance of the Technical Director, will determine the tryout and selection process for their team.
- 4.2.3. Coaches may elect to hold mid-year (winter) tryouts to evaluate and add players for the spring season. State and league roster change rules must be followed. Applicable Club, league, and USSF/USL/USYSA/ VYSA penalties will apply for any rules infractions regarding mid-season drops, adds, transfers, or recruiting. All coaches are expected to know the rules. Ignorance is no excuse. Illegal and inappropriate recruiting from other TAP teams and teams outside the TAP organization will not be tolerated. Coaches guilty of such conduct will face league, state, and Club sanctions including fines and suspension or expulsion.
- 4.2.4. Players are expected to play on their respective age group team. Exceptions should be made only when the player must play up an age group to find a level appropriate for continued development, and only under the direction and approval of the Technical Director and Head Coach of the player's respective age group team.

4.3. Player Responsibilities

- 4.3.1. All players are expected to attend all practices and games, on time and ready to play. Failure to do so could result in sanctions imposed by the coach, such as reduced playing time, suspensions, etc.
- 4.3.2. In the event that a player must miss a practice or a game, the player must notify a team official. Each coach has the authority to adjust policy to meet individual team needs.
- 4.3.3. Dress code for practices will include appropriate the TAP Official Practice Gear, cleats, shin guards. All teams are expected to have one set of the TAP Official practice gear prior to pre-season training. Under no circumstances are players to attend practice in non-soccer apparel.
- 4.3.4. When players arrive at practice early, they are expected to use that time to warm-up. Under no circumstances are players to begin practice until a coach is present. At the conclusion of practice, players are expected to assist in the gathering of equipment, upon the direction of the coaching staff.
- 4.3.5. One coach or one designated team official must wait until all players have been picked up by their parent(s). Under no circumstances are players to be left alone or allowed to cross highways or roads unsupervised.
- 4.3.6. Players are required to wear the approved Club uniform during match play. Players are expected to take pride in their appearance when representing their team and Club. Players should report to the game in their approved Club uniform/ warm-up gear. Uniforms and warm-ups must be clean; socks must be pulled up to the knee to cover shin guards, and **jerseys must be tucked at all times**. Use of undergarments must comply with FIFA rules.
- 4.3.7. Players are expected to adhere to the Players Code of Conduct (attachment 1). A copy will be distributed to all teams and it is expected to be read, signed, and returned to the Club manager by the player.

4.4. Parent Responsibilities

- 4.4.1 Parents are expected to be on time to pick-up players, as a team official is required to remain with the player until pick-up.
- 4.4.2. Parents are welcome to observe practices. However, parents must refrain from approaching the field while practice is in progress. Parents are expected to honor the coach's requests during practice.
- 4.4.3. Parents are encouraged to attend all games and to support their child and the team in a positive manner. At no time should a parent attempt to coach, address, criticize, argue with, confront, or make negative comments intended for players on sides, the coaches, or the referees. Sideline comments should always be positive.
- 4.4.4. Parents are expected to adhere to the Parents Code of Ethics as developed by the National Youth Sports Coaches Association (attachment 2). A copy will be distributed to all teams and it is expected to be read, signed, and returned to the club by the parent(s).
- 4.4.5. Any parent and/or group of parents who attempt to disrupt, undermine, attempt to destroy or disturb a TAP team will be meet with full disciplinary actions by the Board of Directors to include any legal actions deemed necessary to preserve and protect the Club' assets (Teams).

4.5. General Responsibilities

- 4.5.1. Players, parents, coaches, and team officials must be aware that their behavior reflects not only on themselves and the Club, but also on the District, County, City, State, and region.

- 4.5.2. Coaches, players, and parents must ensure that all home and away field rules and regulations are followed.
- 4.5.3. Coaches, parents, and players must adhere to a drug-, alcohol-, tobacco/smoke-free, vulgar free, abusive language free, soccer environment. Absolutely no foul language will be tolerated by players, parents, coaches, Club spectators and/or officials.

5. COACHES

5.1. Coaches must abide by the TAP Policy Manual, the requirements of their respective license or diploma, and league/tournament rules and regulations.

5.2. Coach Selection

- 5.2.1. It is the objective of the TAP FUTBOL CLUB, and the responsibility of the Technical Director, specifically, to recruit and maintain a quality coaching staff.
- 5.2.2. Candidates for open coaching positions must submit a resume to the Technical Director, who will appoint coaches based upon their qualifications, experience, and past performance. All coaching staff candidate application packets must be endorsed by the Board of Directors before final appointment is made by the Technical Director. All appointments are reported to the Board at the next scheduled meeting.
- 5.2.3. The Technical Director and Club Administrator maintain a file for all coaches.
- 5.2.4. Coaches must possess at a minimum, or at least be pursuing, the USSF “E” level coaching license or the NSCAA Regional Diploma. Coaches are expected to further their education, licensing, and training to be commensurate with the age group and level they are coaching. The Club reimburses coaches for the cost of obtaining a license or diploma, pre-approved by the Technical Director, upon presentation of proof of successful completion and payment. Any reimbursement over \$200 is prorated and paid at the conclusion of the seasonal year over a three-year period.
- 5.2.5. All coaching staff personnel must consent to criminal background check, at the Club’s expense.
- 5.2.6. All coaches must possess a valid coach’s card, as required by USSF/USYSA/USL/VYSA/US CLUB SOCCER.

5.3. Coach Responsibilities and Performance

- 5.3.1. A team’s head coach is responsible for planning and implementing all team activities and making all decisions regarding the team’s development (including player selection, team structure, playing time, style and system of play (TAP Philosophy), training, league and tournament participation).
- 5.3.2. Head coaches select their own assistant coaches and trainers, with the assistance of the Technical Director.
- 5.3.3. Coaches must be committed to the Club’s philosophy on player development and work in cooperation with other coaches in the Club, the Technical Director, and the Director of Player Development to achieve the TAP goals and objectives.
- 5.3.4. Coaches are primarily concerned with the safety and well being of their players. Priorities should include updated first aid training, proper age relevant conditioning, and ensuring a safe environment for players. At least one team bench official must have a current first aid certificate. Ice and first aid supplies must be readily accessible for all games and practices. All team activities should be suspended immediately upon the first sight of lightning.

- 5.3.5. A coach's performance is evaluated by the Technical Director on an on-going basis through direct observation of game and training situations. Based upon the performance evaluation, input from players, parents, and the TAP Board, the Technical Director may determine the coach's next assignment each seasonal year, if necessary.
- 5.3.6. Each Team's coach is ultimately responsible for continued staffing and selection of quality players for TAP teams. Coaches should ensure that their team has the appropriate number of players at all times for proper growth and development.
- 5.3.7. A coach's compensation is determined by the agreement between the Team and the coach. The Technical Director and the Club compensation pay scale set by the Board of Directors can be used as input to agreements between coaches and teams. The team may be assessed the amount of their respective coach's compensation which is due in installments according to the schedule detailed in section 3.1.1., or specifically arranged by the Team Manager. The Team distributes the compensation to the coach during the season.
- 5.3.8. The Technical Director attempts to develop a compensation process that is fair, equitable, consistent, cost-efficient, and flexible; subject to Board approval. The compensation criteria is based upon the following categories – playing experience, highest level played; coaching education, highest license/diploma achieved; coaching experience, total years; coaching history, highest level; and coaching accomplishments/awards. From the compensation criteria a club wide salary range is developed with specific criteria being set for each compensation level. Teams and managers can use this as a guide.
- 5.3.9. Any issues or concerns regarding performance of a coach should be brought to the attention of the coach in a concerted attempt to resolve conflicts at the team level. If unresolved, the team manager should notify the Technical Directors in writing with a courtesy copy sent to the Board of Directors. The Technical Directors assess the situation through input from all sources – usually through a team meeting with parents and coaches – and act in the best interest of the players, the team, and Club. If unresolved, the team manager should request a formal hearing by the Board of Directors.

6. CLUB SPONSORED ACTIVITIES

- 6.1. The Club will sponsor player clinics, coaching clinics, first aid/ sports medical care seminars, referee clinics, and any other events and activities as necessary and appropriate for the benefit of the Club membership.
- 6.2. The Club will host a sanctioned outdoor tournament at least annually and at least one indoor tournament annually. All TAP FUTBOL CLUB teams **are required** to participate in the Club tournaments – no exceptions. Each team will provide one tournament representative and volunteers to work with the Tournament Committee. Tournament representatives and volunteers are expected to attend all meetings and cooperate fully with the Committee. Teams not complying with this section of the Policy Manual will be assessed a penalty fee not to exceed the entrance fee for the tournament.
- 6.3. The Club may sponsor club-wide fundraising events such as an annual Celebrity Golf Tournament or conduct fundraising campaigns. It is expected that all teams participate in the planning and attendance of these club-wide events. Each team will provide one fundraising representative and volunteers to work with the fundraising Committee.

- 6.4.Teams may hold fundraisers for their teams apart from Club sanctioned events. The Club, in no way endorses or becomes responsible for individual team fundraisers. Teams should make it clear to contributors the difference between a club fundraiser and a team fundraiser.
- 6.5.The TAP FUTBOL CLUB is a non-profit volunteer driven organization with the best interests of our youth in mind. The Club's very existence is dependent upon the time and energy given by its members. The Club relies heavily on its teams to provide volunteers for the various committees that need to be filled and tasks that need to be accomplished.

7. QUESTIONS AND CONCERNS

- 7.1.The TAP FUTBOL CLUB Board of Directors will meet at least once every month at a time and place designated in advance of the meeting. Other meetings may be scheduled as needed.
- 7.2.All general meetings are open to all members of the Club and will be announced at least 15 days in advance. Team managers will communicate Club related activities to their respective teams. In addition Club information can be obtained by accessing the Club's web site:
www.teamamericapremier.com.
- 7.3.Concerns/ issues should be channeled through the team manager who will then confer with the coach as appropriate or to a Member-at Large Board member for clarification or action.

TAP Futbol Club:

Brian Robertson
President



TAP FUTBOL CLUB PLAYERS CODE OF CONDUCT



I _____

shall:

- Train hard and play to the best of my ability;
- Have a positive attitude and never quit;
- Win without boasting;
- Respect officials and accept their decisions;
- Exemplify sportsmanship;
- Only give encouragement to my fellow teammates;
- Attend and be prompt to all games and practices;
- Immediately report any injury to my coach;
- Respect my coach, my team’s officials, and my opponents;
- Learn and obey the laws of the game;
- Develop a personal practice/training routine for basic soccer skills and conditioning;
- Notify the coach or team official if I am unable to attend a game, training session, or team meeting;
- Learn the rules, policies, and procedures of the team and the Club;
- Comply with the elements of the TAP FUTBOL CLUB Policy Manual;
- Never engage in dissent directed toward an official;
- Never use profane or vulgar language;
- Never use a controlled substance unless prescribed by a physician;
- Recognize that wearing the TAP FUTBOL CLUB uniform is a privilege and always ensure that it is well kept and clean, with my jersey tucked in at all times;
- Never leave a game or training session without the permission of my coach or a team official;
- Never make excuses if my team loses;
- Never forget that in competition, I represent my team, the TAP FUTBOL CLUB Soccer Club, the Fairfax County area, and the state of Virginia at local, regional, national, and international levels.

Player signature: _____

Date: _____

Player printed name: _____

Parent printed name: _____

Team name: _____

Coach’s name: _____



TAP FUTBOL CLUB PARENTS CODE OF CONDUCT



I _____, hereby pledge to provide positive support, care, and encouragement for my child participating in youth sports and the TAP Futbol Club by following this code of ethics:

- I shall encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, team, or Club event.
- Parents are encouraged to attend all games and to support their child and the team in a positive manner. At no time should I as a parent attempt to coach, address, criticize, argue with, confront, or make negative comments intended for players on sides, the coaches, or the referees. I will ensure Sideline comments are always positive.
- I shall place the emotional and physical well being of the player ahead of any personal desire to win. I shall insist that my child play in a safe and healthy environment.
- I shall provide support for coaches, team and Club officials, working with my child to provide a positive, enjoyable experience for all. I shall not attempt interfere with player development or disrupt the team’s management in any manner.
- As a parent I must refrain from approaching the field while practice is in progress. I will strive to honor the coach’s requests during practice.
- I shall demand a drug-, alcohol-, and tobacco/smoke-free sports environment for my child and agree to assist by refraining from their use at all youth soccer events.
- I shall remember that the game is for the children, not the adults.
- I shall do my best to make youth soccer fun for my child.
- I shall ask my child to treat other players, coaches, fans, and officials with respect.
- I shall promise to help my child enjoy the youth soccer experience within my personal constraints by assisting with team and Club activities, being a respectful fan, or whatever it takes or I am capable.
- I shall require that my child’s coach be trained in the responsibilities of being a youth soccer coach and that the coach agree to the coach’s responsibilities outlined in the TAP FUTBOL CLUB Policy Manual.
- I shall do everything in my power to assist in the implementation of and adherence to the Parents Code of Conduct and the TAP FUTBOL CLUB Policy Manual.

Parent(s) Signature: _____ Date: _____

Parent printed Name: _____

Player printed name: _____

Team name: _____

Coach’s name: _____