



Greenhaven Soccer Club

Policies and Operating Rules

Revised: May 2025

Table of Contents

[Board of Directors Positions](#)

[Coordinators:](#)

[Shared GHSC Coordinator Positions:](#)

[Decisions and Voting:](#)

[Attendance:](#)

[General Conduct and Discipline:](#)

[Fee Waiver Policy:](#)

[Sponsorship Policy:](#)

[Registration Policies](#)

[Registration Dates:](#)

[Registration Method & Completion:](#)

[Age Limits:](#)

[Dual Registration:](#)

[Player Loans/Guest Play:](#)

[Inclusion](#)

8

[Refunds:](#)

[Financial Assistance:](#)

[Volunteer Policy](#)

[Donation to the League Option:](#)

[Coaching / Team Parent Option:](#)

[Volunteer Option:](#)

[Code of Conduct:](#)

[Sportsmanship Rule:](#)

[Rescheduling of Games:](#)

[50% Playing Time:](#)

[Game Time Periods:](#)

[Regulation Number of Players on the Field per Age Group:](#)

[Minimum Players per Team In Order to Begin the Game:](#)

[Game Protests:](#)

[Field Closures for Rain:](#)

[Spectator Line:](#)

[Competitive Program:](#)

16

[Competitive Select Program:](#)

17

[Uniform Policy](#)

[Parent Responsibilities \(uniforms\):](#)

[Coach Responsibilities \(uniforms and equipment\):](#)

[Heading the Ball](#)

[Coaching Policy](#)

[Requirements:](#)

[Coach Health and Safety Training:](#)

[Code of Conduct:](#)

[Dominant Recreational Teams:](#)

[Coach Selection \(Recreational Program\)](#)

[Playing Up in an Older Age Group:](#)

[Playing Down in a Younger Age Group:](#)

[Team Selection \(Recreational\):](#)

[Team Formation \(Recreational\):](#)

[Practice Policy](#)

[Grievance Policy](#)

[Informal Resolution:](#)

[Formal Grievance Procedure:](#)

[Code of Conduct:](#)

[Referees](#)

[Evaluation Process:](#)

[Referee System:](#)

[Referee Payment:](#)

[Fundraising/Donations](#)

[GHSC Parent/Player Code of Conduct](#)

[GHSC Coach/Assistant Coach Code of Conduct](#)

[GHSC Board of Directors Member Code of Conduct](#)

[GHSC Financial Assistance Request](#)

[GHSC COACH'S REFEREE EVALUATION](#)

[GHSC DONATION FORM](#)

[GHSC RECEIPT FOR DEPOSIT OF FUNDRAISING MONIES](#)

Greenhaven Soccer Club Board of Directors

Board of Directors Positions

President – oversees the entire Club, handles field permitting, vendor contracts, etc.

Vice President – performs duties at the request of the president, chairs the Grievance Committee, oversees policies and operating rules.

Treasurer – maintains accurate financial records, pays bills, ensures that taxes and 1099s are completed.

Registrar – oversees player and coach GHSC registration, US Club registration, NorCal Registration, handles refunds and financial assistance requests.

Secretary – takes accurate notes at all BOD meetings, ensures non-profit status is maintained, submits US Club Certificate of Insurance requests yearly, maintains Club records.

Tots-U8 Rec Membership Director – supervises and provides support as needed to AGCs.

U10-U19 Rec Membership Director – supervises and provides support as needed to AGCs.

Comp Membership Director – provides support as needed to the DOC regarding the competitive programs.

Communications Director – ensures the website is kept up to date, responsible for e-blasts, social media, marketing and graphics.

Operations Director – manages purchase of equipment, uniforms, program and event shirts.

Fundraising Director – responsible for sponsor recruitment, fundraising events, picture day and spirit wear

Maintenance Director – responsible for field inspections, field enhancements, mowing, field lining, and goal upkeep.

Coordinators:

GHSC Coordinators assist members of the Board of Directors with the logistical aspects of running the Club.

Age Group Coordinators (AGC) – AGCs serve as mentors and managers to their respective age groups. Duties include coach recruitment, initial team formation, forwarding emails to coaches,

collecting needed data from coaches, etc. The AGCs will also serve as the first contact for parents and other interested parties who have a grievance and have not reached a satisfactory resolution with the coach.

Registration Coordinator(s) – The Registration Coordinator(s) performs duties at the request of the Registrar and President. Their main function is to track player and coach registrations to assure that all GHSC players and coaches have complied with State of CA, US Club and GHSC requirements.

Equipment Coordinator – Support Operations Director with equipment and uniform orders, distribution of equipment and uniforms, distribution of nets/flags for game fields and ordering of program and camp t-shirts.

Maintenance Coordinator – Support Maintenance Director with supervision of mowing, lining, field enhancements, goal repair, etc.

Website Coordinator- The Website Coordinator is responsible for maintaining and updating the GHSC website as needed..

Social Media Coordinator- The Social Media Coordinator regularly updates all social platforms in order to keep the public at large informed of events, club highlights, and/or day to day changes. This includes both taking and gathering photos and videos to share.

Graphics/Video Coordinator- The Graphics and Video Coordinator creates graphics and videos for various program needs.

Spirit Wear Coordinator- Spirit Wear Coordinator is responsible for coordinating spirit wear design and sample purchases. They also work with Fine Designs to maintain an online store front and arrange for samples of spirit wear to be displayed at various events.

Uniform Coordinator- Uniform Coordinator supports the Operations Director with uniform orders, organization and distribution.

Volunteer Coordinator- Volunteer Coordinator is responsible for the recruitment of volunteers for various club events. Once events are completed, they will notify the GHSC treasurer the names of volunteers for reimbursement of their Volunteer Fee.

Grievance Coordinator- The Grievance Coordinator assists the Vice President with Grievance Committee situations.

Fundraising Event Coordinator - The Fundraising Event Coordinator is responsible for organizing and implementing fundraising events.

Picture Coordinator – Organize and implement picture day.

Shared GHSC Coordinator Positions:

The Board of Directors recognize that certain GHSC Coordinator positions lend themselves to job sharing. As such, upon request the Board of Directors will consider allowing job sharing for certain Coordinator positions.

Decisions and Voting:

GHSC Board of Directors decisions are made at regularly scheduled Board of Directors meetings (2nd Wednesday of every month). Additional meetings can be scheduled if deemed necessary by the GHSC President provided that all members of the Board of Directors have been duly notified two (2) days prior to the meeting. A quorum will be required for a vote on any issues brought forward to the Board of Directors. A quorum consists of three (3) Executive Officers and any other Board of Directors member present. Passage of any issue before the Board of Directors, with the exception of the revision of the GHSC By-Laws, requires a majority vote of the quorum. Revision of the GHSC By-Laws requires a two-thirds (2/3) vote of the Board of Directors, provided that the revisions have been issued to each member of the Board of Directors at least seven (7) days before the Board of Directors meeting.

Attendance:

A Board of Directors meeting schedule will be provided to each member of the Board of Directors. Regular attendance is strongly encouraged. If a member cannot make a meeting, he or she will notify the President and submit their report.

The meeting attendance minimum requirement for a Board of Directors member is eight (8) of the twelve (12) meetings..

Absences are limited to two (2) consecutive meetings, and each member must attend the required number of meetings. Upon the third consecutive absence, or the fifth meeting missed, the member will be contacted by an Executive Officer relative to continued membership on the Board of Directors.

General Conduct and Discipline:

Members of the Board of Directors represent the GHSC. Therefore, members are always required to maintain professionalism. Members of the Board of Directors are expected to be respectful to each other, coaches, parents, and other stakeholders in all interactions when advancing the purpose of the GHSC. Any willful violation of this expectation will result in an action up to and including, dismissal from the Board of Directors. Generally, the first violation of this expectation will result in a verbal warning by the Executive Board. A second violation will result in a report on the incident at the first Board of Directors Meeting after the violation, with the member and the Board of Directors. The third violation will result in dismissal of the member. If any violation is deemed to be egregious, it can be brought to the Board of Directors immediately. All actions taken will require a majority vote of a quorum at a regularly scheduled meeting of the Board of Directors, or a meeting scheduled by the

President. For conduct issues regarding the Board President, a meeting will be scheduled by the head of the Grievance Committee.

Fee Waiver Policy:

Current Board of Directors and Coordinators in good standing may have their GHSC Fall Recreational Program registration fees of their children and the volunteer fee waived for the year in which they serve. Those Board of Directors and Coordinators who have children in the Competitive Program, will receive a discount equal to the respective age group recreational registration fee.

Sponsorship Policy:

If a current Board of Directors member in good standing, does not have any children currently playing in the club and chooses to pay their registration fee, they may pick one child to “sponsor” or provide a “scholarship” to that child. The sponsor/scholarship includes the GHSC Fall Recreational Program registration fees and volunteer fee.

Registration Policies

Registration Dates:

Recreational registration for each season will open on April 1 and close on June 6. After registration closes, the Registrar, DOC and the Age Group Coordinators for each respective age group will determine the number of teams for each age group. Once the number of teams has been determined, GHSC will reopen the age groups where additional players are needed. Any players who wish to register late for the closed age groups will be placed on a waiting list managed by the GHSC Registrar.

Competitive program registration takes place immediately after tryouts. Players offered a spot on a competitive team register at that time.

Registration Method & Completion:

Registration will be completed online. If any parent has difficulty registering a child or does not have access to a computer or smartphone, they can contact the Registrar for assistance. Registration will not be considered complete, and players will not be assigned to teams, until all payment and proper documentation has been submitted. This includes birth certificates (where required) and photographs (must be of appropriate size and clarity).

Age Limits:

Per the USSF Mandates of 2016, GHSC uses a “Birth Year Registration” policy. The equation to determine age group is as follows: current season year- birth year = age group. NOTE: The current season is classified as 2025-2026 and thus ends in 2026. Players of a certain age may “play up” upon receiving approval from the DOC, who will consult with the appropriate AGC to ensure that there is

room in the older age group. Appropriately aged players receive priority. Players may not “play down” to a younger age group. For more information on this subject, please see the “playing up” policy under “coach” information.

Dual Registration:

GHSC prohibits any of their players/coaches from simultaneously playing/coaching with another club while registered with GHSC.

Player Loans/Guest Play:

In the event of a shortage of players for a particular game, U10-U19 Recreational teams may borrow guest players from within GHSC and from the same age group. All guest players must be pre-approved by the appropriate AGC and Membership Director. Guest players will not take the place of a rostered player who is eligible to play. GHSC Competitive players may not guest play on Recreational teams. Guest players may be added to reach the total number of players on the field at one time plus 3. GHSC Competitive Program teams will follow NorCal Rules regarding guest play.

Inclusion:

GHSC follows the USSF Policy regarding inclusion. Page 52 (601-5, Section 6) in the [2024 USSF Policy Manual](#)

Refunds:

Registered recreational players may withdraw from GHSC at any point in the season; however, full refunds are only offered until August 1. From August 2 to August 17, partial refunds are available consisting of half of the amount of the player’s registration fee and the full amount of the volunteer fee. From August 18 on, there will be no refund of registration or volunteer fees (except upon completion of volunteer hours) unless by Board of Directors decision at a regularly scheduled Board of Directors meeting.

NOTE: The aforementioned dates apply to U6-U12 only. The U14-U19 season begins earlier, and as such the dates for those age groups are as follows: Full refund offered until July 1. From July 2 – July 17, partial refunds are available consisting of half of the amount of the player’s registration fee and the full amount of the volunteer fee. From July 18 on, there will be no refund of registration or volunteer fees (except upon completion of volunteer hours) unless by Board of Directors decision at a regularly scheduled Board of Directors meeting.

Registered competitive player refunds are at the discretion of the President, Director of Coaching and the Competitive Membership Director.

Financial Assistance:

Recreational Program Financial Assistance Policy

As a community-based organization and one that believes every child should have the opportunity to experience recreational soccer, GHSC established this financial assistance policy to help our community members in need. Financial assistance applications are confidential and only shared with the GHSC Financial Assistance Committee (FAC).

Financial assistance may be provided for players upon request and upon demonstration of need. Demonstration of need may be limited to receipt of public assistance. To apply for financial assistance, please fill out the GHSC Financial Assistance Request form, and provide documentation of any government assistance you may be currently receiving.

NOTE: GHSC recognizes that not all in need currently receive government assistance. Please complete the form with as much information as you can provide. Please email all paperwork to the GHSC FAC (FAC@greenhavensoccer.com).

Once your request and corresponding documents are submitted, they will be reviewed by the Chair of GHSC Financial Aid Committee (FAC). If additional information is required, a member of the FAC will contact you to discuss the extent and timing of your ability to pay all or a portion of the fees. A determination regarding your request will be made by the FAC, and you will be notified as soon as possible. GHSC will strive to have this process be quick, efficient, and sensitive.

Applications must be submitted every year and will be considered on a case-by-case situation. Families receiving financial assistance from GHSC are required to complete their volunteer hours for the club. If this obligation is not fulfilled, you will not be eligible for financial assistance in the future.

Deadline for all Recreational Program Financial Assistance Request forms is May 30 of the current calendar year. Financial assistance requests received after this date will not be processed.

Competitive Program Financial Assistance Policy (Includes Comp-Select Teams)

Per player expenses are much higher in our Competitive Program. While we remain committed to helping families in need, the financial assistance process for our competitive programs is different from our recreational programs.

Financial assistance applications are confidential and will only be shared with the GHSC Financial Assistance Committee (FAC). A new application must be submitted each season and will be considered on a case-by-case basis. The deadline for all financial assistance applications is one (1)

week following the last day of tryouts. Due to time constraints of our volunteer driven organization, financial assistance applications received after the deadline will not be considered.

To apply for financial assistance, please fill out the GHSC Financial Assistance Request form to completion, including the required fiscal documentation requested. Each applicant will be required to provide tax return forms (from each parent/guardian if filing separately) from the prior two (2) years as well as any government assistance programs you are currently enrolled in (if applicable). Once the completed form and documentation is submitted and received, the GHSC Financial Aid Committee (FAC) will review the application in a timely manner and reach out if any additional information is needed. The FAC will contact you once a determination regarding your application is made.

Families receiving financial assistance from GHSC are required to complete volunteer hours for the club. If this obligation is not fulfilled, you will not be eligible for financial assistance in the future. Please see below for more details.

GHSC offers two (2) tiers of financial assistance to families in our competitive program. Income verification is required and the income limits are listed in the chart below.

	Household Size and Income*						
Category Level	2	3	4	5	6	7	8
Tier 1	\$36,572	\$43,566	\$50,560	\$57,554	\$64,548	\$71,542	\$78,536
Tier 2	\$47,814	\$55,767	\$67,720	\$77,673	\$87,262	\$97,579	\$107,532

*Adjusted Gross Income & household size will be verified by the last two years' tax returns.

ADDITIONAL DETAILS:

Financial assistance is awarded to players solely based on financial need. Please see the income chart above for qualifying income ranges. To be eligible for financial assistance, you must commit to participate for the entire competitive season (June 2025 to May 2026). Anyone electing to leave the program early, as a result of their own choice, will have their financial assistance award revoked and

you will be responsible for paying all remaining invoices before being released.

Returning players (and siblings) must meet the following criteria to be eligible to apply for financial assistance:

- Standing: Players must be in good standing with the organization, meeting all required standards.
- Volunteer Hours: Families must have fulfilled their previous year volunteer hour requirements. Note: not applicable for the 2025-2026 season.
- Payments: All outstanding payments from the previous season must be paid in full.

[Financial assistance forms](#) and documents must be submitted via email. Contact FAC if you are having issues submitting documents electronically to make alternate arrangements.

Financial assistance recipients are required to volunteer a total of 10 hours per family with one player, plus 5 additional hours per additional player receiving financial assistance. For example, a family with 2 players receiving financial assistance must complete 15 hours total (10+5). Financial assistance awards are revocable if there is no attempt to complete the required volunteer hours, or if monthly registration fee payments become delinquent.

GHSC reserves the right to amend policies related to financial aid in a way that best helps the club fulfill its mission and goals in serving the community. Questions? Please reach out to:

FAC@greenhavensoccer.com

Volunteer Policy

Recreational Program Volunteer Policy

The Greenhaven Soccer Club is a non-profit organization which depends upon volunteers to function successfully. Thanks to those who give generously of their time, the GHSC has become one of the largest, and arguably, most successful youth sports clubs in our area.

Together with registration fees, families are required to pay a \$75 volunteer fee. **Only one fee is required per family, regardless of the number of children participating.** Families have three options regarding their volunteer fee:

Donation to the League Option:

Those families that prefer not to make a volunteer service commitment may choose to donate their volunteer fee. Donations are also a necessary part of GHSC's ability to function. Upon request to the Treasurer, a donation receipt will be provided for income tax filing purposes.

Coaching / Team Parent Option:

Volunteer to be a coach, assistant coach or team parent. Any parent or guardian who volunteers as a coach, assistant coach or team parent is eligible to receive their volunteer refund.

IMPORTANT: Three refunds are guaranteed for each team for team personnel. On a case-by-case basis, the AGC may allow for a 4th volunteer fee. For example, the head coach, assistant coach and team parent all qualify for the \$75.00 refund. If there are three coaches, there may be an opportunity to obtain a 4th refund of \$75.00. The head coach of each team will report to their Age Group Coordinator the names of the three (or four) people on his or her team that have earned the refund. For the older age groups who may not have a team parent, the head coach can designate another deserving person to earn the third refund, such as a second assistant coach. THERE WILL BE NO EXCEPTIONS TO THE THREE REFUND PER TEAM FOR TEAM PERSONNEL POLICY UNLESS APPROVED BY THE AGC.

Volunteer Option:

Anyone over the age of 16, may volunteer for one of the various volunteer activities that are available throughout the year. The entire \$75 volunteer fee can be earned back by completing one GHSC **approved** volunteer activity. Examples of activities include helping at: equipment distribution, picture day, equipment returns, or other community efforts.

All shifts are available for sign-up through the link provided by the volunteer coordinator at www.signupschedule.com/ghscvolunteers which is linked on the GHSC webpage. All shifts are provided on first-come, first-served basis. **No volunteer sign-up will occur at the event.** Activity specific instructions including check-in time, location, the name and contact of designated event coordinator, and attire suggestions will be provided in the email from the coordinator.

All volunteers are required to sign in and out with the event coordinator. A list from the activity sign-in will be provided to the event coordinator on the day of the event. If a volunteer's name does not appear on the list, the volunteer will not receive credit and no refund will be sent...

If you sign up for a shift and are unable to make it, you **MUST** contact the volunteer coordinator or the event coordinator via email prior to the event. If you do not cancel with sufficient notice (2 days prior to event) or do not show up to the event you will forfeit your refund for the year. GHSC has a limited number of shifts for its families and when volunteers fail to show up for a shift, they not only disrupt the event, but they take away the opportunity of other families to participate in the volunteer/refund option.

PLEASE NOTE: Refunds will be issued if GHSC must cancel the event or notifies the volunteer they are not needed for an event.

Once the event concludes the event coordinator will notify the volunteer coordinator of attendance. A refund back to the credit card used for registration will be issued to the GHSC family. Refunds will be issued as soon as administratively possible after the event.

All refunds related to a GHSC team (coaches, assistant coaches, team parent, etc.) will be collected by the AGs from coaches mid-season. These refunds will not be processed until the entire division's

refunds have been obtained. The refunds will be issued to the credit card used for registration as soon as administratively possible.

Note: If a family does not have access to the card on file, a request can be made to instead issue a check to the address on file.

Competitive Program Volunteer Policy

GHSC is a volunteer driven organization. In order to keep the quality of our Club's services high, all GHSC Competitive Program Families are expected to volunteer at least 5 hours at a GHSC approved volunteer activity or event. The 5 hours is per family, not per player. Hours will be tracked by the GHSC Competitive Membership Director. Families who do not fulfill their volunteer hours by March 1 will be required to pay a \$150 volunteer fee. Volunteer fees will be invoiced in March.

Playing the Game

Code of Conduct:

The GHSC requires parents/guardians to sign a code of conduct to help insure a fun, safe, and respectful soccer environment for everyone. Coaches must sign a similar agreement. GHSC asks that you also help the coach by monitoring the sideline and doing your best to keep the atmosphere positive for the players. Remember, the behavior of our parents, spectators, players, and coaches are a reflection of our club. We expect everyone involved with the GHSC to hold themselves to the highest standards of sportsmanship.

Sportsmanship Rule:

Please note that this rule applies to U8 – U19 Recreational teams within GHSC, CSA and Super Rec. These rules have also been adopted by our partner clubs/leagues in Capital Soccer Alliance (CSA) for U10-U12 and NorCal Super Rec for U14-U19. **NOTE:** this rule does not apply to Competitive teams playing in the NorCal Premier League.

GHSC and their playing partners understand that it is important to maintain good sportsmanship during games that turn out to be lopsided. Despite our effort to seed teams fairly in appropriate divisions, there are always instances where one team is far superior to another. Despite the valuable life lessons inherent in losing, and losing gracefully, there is a difference between losing a close fought contest and being blown out by a far better team. In the latter types of losses, the hurt feelings tend to hinder the ability to absorb the life lessons involved in losing.

U8 Sportsmanship Rule: U8 games are cooperative, not competitive. Despite not formally keeping score, players are aware when their opponent is dominating the game by scoring many more goals than their team. In order to promote the cooperative nature of the U8 program, as well as to keep the game fun for all, the acceptable goal differential is eight (8) on any one field, and twelve (12) for both fields combined.

U10-U19 Sportsmanship Rule: In order to promote respect and good sportsmanship, as well as to keep the atmosphere fun and friendly, GHSC's and our playing partners' acceptable winning margin is a goal differential of six (6). Teams that exceed that goal differential or more will get a warning from their AGC, and/or club manager. In addition, upon a second offense in the same half of the season by a U10-U19 team, the GHSC coach whose team violated this rule will be suspended for one game.

All games that exceed the accepted goal differential will be reported to the appropriate club president for referral to their Grievance or PAD Committee. Repeated infractions may lead to further disciplinary measures.

In addition, upon a second offense in the same half, the GHSC coach whose team violated this rule will be suspended for one game.

Rescheduling of Games:

GHSC mandates that recreational coaches may not reschedule games for any reason other than the game conflicting with the taking of the SATs by a majority of the roster. Rescheduling a game has a domino effect that impacts not just the visiting team, but also the referees and field personnel. Even games canceled due to weather or air quality will not be able to be rescheduled due to timing within the season. GHSC makes every effort to give all teams 10 games but makes no guarantee.

If a coach cannot attend a scheduled game, his or her approved assistant coach may step in and coach. If the assistant coach or another parent is not available, the head coach is to contact their Age Group Coordinator so that a replacement coach can be found. Any approved GHSC coach may coach any team within GHSC.

GHSC Competitive teams may reschedule games at the discretion of the Program Directors.

50% Playing Time:

GHSC follows Recreational guidelines in expecting that every player on the team will play at least 50% of every game. When circumstances such as injury, lack of stamina, or lack of substitution opportunities prevent the coach from playing everyone 50% of the game, the coach will make every effort to make up the lost time in the next game. **NOTE:** this rule does not apply to GHSC Competitive teams.

Game Time Periods:

The times for games will be as follows:

U6: four (4) eight (8) minute quarters with a three (3) minute rest period between each quarter.

U8: four (4) eight (8) minute quarters with a five (5) minute rest period between each quarter.

U10: two (2) twenty-five (25) minute halves with a ten (10) minute rest period between halves.

U12: two (2) thirty (30) minute halves with a ten (10) minute rest period between halves.

U14: two (2) thirty-five (35) minute halves with a ten (10) rest period between halves.

U16: two (2) forty (40) minute halves with a ten (10) minute rest period between halves.

U19: two (2) forty-five (45) minute halves with a ten (10) minute rest period between halves.
Competitive Games: playing time is determined at the coach's discretion.

Regulation Number of Players on the Field per Age Group:

U6 – three (3) vs. three (3) on two (2) adjacent fields.

U8 – four (4) vs. four (4) on two (2) adjacent fields.

U10 – seven (7) vs. seven (7)

U12 – nine (9) vs. nine (9)

U14 – eleven (11) vs. eleven (11)

U16 – eleven (11) vs. eleven (11)

U19 – eleven (11) vs. eleven (11)

Minimum Players per Team In Order to Begin the Game:

To begin a regulation game:

U6 will play with a minimum of three (3) players. Reduce the number of active fields or borrow from the other team if there are players missing.

U8 will play with a minimum of four (4) players. Play on one field if necessary and borrow from the other team.

U10 will play with a minimum of five (5) players.

U12 will play with a minimum of six (6) players.

U14-U19 will play with a minimum of seven (7) players.

Game Protests:

GHSC follows the guidelines of the respective playing league (CSA for U10-12 and NorCal Super Rec for U14-U19, and NorCal Premier for Competitive) regarding game protests. Please see the respective league rules for details on protests.

All teams *must* notify the appropriate league PAD Committee Chairperson and the GHSC President when any game is being protested. It is also advisable to report any protest to the appropriate AGC. Protests or official complaints of League rules violations during divisional or tournament games must be filed with that tournament's PAD Committee.

All protests must comply with the following rules:

- The Coach of the opposing team must be notified by the protester before leaving the field of play. If a Referee's ruling is being protested, the Referee must be notified at the end of the game.
- Referee decisions that are purely judgment calls shall not be protested.
- All protests must be telephoned within forty-eight (48) hours to the PAD Committee Chairperson, and written notification (email is allowed) postmarked or time stamped within the same forty-eight (48) hours of the incident being protested.
- A fee of \$100 must accompany any protest to the PAD Committee. This will be returned if the protest is upheld by the PAD Committee, or if the decision is over-turned by a higher authority.

- The PAD Committee shall schedule weekly meetings via conference call during the playing season.
- The PAD Committee shall hear or consider every matter submitted at its next scheduled meeting.

If a team has lost or tied a scheduled game, that team may not win that game by protest. If a team which has lost or tied a scheduled game is awarded a favorable protest, that game will be rescheduled and replayed.

Field Closures for Rain:

During rainy weather, coaches need to check the City of Sacramento Fields Status Line at **916-808-2336**. The phone lines are available 24 hours a day, 7 days a week.

The status line is typically updated by 7:30am on Saturday/Sunday and 1:30 pm on weekdays. However, on occasion the status line is updated later. Coaches should call the line at least one hour before game time. If the fields are noted to be closed, Greenhaven Soccer Club home games and practices will be canceled that entire day. Due to our permit agreements with the city, we must abide by their decision. Any coach who fails to abide by the City's decision will be subject to disciplinary action.

For away games, head coaches are responsible for contacting the opposing coach or club to see if the game is canceled or not.

Spectator Line:

In addition to standardized markings for soccer fields, and in the interest of player safety, all fields will be requested to mark a spectator and coach line on each side of the field. The spectator line should be twelve (12) feet (four large steps) from the touch line and run from penalty area to penalty area. If there is not a line, the referee will be responsible for moving all spectators back at least twelve (12) feet from the touch line. GHSC asks that their coaches assist the referees in keeping their spectators back the required distance from the touch line.

Competitive Program:

The Greenhaven Soccer Club (GHSC) Competitive Program is a program for players with the talent and desire to improve their soccer skills. Players in our competitive program will have the opportunity for more and higher-level games, tournament play and multiple seasons if desired (Fall, Winter, Spring).

Playing League:

GHSC Competitive Teams will participate in the NorCal Premier League, NorCal Premier State Cup and other tournaments.

Program Oversight

The program is directed and managed by the GHSC Director of Coaching, and overseen by the GHSC Board of Directors. The DOC is responsible for creating and supervising a program wide curriculum, as

well as an on-field plan/structure.

Coaching Staff

Head and assistant coaches for competitive teams will be selected and supervised by the DOC. The DOC may also be a head coach. Minimum requirements for a head coach are a USSF D License and experience in coaching competitive soccer. Coaches may not coach simultaneously in two different clubs. Head coaches will be paid a stipend consisting of a predetermined percentage of the competitive player registration fees. Coaches with entry level US On-field Grassroots licenses may be used as assistant coaches. Assistant coaches will not be paid a stipend.

Head coaches will develop individual player development plans and conduct written assessments pre and post season for each player.

Team Formation

Teams will be formed via tryouts, with the try out format determined and implemented by the DOC, with assistance from the head coaching staff. Players will be selected by the head coaching staff based on potential to improve, talent and enthusiasm to play. If the head coaching staff determines that there are not enough quality players to form a team, then the team will not be formed.

Growth

Competitive Program expansion/growth will be recommended year to year by the DOC and is subject to approval by the GHSC Board of Directors.

The following metrics of success must be achieved before expansion/growth will be approved: ability to retain quality players, the ability to attract quality players, player proficiency in the program areas of emphasis: the technical skills and tactical focus points for their current and previous age groups, ability to attract or develop quality coaches willing to meet our requirements and expectations and an overall positive result from the parent/player satisfaction survey.

Fees

Yearly registration fees will be recommended by the DOC and are subject to approval from the GHSC Board of Directors.

Competitive-Select Program:

In 2024 our Competitive Program expanded to include Competitive-Select. This is a program for our older (birth year 2013 and older) players with the talent and desire to improve their soccer skills. While the typical season runs from June-December, players in our Competitive-Select Program will have the opportunity for more games, tournament play and multiple seasons if desired. Additional training is offered in the Spring, with the option of playing in the NorCal Premier Spring League. Tournament play will be determined by team participation and interest.

Playing League:

GHSC Competitive-Select teams will play in the NorCal Premier Soccer Competitive Playing League alongside other competitive clubs in the region.

Program Oversight

The program is directed and managed by the GHSC Director of Coaching and overseen by the GHSC Board of Directors. The DOC is responsible for creating and supervising a program wide curriculum, as well as an on-field plan/structure.

Coaching Staff

Head and assistant coaches for competitive -select teams are volunteers and will be selected and supervised by the DOC. The DOC may also be a head coach. Minimum requirements for a head coach are a USSF Grassroots License and experience in coaching youth soccer. Coaches may not coach simultaneously in two clubs.

Team Formation

Teams will be formed via tryouts, with the try out format determined and implemented by the DOC, with assistance from the head coaching staff. Players will be selected by the head coaching staff based on potential to improve, talent and enthusiasm to play. If the head coaching staff determines that there are not enough quality players to form a team, then the team will not be formed.

Growth

Competitive-Select Program expansion/growth will be recommended year to year by the DOC and is subject to approval by the GHSC Board of Directors.

The following metrics of success must be achieved before expansion/growth will be approved: ability to retain quality players, the ability to attract quality players, player proficiency in the program areas of emphasis: the technical skills and tactical focus points for their current and previous age groups, ability to attract or develop quality coaches willing to meet our requirements and expectations and an overall positive result from the parent/player satisfaction survey.

Fees

Yearly registration fees will be recommended by the DOC and are subject to approval from the GHSC Board of Directors.

Uniform Policy

All GHSC teams must wear their full GHSC uniform (including socks) to all games. GHSC must submit a photo of our official uniform to our league partners for approval. This ensures that no two clubs' colors or uniform style are too similar and that all numbers are easily visible. The GHSC uniform jersey may not be altered in any way, other than adding the player's name to the back.

GHSC's official club colors are green, gold, and black. Failure to wear the full GHSC uniform to a match may result in a forfeit.

U6 teams may create an alternate jersey for their games as they play in-house only against other GHSC teams.

Certain U8-U19 recreational tournaments and regular season games between two GHSC teams do allow for alternate uniforms. An alternate uniform must have the GHSC Logo prominently displayed and must be pre-approved by the GHSC Board of Directors. U8-U19 alternate jerseys may **not** include a sponsor logo per our governing body US Club Soccer.

If a team wishes to have special practice jerseys made, they may do so. U6 team practice jerseys may have a sponsor logo. U8-U19 team practice jerseys may **NOT** have a sponsor logo.

During cold weather, any base layer or jacket must be worn under the approved GHSC uniform. The complete jersey must be visible. Gloves and stocking caps may be worn. No baseball style hats or earmuffs containing plastic.

Parent Responsibilities (uniforms):

- At registration, parents of U8 through U19 recreational players are responsible for purchasing the official GHSC uniform kit, consisting of a jersey, shorts and socks. Parents should carefully choose sizes. Exchanges are not feasible.
- Tots and U6 players are provided a program shirt. The cost of the shirt is included in the registration fees and is the players to keep. Tots and U6 parents are responsible for the purchase of shorts and socks.
- The uniforms are delivered to the club and will be distributed to coaches by the GHSC Equipment Coordinator.
- The U8-U19 uniforms purchased at registration may be worn in subsequent years, unless updated in the future.
- Parents of competitive players purchase uniforms and training gear via a separate portal.

Coach Responsibilities (uniforms and equipment):

- Coaches are responsible to obtain the uniforms for their team from the GHSC Equipment Coordinator on the scheduled dates for uniform/equipment pickup and distribute them to their team members.
- GHSC loans every head coach at least 10 practice balls and 2 new game balls, cones, pinnies and a set of puggs to be used throughout the season. As collateral for the loan of the equipment, the head coach is required to give the equipment coordinator a post-dated check (dated January 15 of the following year) made payable to GHSC in the amount of \$100.00.
- Coaches are responsible to return all equipment at the scheduled equipment return dates.

- Coaches will make all reasonable and diligent efforts to return all the equipment in good condition. Any lost or unreasonably damaged balls, cones, pinnies or puggs may result in the \$100 check being cashed and used to purchase replacement equipment.

Heading the Ball

There is to be no heading in practices or games involving recreational players in the U12 age group and younger, and competitive players in the U11 age group and younger. GHSC strongly discourages heading in the U14 recreational age group. Competitive players in the U12/U13 age groups may head the ball on a limited basis. See the [Concussions and Head Injuries](#) section on the US Club Soccer website. During U8-U12 recreational games, if the game monitor or referee determines that the player intentionally headed the ball, the opposing team is given a direct free kick. If a player heads the ball in practice, the coach is to remind that player that heading is not allowed. If the player heads the ball a second time in practice, that player is to be pulled from the practice for the remainder of the session.

It is our hope that the coaches within GHSC will educate themselves by reading the growing body of articles that outline the ramifications of heading the ball at a young age.

Eliminating heading before high school provides a tremendous opportunity to both reduce brain injury and improve soccer skill development. Governing bodies in other sports, such as USA Hockey and US Lacrosse, have adapted their rules to reduce exposure to brain trauma in younger athletes. The following evidence taken from the website of the Sports Legacy Institute (see link below) helped guide this decision:

1. **Heading can cause concussions.** At least 30% of concussions in soccer are caused by heading the ball or by attempting to head the ball and colliding with a player, object, or the ground.
2. **Even if a player doesn't receive a concussion, sub-concussive brain trauma can still occur.** Studies have shown that, even without sustaining a concussion, measurable brain abnormalities are detectable on advanced brain imaging associated with how often a player heads the ball.
3. **Concussions and sub-concussive brain trauma is especially risky for middle school aged children.** During the middle school years, children undergo critical periods of brain development.
4. **Younger children are less able to absorb impacts due to weak neck musculature.**
5. **Younger children less able to recognize when they have a concussion.** If concussions aren't reported, they can't be properly managed.
6. **Eliminating heading may also help players develop important foot skills early on.** Olympic and World Cup champion Cindy Parlow Cone believes that "with good coaching, heading skills can be learned during the high school years. Up until the high school age, the focus should be on coordination, technical skills, and spatial awareness. Delaying headers, while still preparing players by teaching jumping, landing and neck strengthening not only will help make the sport safer but also is developmentally appropriate."

GHSC recommends to all our members that they read more on the topic:
<https://concussionfoundation.org/cte-resources/subconcussive-impacts>

Coaching Policy

Requirements:

All coaches who wish to coach in the GHSC must meet the following requirements:

1. Be 18 years of age or older.
2. Be willing and able to attend coaching clinics sponsored by GHSC and/or US Club.
3. Be committed to providing a safe and fun learning environment for the players.
4. Ensure that either he or she, the team's assistant coach, or a team representative attend the mandatory coaching meeting(s).
5. Pass a Live Scan (mandated by AB506) and pass all US Club staff requirements.
6. Not be a coach in any other soccer club. This is a conflict of interest.
7. Submit a picture for your coaching pass if passes are utilized. Pictures must be a head shot with no hats or sunglasses.
8. Sign and abide by the Coach Code of Conduct and have a parent/guardian sign the Parent/Player Code of Conduct.
9. Understand that all coaches are ultimately responsible for the conduct of their team's sideline during a game. Every coach should talk about proper sideline etiquette at their first team meeting, and have every parent and player sign the Code of Conduct. Coaches will carry the signed Code of Conduct forms in a binder to all practices and games and use it as a reminder warning to those parents who display inappropriate behavior.

Coach Registration

GHSC follows [US Club policy](#) regarding team coach and staff registration procedure and requirements. Pursuant to CA AB 506, all team coaches and staff must pass a Live Scan specific to GHSC. See the Coach Registration page on the GHSC website for details.

GHSC follows California Department of Justice (DOJ) policies and procedures regarding access to Criminal Offender Record Information (CORI). See CA DOJ Information Bulletins 19-04-CJIS and 20-05-CJIS.

GHSC has appointed a Custodian of Records who has undergone specific training and successfully passed a certification exam by the California Justice Information Services (CJIS).

No paper or electronic copies of CORI are kept by GHSC. All CORI data is accessed by the Custodian of Records via the secure Applicant Agency Justice Connection (AAJC).

Coach Health and Safety Training:

US Club has requirements for coach training in terms of recognizing and dealing with injuries, including concussions. GHSC follows US Club Policy. All Tots-U19 teams are in US Club. Please refer to the Coach Registration page on the GHSC website for further details and instructions regarding coach registration.

Reporting Suspected Child Abuse

GHSC follows [US Club policy](#) regarding mandated reporting of suspected child abuse.

Code of Conduct:

The GHSC is fully committed to providing a safe environment for participants, officials and spectators. As such, the GHSC has zero tolerance for violent, threatening, or abusive behavior by any player, coach, parent, spectator, volunteer, or official. Any level of abusive or threatening behavior by any of the above-named persons may be penalized by suspension or expulsion from GHSC.

Dominant Recreational Teams:

GHSC promotes the values of recreational soccer, and the club has a strong interest in ensuring parity among its teams. In some cases, teams that begin in their current age group progress beyond the level of competition in that age group. As a result, the players are not being challenged and thus require stronger competition to continue learning and growing on the field.

Determining when a GHSC team has progressed beyond its current age group level is not a clear-cut decision, but strong indicators include a team winning all or nearly all of its matches in the top division of its age group, a team winning the majority of its games by large margins, or a team regularly having to play down to its competition to avoid running up the score.

In those cases (considering the criteria for dominance listed above) the team may be allowed to move up an age group at the bye week of the current season. In order for a team to be allowed to move up mid-season, the DOC, AGC, coach and the majority of parents must agree to the team moving up. Any players whose parents do not want them moving up will be placed on other teams. If there are not enough players to keep a team viable, the team may not move up.

Coach Selection (Recreational Program)

1. The following information is used to help GHSC select coaches. These requirements are also used if more than one coach wants to coach a team or if there are too many coaches for the number of teams in an age group. Coach selection will be the primary responsibility of the AGC, with input and final approval by the Membership Director, Recreational Coach Coordinator and DOC.
 - A. Is the individual licensed as a coach? If so, what level?
 - B. Does the individual have a referee license?
 - C. Has the individual coached in GHSC or another club before?
 - D. Does the individual have any soccer playing experience?
 - E. Has the individual received red cards or code of conduct issues in the past?
 - F. How many players are returning to the team?
 - G. Does the individual have a history of quitting mid-season?

* Coaches that have been expelled from the club indefinitely may not return to coach.
2. Based on the number of players in the age group, the AGC, Membership Director, Rec Coach Coordinator and the DOC will determine how many coaches are needed.

If there are too many coaches for the number of teams, GHSC will accept returning coaches first as long as there were no problems in the prior season (e.g., but not limited to, red cards, code of conduct issues, failure to complete coaching responsibilities during the season, etc.). If there were issues, the Membership Director, Rec Coach Coordinator and the DOC will review the case and decide if the coach will be allowed to return.

If coaches do not have enough players to fill out the team, some teams may have to blend. If the coaches of the blending teams cannot agree on who will be the head coach, the Membership Director and the AGC will make the decision based on the information in section 1.

If there are not enough coaches in an age group, the AGC will work with the Membership Director and Rec Coach Coordinator to recruit coaches.

The GHSC is committed to ensuring the most positive playing experience for each of our players. The application to coach does not ensure that the individual will be selected to coach a team. The GHSC reserves the right to deny individuals the opportunity to coach.

Playing Up in an Older Age Group:

1. For the current season, all players **EXCEPT** those in U6 and U7 (see section 4 below) may request to be allowed to play up. Requests shall be presented to the appropriate AGC prior to team formation. The AGC will discuss the request with the coach, Membership Director, Rec Coach Coordinator and the DOC, and then render a decision. GHSC will make every effort to not bump out an age-appropriate player in favor of a player who is requesting to play up.
2. Situations when playing up might be allowed:
 - A. Grandfather Rule – a player wanting to continue with the team from the prior year.
 - B. Sibling Preference – siblings wanting to be on the same team.
 - C. Grade Level – players who want to play with a team consisting of players at the same grade level.
3. U7 players are strongly discouraged from playing up to U9. Parents who believe that their children are physically and emotionally ready for the challenge may petition for permission to play up.

Playing Down in a Younger Age Group:

1. Our governing body, US Club, does not allow a child to play below his or her age group due to small stature or lack of experience. On very rare occasions, an approval for a child to “play down” can be granted due to a medical condition. Proper documentation from a licensed physician and a majority vote by the US Club board of managers is required.

Team Selection (Recreational):

1. The AGC will determine the maximum roster size per team based on the number of registered players in their age group.

2. Listed below are the maximum roster sizes per team for each age group pursuant to GHSC and US Club. Also listed below are the maximum numbers of players on the field at any one time per age group.

U6 – 14 players	3 vs. 3 on 2 small, adjacent fields.
U8 – 15 players	4 vs. 4 on 2 small, adjacent fields.
U10 – 13 players	7 vs. 7 on the field
U12 – 15 players	9 vs. 9 on the field
U14 – 18 players	11 vs. 11 on the field
U16 – 26 players	11 vs. 11 on the field
U19 – 26 players	11 vs. 11 on the field

3. Children of coaches and up to two assistant coaches are placed on the team they are coaching.

Returning players are players who wish to return to the same team or coach as the prior year. Coaches must take all returning players; if a coach refuses one returning player, then all returning players (except the children of the coach and assistant coach) will be placed in the open player pool. **NOTE:** the exception to this is teams that are moving up to U7 from U6. U6 teams are co-ed, and U8 and above are single gender. Coaches that move up from U6 start fresh with a new team and are not subject to the returning player requirement. Coach and friend requests will be considered but are not guaranteed.

Requesting players are players that want to play for a coach or with friends on a team. GHSC will **try** to honor all coach and player requests, but due to the size of the club, this cannot be guaranteed. A coach does not have to take a requesting player.

Open players are players that do not have a team or a coach preference; those players are assigned to teams by GHSC. Once all players are selected, the teams are considered formed.

Late registered players will be put onto teams with the fewest players until all teams have the same number of players. Please note that late registering players' coach and/or friend requests cannot be guaranteed. The priority is ensuring that all teams have a similar number of players. Once all teams have the same number of players, players will be added until each team reaches the maximum roster limit. Players registered after teams have been formed will be placed on a waiting list and added to teams with openings in the order in which they registered.

All teams will carry equal roster sizes as is reasonably possible. Once rosters have been set, changes will not be allowed unless there was an error committed by GHSC. Failure to indicate player status, friend requests or other preferences at registration does not qualify.

Team Formation (Recreational):

1. Team formation begins at the close of registration, and is under the purview of the appropriate AGC , Membership Director, Rec Coach Coordinator and the DOC.
2. Transfers: GHSC will NOT transfer players from one team to another once team formation is completed..
3. The one exception to the above rule regarding transfers occurs if the AGC made a mistake in their pre-team formation organization. In that case, the DOC will review the situation and make a decision. There will be a seven (7)-day window from the date of the draft to make the correction if warranted.
4. GHSC will try to honor all coach and friend requests but **cannot** guarantee them.
5. Once coaches are chosen, team formation will begin through the assigning process. AGCs should make all reasonable efforts to recruit coaches prior to team assignments which include but are not limited to email inquiries, word of mouth, registered coach suggestions, and phone inquiries. Children of coaches and up to two assistant coaches are placed to the team they are coaching. Coaches may supply their previous roster to the corresponding AGC to ensure returning players are placed on their team unless otherwise indicated during registration (player indicates they do not want to return to their previous team). In the event there are more requests to a team than the roster may support, the AGC will contact the involved coach and inquire which of the requests will be honored. The coach has no more than five (5) days to make the selections and make them known to the AGC. The corresponding AGC will use age of the players as the primary determining factor for team placement among players from the open player pool. Where a coach has not been identified prior to team formation, the AGC will assign open players and honor friend requests where possible to a team after roster thresholds have been met for the division. A coach from the rostered team should be identified by contacting the impacted player families directly. The following priority system will be applied with the only protected placements on teams being the returning players and coach's children.
 - A. GHSC strongly encourages placement of players of the same age in order to establish age-pure teams. One benefit of age purity is that all the players can move up through the age groups together as a team.
 - B. GHSC prohibits recruitment of players from other teams within GHSC and from any of our US Club sister clubs. Coaches found to be recruiting will be asked to appear before the GHSC Board of Directors and be subject to disciplinary action.

Practice Policy

Recreational Program practices shall begin no earlier than six weeks before the start of the regular season. Each season, the start date will be set by the GHSC Board of Directors and communicated to the coaches.

Unless otherwise notified, each recreational team shall practice no more than two times a week. Practice length shall be determined by the coach, but the player's age will be considered in this determination. For example, U8 teams are encouraged to practice for no more than an hour per session.

GHSC limits recreational practices to two (2) days a week because of limits in field availability and to keep the cost of permits down.

Guest player at practices: Guest players are subject to the approval of the AGC, Membership Director and Rec Coach Coordinator. The coach requesting a guest player must reach out to the AGC prior to the guest taking part.

Guest helpers at practice; guest helpers are subject to the approval of the Membership Director and Rec Coach Coordinator. The coach requesting a guest helper must reach out to the Membership Director prior to the guest taking part.

GHSC recreational players may not practice with competitive teams outside of GHSC. GHSC recreational players may be invited to practice with a GHSC competitive team, but those players must still attend their recreational team's practices.

GHSC teams may schedule a scrimmage with another club, but must have approval of the appropriate GHSC AGC, as well as both club's President or DOC, and may not bump another GHSC team off their practice field in order to scrimmage. The number of allowable scrimmages with a different club is at the discretion of the appropriate GHSC AGC, President or DOC.

The President, in conjunction with the Vice President and DOC, has the right to cancel practice in instances of extreme weather/air quality etc. This decision is binding despite what any government air quality indicator or thermometer says at the time of practice. Failure by any coach/team to abide by this decision may result in disciplinary measures, including suspension.

Grievance Policy

The purpose of the GHSC grievance procedure is to provide fair and uniform standards for filing and responding to complaints pertaining to any GHSC member involved in a GHSC sanctioned activity. The procedure applies only to the conduct of GHSC personnel and does not replace the US Club Protest and Discipline (PAD) review process.

The GHSC grievance procedures do not involve legal counsel or formal mediation. The procedure strongly recommends that all reasonable efforts be made by coaches, parents, and community members to resolve grievances informally, but also provides a formal procedure for situations in which this cannot be done.

Player safety is a priority. Complaints involving allegations of abuse or other potential criminal offenses will be reported to law enforcement officials immediately.

Informal Resolution:

The GHSC encourages the informal resolution of disputes through regular and forthright communication. Issues, problems, or complaints should be brought to the attention of the team coaches and/or the AGC of the division as soon as they arise, so that they can be discussed and mediated with the objective of timely and satisfactory resolution for the parties involved.

In situations where it may be inappropriate to contact the coach and/or AGC (e.g., the dispute involves or poses a potential conflict of interest for the coach and AGC), the complainant may directly contact the GHSC Vice President. The VP will, in turn, submit a written complaint from the complainant to the Grievance Committee for review as provided below.

Formal Grievance Procedure:

If informal resolution with the team's coaches and/or AGC of the division is inappropriate or does not result in a satisfactory resolution for the parties involved, the matter will be referred to and reviewed by the GHSC Grievance Committee. The following procedures apply to the Grievance Committee:

- (A) The Grievance Committee will be established by the GHSC President and be composed of at least three (3) GHSC members of the Board of Directors, including at least one VP (on a rotating basis). The President will not be a member of this committee.
- (B) The Grievance Committee will not consider anonymous complaints. However, the Grievance Committee will do its best to respect the confidentiality of all parties.
- (C) The complainant shall prepare a formal, written (email preferred) complaint and provide a detailed description of the issue to the AGC of the division, except as provided above.
- (D) The AGC shall submit the complaint as timely as possible to the Chair of the Grievance Committee for review and final decision on the matter. Every attempt will be made to forward the complaint to the Chair of the Grievance Committee within two (2) days of receipt of the written complaint.
- (E) Complaints involving a referee should be filed with the GHSC Referee Coordinator, preferably in email form, and within 48 hours of the game in question.
- (F) The Grievance Committee will review the complaint and decide as a group on an appropriate course of action. Possible actions may include addressing the complaint with an individual, calling a meeting with the involved parties and recommending corrective actions that may range from training to suspension or expulsion from the GHSC, or recommendation to the Board of Directors for a partial or full refund including the volunteer fee.
- (G) The determination of the Grievance Committee shall be written, with a copy held by the GHSC Secretary and a copy provided to the GHSC President (for informational purposes only). Every attempt shall be made by the Grievance Committee to render a decision on the matter within seven (7) days of receipt of the complainant's written complaint.
- (H) Any decision made by the Grievance Committee is final and binding. Appeals of the Grievance Committee decisions will only be considered with significant new factual information i.e., video, photos, recordings etc. Appeals with significant new factual information can be forwarded with a written request to the club President and/or the Grievance Committee Chairperson. No other appeals shall be considered.

Code of Conduct:

The GHSC is fully committed to providing a safe environment for participants, officials, and spectators. As such, the GHSC has zero tolerance for violent, threatening, or abusive behavior by any player, coach, parent, spectator, volunteer, or official. Any level of abusive or threatening behavior by any of the above-named persons may be penalized by suspension or expulsion from the GHSC.

Referees

Referees for GHSC home games are assigned by the GHSC Referee Coordinator. GHSC has no control or jurisdiction regarding referees used in away games.

Evaluation Process:

All GHSC coaches are strongly encouraged to evaluate the referees after each game. This is the best way for GHSC to provide feedback to referees and improve the overall quality of officiating. This is especially important if a coach, or even a parent, has praise or a concern about a referee's conduct. The GHSC Referee Evaluation Forms can be found on the GHSC Forms page on our website. Please click under the heading "Coaches" and scroll down to the appropriate page titled "Forms." Copies of these forms are also found at the end of this manual.

For GHSC home game referees, all evaluations must be sent to the GHSC Referee Assignor. He or she addresses any issues raised with the referee in question. At the next meeting of the GHSC Board of Directors following the receipt of the evaluation, the Referee Assignor will give a report on any, and all evaluations received, as well as any action taken.

Referee System:

The U10 age groups utilize a one-referee system with a mentor. The U12 and above age groups utilize three referees. For home games, GHSC makes every effort to assign the desired number of referees to each game. Moreover, every effort is made to utilize veteran referees for the older age groups and to pair a newer referee with a veteran referee for the younger age groups. However, there is an increasing shortage of referees in the greater Sacramento area. Therefore, in some cases GHSC has no choice but to assign fewer than the desired number of referees to the games.

Referee Payment:

For U10-U19 games, referees will be paid via an on-line system approved by the Board of Directors.

Fundraising/Donations

The GHSC is organized and recognized as a nonprofit organization under Section 501(c)(3) of the IRS tax code, however not all funds may qualify as a tax-deductible donation, and it is important to not make any claims about such until approval is received from your tax advisor.

GHSC will not accept donations that (a) would result in GHSC violating its corporate charter, (b) would result in GHSC losing its status as an IRC § 501(c)(3) not-for-profit organization, (c) are too difficult or too expensive to administer in relation to their value, (d) would result in any unacceptable consequences for GHSC, or (e) are for purposes outside GHSC's mission. Decisions on the restrictive nature of a donation, and its acceptance or refusal, shall be made by the GHSC President, in consultation with the GHSC Board of Directors.

GHSC teams are allowed to organize, manage and accept donations from their team families for end of season parties, trophies or other swag for players and coach thank you gifts. This action does not require Board of Directors approval.

Individual teams may accept a donation from a business to purchase items such as pop up tents, benches, etc. GHSC must approve the items to be purchases using the donated funds. Any funds given to a team as a simple monetary donation must be accompanied by a completed GHSC Donation Form at the time submitted to GHSC for processing. Donation checks should be made out to GHSC. The GHSC will issue a receipt for tax purposes to the donor. Upon purchase of items for the team, a receipt for said items must be issued to the GHSC Treasurer. The GHSC Treasurer will issue a reimbursement check to the individual who made the purchase. NOTE: amount of reimbursement may not exceed the amount of the donation. Any leftover funds will be retained by GHSC and placed in the general fund.

Fundraisers, or events where donations are solicited from the entire GHSC membership and surrounding community will only be organized by the GHSC Board of Directors. Funds raised at these events will be used to benefit the entire Club. Due to higher costs associated with our Competitive Program, that program may hold one fundraiser in the Spring of each calendar year where funds raised will be earmarked for the Competitive Program. The GHSC Board of Directors must approve the type of fundraiser, as well as how the money will be used. All funds will be deposited with GHSC and GHSC will disperse the funds as agreed upon.

GHSC Parent/Player Code of Conduct

The Greenhaven Soccer Club requires parents/guardians to sign a code of conduct to help insure a fun, safe, and respectful soccer environment for everyone. Coaches sign a similar agreement. GHSC asks that you also help the coach by monitoring the sideline and doing your best to keep the atmosphere positive for the players. Remember, the behavior of our parents, spectators, players, and coaches is a reflection of our club. We expect everyone involved with the Greenhaven Soccer Club to hold themselves to the highest standards of sportsmanship.

A parent/guardian, along with the player, must sign the following agreement before the player will be allowed to practice or play in a game.

As a parent/spectator:

1. I recognize that the GHSC has a zero-tolerance policy for any violent, abusive, and threatening behavior exhibited by any parent, player, coach, or spectator.
2. I will demonstrate respect for all players, parents, coaches, and referees.
3. I acknowledge that I am a role model and will demonstrate appropriate conflict resolution techniques.
4. I will respect the judgment and strategy of the coach. If I have a concern or question, I will approach the coach in a respectful manner after the game. I will not “coach” from the sideline
5. I will not criticize or question the performance of the referees. If I have a concern about how the game was officiated, I will follow the proper protocol to file a complaint.
6. I will not engage in any verbal or physical altercation with an opposing player, parent, or spectator.
7. I recognize that a successful outcome of the games is not solely based on the final score.
8. I will offer support and encouragement to all players.

I understand that failure to adhere to this code of conduct may result in the suspension or expulsion of me and/or my child from the Greenhaven Soccer Club.

Parent/Guardian _____
Print Name Signature

As a player:

1. I will refrain from using foul or abusive language during practice and games.
2. I will show respect to my coaches, teammates, and referees.
3. I will show respect to the opposing team, their coaches, and their spectators.
4. I will not engage in any verbal or physical altercation with anyone from my team or my opposing team.
5. I will exhibit good post game sportsmanship including an appropriate handshake with my opponents. I will win with grace and lose with dignity.
6. I will notify my coach if I will not be attending a practice or a game.

Player _____ Age Group _____

Coaches Code of Conduct

The Greenhaven Soccer Club is fully committed to providing a safe environment for participants, officials and spectators. As such, the GHSC has zero tolerance for abusive, insulting, threatening or violent behavior by any coach.

I acknowledge that I have the privilege of developing my player’s soccer skills, as well as their life skills. I will teach them soccer skills in a developmentally appropriate manner with an eye towards keeping the atmosphere positive. I set the tone for my team and sideline, and I will behave respectfully towards all players, parents, referees and opponents. I will actively discuss with my players the importance of character, ethics, and sportsmanship. I will never allow or participate in any type of boastful celebrations, or other actions that

demean individuals or the sport. I will be gracious in victory and accept defeat with dignity. At the end of each game, my players and I will give our opponents a handshake, and I will instill respect in pre and post-game rituals.

Regarding referees:

1. I am responsible for the conduct of everyone on my sideline, specifically as it relates to the referees.
2. I will insure that neither I, nor my players and spectators will engage in speech or gestures intended to belittle the referee, damage their credibility and/or undermine their ability to effectively officiate the game. This includes, but is not limited to, argumentative, insulting or physically abusive behavior before, during or after the game.
3. If I have concerns about a call, I will calmly ask for clarification and accept the response. I understand that the referee may choose to not respond and that even asking for clarification of a call may be interpreted as being argumentative.
4. If I have concerns about a referee’s ability, I will fill out a report and submit it to the GHSC Referee Assignor.

Regarding my sideline/spectators:

1. I am responsible for the conduct of everyone on my sideline, specifically as it relates to the opposing coaches, players and spectators. I will insure that neither I, nor my players and spectators will engage in speech or gestures intended to belittle the opposing team and their spectators. This includes, but is not limited to, argumentative, insulting or physically abusive behavior before, during or after the game.
2. I will monitor my sideline to eliminate coaching, and the shouting of instructions by the parents and spectators.
3. I will stress that spectators should offer positive encouragement to all players.

If I fail to comply with this Coaches’ Code of Conduct Agreement, or any other rules or regulations enacted by GHSC and its affiliations, I agree and understand that I am subject to disciplinary actions or sanctions, including, but not limited to, suspension or expulsion from coaching in GHSC.

By signing this document, I acknowledge that I agree to this Coaches’ Code of Conduct.

Coach Signature: _____ Date: _____

Coach Name (Printed) _____

GHSC Board of Directors Member Code of Conduct

I recognize that as a Board of Directors member of Greenhaven Soccer Club (GHSC), I owe a responsibility to the club to:

1. Manage assets and make decisions for the best interests, fiscal and otherwise, of the club,
2. Serve the organization with my utmost effort, dedication, and support, and complete my duties in a timely matter.

3. Maintain personal and professional integrity any time I hold myself out as a Board of Directors member of GHSC.
4. Perform my duties in a timely matter and respond to requests within 48 hours. When this is not possible, make sure someone else is handling matters in your absence.
5. Contribute to the conversation, whether within Board of Directors meetings or out. I will give my opinions and ideas for the betterment of the club.
6. Not abuse my position as a Board of Directors member by suggesting to any club volunteer or member that I am entitled to or expect any special treatment beyond regular members of the organization.
7. Declare any conflict of interest, be it real, potential, or apparent, which is not immediately obvious with regard to any matter being discussed in my presence during a meeting, if the Board of Directors decides at any time during a meeting that I have a conflict, I will accept their request that I refrain from participating in the discussion and I will leave the meeting at the Board of Directors' request, I understand that the Board of Directors' decision will be recorded in the minutes, either with or without the reasons for the decision being also recorded.
8. Not knowingly take advantage of or benefit from information that is obtained in the course of my official duties and responsibilities as a Board of Directors member, and that is not generally available to membership, and
9. Refrain from expressing opinions unrelated to GHSC's business while holding oneself out as a Board of Directors member of GHSC.

In the event of a breach of these responsibilities, one warning will be given. If the warning goes unheeded, further disciplinary action will be taken, up to and including dismissal from the Board of Directors.

I have read and I accept Greenhaven Soccer Club's Code of Conduct for Board of Directors Members

Date: _____

Board of Directors member printed name: _____

Board of Directors member signature: _____

Greenhaven Soccer Club Financial Assistance Request

Birth Year _____ Program: Comp or Rec (Circle One)

Team _____

Player Name _____

Parent/Guardian Name _____

Address _____

Phone _____

Email _____

Player's School: _____

Total # of Children in Family: _____

Ages of Children: _____

How many Children Playing in Organized Sports: _____

Do any children play soccer for another club? Yes _____ No _____

If yes, what club? _____

Parent/Guardian Employment:

#1: Employer: _____

Occupation: _____

#2: Employer: _____

Occupation: _____

Statement of Financial Need:

How much of registration fee can be paid? _____

Please briefly describe reasons financial assistance is requested:

By signing below, I declare that the above information is truthful and accurate. I understand that GHSC can only offer assistance in the way of reduced registration fee.

Parent/Guardian Signature _____ Date _____

Please return this form & all other necessary financial documents to: FAC@greenhavensoccer.com

GHSC COACH'S REFEREE EVALUATION

Date of Game	Time of Game	Field	Level
Home Team	Visiting Team		

REFEREE

Professional Appearance & Manner	Yes	No	
Appeared Physically Fit Throughout	Yes	No	
Consistent Decision Making	Yes	No	
Penalized Tackles from Behind	Yes	No	
Use of Advantage	Yes	No	
Use of Caution/Ejection	Yes	No	
Proper Estimation of 10 Yards		Yes	No
Dealt with Encroachment	Yes	No	
Dealt with Dissent	Yes	No	
Dealt with Time Wasting	Yes	No	

Rating (10 highest – 1 lowest) _____

ASSISTANT REFEREE (BENCH SIDE) ASSISTANT REFEREE (FAR SIDE)

Kept up with second to last defender	Yes	No	Yes	No
Cognizant of play around him/her	Yes	No	Yes	No

Comments:

Name of Coach:

Please send to Aaron Ducore E-mail assignor82@gmail.com

GHSC DONATION FORM

The GHSC gratefully accepts donations to assist our organization in its mission to provide an enjoyable youth soccer experience for every member of our club. The GHSC was formed in 1976 as a non-profit organization recorded on file with the IRS as 501(c)(3) designation. Our federal tax identification number is 68-0179973.

All donations go directly to GHSC General Fund and will be used in such a way that benefits the entire club, such as field maintenance. Donations may also be made to a team designated by the donor (as indicated below). Upon receiving approval for the GHSC Board of Directors, teams may use donated funds to assist players in paying for tournament fees, end of year gifts for the players, the end of year team party, etc.

Donations are accepted under the understanding that no services or products are provided in exchange for monies received. Please consult with your tax advisor to see if your donation is tax deductible.

Donor Name _____

Donor Contact (if donor is a business) _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Email or Website _____

Amount of Donation _____ Date _____

Purpose or Team Designation _____

Name and Title of GHSC Representative _____

Signature of GHSC Representative _____

PLEASE MAKE ALL CHECKS PAYABLE TO GHSC

GHSC

PO BOX 22790

Sacramento, CA 95822

Please make and retain a copy of this form for tax purposes

GHSC RECEIPT FOR DEPOSIT OF FUNDRAISING MONIES

TEAM NAME: _____

CONTACT PERSON: _____

PHONE NUMBER OR EMAIL: _____

FUNDRAISER ACTIVITY: _____

CASH TOTAL SUBMITTED: _____

CHECKS TOTAL SUBMITTED: _____

TOTAL FUNDS SUBMITTED: _____

CHECK PAYABLE TO: _____

ADDRESS: _____

Contact the GHSC Treasurer for coordinating submitting funds to GHSC for deposit.
Treasurer@greenhavensoccer.com Please put GHSC in the subject line.