



Cumberland Youth Soccer Association

POLICIES & PROCEDURES

(Revised December 13, 2022)

CYSA / P.O. Box 7625 / Cumberland, RI 02864

Table of Contents

Statement of Philosophy.....	2
Purpose.....	2
Executive Board (Officer) Job Descriptions	3
The VP's of CYSA Job Descriptions.....	4
The Director's of CYSA Job Descriptions.....	7
Fundraising	9
Scholarship/Payment Plans	9
Budgeting	9
Code of Conduct	10
Discipline and Appeals Policy	12
Calendar of Events/Deadlines.....	14

STATEMENT OF PHILOSOPHY

The Cumberland Youth Soccer Association (CYSA) is founded with the belief upon the following principles which represent the ideals within which the league shall function:

- 1) The organization shall be open with equal opportunity to all boys and girls regardless of the skill levels or ability they may possess (beginner to advanced) in the sport of soccer while ensuring participation for all.
- 2) The organization shall view sports as a pleasurable activity, which is as important a concept as understanding the competitive aspects of winning and losing.
- 3) The organization shall emphasize good sportsmanship. The highest standards of personal conduct are expected always from players, coaches, and spectators.
- 4) The organization shall foster and accentuate the idea of teamwork, which is to include players, coaches, sponsors, parents, volunteers, and board members. All members shall work together as a unit and take pride in the accomplishments of the league. A sense of community pride shall be promoted throughout the league.

PURPOSE

The intent of these Policies and Procedures is to help every volunteer to understand how their participation, behavior and response in situations will affect our organization. To make clear what is acceptable and what might be considered a personal gain. This will keep our board in line with Non-Profit Guidelines regulated by state and federal agencies.

No Board member shall personally gain by their position on this board. All benefits received must be reported and returned to the Association. This is to include, but not limited to, free memberships, cash incentives or refunds, tangible gifts, etc.

Executive Board Job Descriptions

- A. The **President's** duty shall be to:
1. Preside at all meetings of the membership and the Board of Directors. **(Non-Voting)**
 2. Ensure that all business transactions of CYSA will be in full compliance with the By-Laws and with the purposes of CYSA.
 3. Attend meetings outside of CYSA for the benefit of the organization.
 4. Participate in the Budgeting of all programs.
 5. Report Monthly to the Board of Directors.
- B. The **Vice President of CYSA's** duty shall be to:
1. Support the President with overseeing the needs of the organization.
 2. Provide support to the Vice Presidents of the programs.
 3. Assume the role of "Player Advocate" when needed.
 4. Participate in the Budgeting of all programs.
 5. Attend meetings outside of CYSA that cannot be attended by the President or VP's.
 6. Conduct CYSA meetings when the President is absent.
- C. The **Treasurer's** duty shall be to:
1. Pay all approved supplier purchases and collect payments from participants in registered programs.
 2. Pay all vendor, facilities, training, referees etc. invoices for the association.
 3. Participate in the Budgeting of all programs.
 4. Facilitate all organizational bank accounts in conjunction with the President.
 5. Work in conjunction with all program Directors to assure that every program, training, or clinic put in place provides at least a break-even status.
 6. Work with an Accountant/CPA approved by the Board to assure Association taxes are completed by year end (March 31).
 7. Report Monthly to the Board of Directors.
- D. The **Registrar's** duty shall be to:
1. Oversee and maintain the registration program CYSA uses for all Player/Coach registrations.
 2. Create, monitor, and oversee the signup process for all CYSA programs that are offered by the organization, including leagues and tournaments.
 3. Assist the VP's/Directors with any registration issues.
 4. Participate in the Budgeting of all programs.
 5. This Position will have a credit card assigned to it for authorized purchases.
 6. Report Monthly to the Board of Directors.
- E. The **Secretary's** duty shall be to:
1. Record and keep the minutes of all meetings of CYSA and the Board of Directors.
 2. Inform the members and/or the Board of Directors of all regularly scheduled and special meetings.

3. Maintain a calendar for scheduling all CYSA events.
4. Handle and record all correspondence with and from CYSA.
5. All communications sent to CYSA shall be presented in writing to the Secretary.
6. Prepare the agenda including all reports from the Board which will be sent out to all Board members for review no less than 48 hours prior to the meeting.

Vice President's Job Descriptions

Vice President of Recreation:

In the absence of the President, assume all the duties of the President. In the absence of the President and Vice President of Recreation, the Vice President of Travel Programs shall assume all the duties of the President. S/he shall also ensure that all business transactions of CYSA will be in full compliance with the By-Laws and with the purposes of CYSA. The VP of Recreation has the full responsibility of overseeing the recreational program in its entirety including the season-ending awards and recognition, and includes:

- a) Finalize and approve all rosters.
- b) Finalize and approve game schedules.
- c) Organize playoff schedules (set matchups and times, ensure referees and board members are familiar with playoff rules, assign board members to fields for supervisory roles, etc.)
- d) Be the goodwill ambassador for the league - respond to parent concerns and questions, starting with pre-season issues.
- e) Present any prospective fees for the program and/or samples of CYSA branded/labeled attire to be approved to the Executive Board prior to contracting for purchase or production.
- f) Report Monthly to the Board of Directors.

Vice President of Competitive:

- a) Work in conjunction and guidance of VP of Travel Programs
- b) The Competitive Director oversees implementing the competitive program in its entirety.
- c) Coordinating competitive league schedules and rosters with facilities
- d) Scheduling pre-season coaches' meetings to explain the goals and expectations for the seasons
- e) Finalize and approve all competitive rosters
- f) Finalize and approve facilities game schedules
- g) Approve all ideas, rosters, league choices and structural changes of the program to assure it is in line with the CSP program so that it is well in line as the feeder system for CLP.

- h) Present any prospective fees for the program and/or samples of CYSA branded/labeled attire to be approved to the Executive Board prior to contracting for purchase or production.
- i) Be the goodwill ambassador for the league - respond to parent concerns and questions, starting with pre-season issues

Vice President of Cumberland Lusitania Premier (CLP):

- a) Serve as manager and coordinator for the expanding Cumberland Lusitania Premier (CLP) program.
- b) Recruit qualified coaches.
- c) Setup up schedules, obtain field time, recruit evaluators, and advertise dates for tryouts.
- d) Work with VP of Travel and Competitive Committee in setting up tryout protocol and running of tryouts.
- e) Establish a communications protocol for coaches to follow when notifying players after tryouts.
- f) Ensure players are fully registered and set up on the appropriate teams.
- g) Maintain CLP documentation (agreement, waivers, etc.) and coordinate, via the coaches, the distribution / collection of documentation from the players.
- h) Register teams in the different leagues for the upcoming season.
- i) Coordinate all CLP teams have chosen their tournaments.
- j) Establish appropriate budgets for CLP teams based on anticipated expenses to the teams; establish a cost per player based on these estimates.
- k) Maintain records for each team's budget and expenses.
- l) Promote the program throughout and outside of the community.

Vice President of Referees:

- a) Ensure that the required number of referees are available for all games throughout the year.
- b) Responsible for the scheduling, education, training, and supervision of the referees.
- c) Key time frames for scheduling include Spring SuperLiga games (April – June), Recreational Games (August – November), and Fall SuperLiga games (September – November).
- d) Alongside scheduling, there are multiple opportunities throughout the year for mandatory training and certification sessions through RISRC (RI State Referee Committee) that need to be communicated to all registered referees.
- e) Monitor referees during games and ensure that they are following all referee protocols
- f) Provide necessary feedback to our referees to ensure that they are developing appropriately
- g) Present any prospective fees for the program and/or samples of CYSA branded/labeled attire to be approved to the Executive Board prior to contracting for purchase or production.

Vice President of Equipment:

- a) Oversee all equipment related matters for CYSA
- b) Responsible for relationships with vendors as it relates to equipment for CYSA.
- c) Responsible for ordering of all Equipment for Recreational, Competitive and the CLP programs. (Full uniforms, additional gear, balls, pinnies, cones, icepacks).
- d) Work with director of sponsorship to get all recreational team's logos in a timely manner.
- e) Deliver all logos to vendor of choice to get equipment for Recreational Coaches meeting.
- f) Follow up on any prospective fees for the program and/or samples of CYSA branded/labeled attire to be approved to the Executive Board prior to contracting for purchase or production was completed.

Vice President of Fields:

- a) Make sure the fields are ready for all Rec and Competitive/CLP home games.
 - Making sure the fields are properly lined.
 - Nets are in place and anchored.
 - Corner flags are in place.
- b) Maintain all CYSA field equipment/supplies.
- c) Order paint/supplies as needed.
- d) Repair nets as needed.
- e) Obtain Field Permits for all CYSA games and practices for both Rec and Competitive/CSP, as well as any Camps or Programs through the Town/School System.
- f) Coordinate with Grass Roots to ensure fields are fertilized (Tucker and Cumberland Hill).
- g) Coordinate field availability for all Competitive/CSP game changes with VP of Competitive.
- h) Coordinate game cancellations due to weather/field conditions with appropriate parties.
- i) Work with facility CYSA has chosen to practice within to coordinate times, locations and then provide overall practice schedules for Fall, Winter and Spring.
- j) Make sure portable restrooms are available at each field when needed for all games, practices and trainings. Make sure all portable restrooms are chained down to avoid tipping.

Vice President of Coaching & Training:

- a) Provide training opportunities throughout the calendar year in order to properly develop our players at all levels.
- b) Maintain an age and level appropriate training curriculum; Stay up to date on player development techniques and curriculums.
- c) Provide supplemental opportunities for players outside of their team practices, but in support of the established coaching guidelines and curriculum.
- d) Establish and maintain relationships with the coaches and be able to provide feedback and insight into current or established training techniques.
- e) Establish and maintain a network of trainers available to work with our players on various skills throughout the year; schedule these trainers for training sessions.

- f) Work with different facilities (WWIS, Forekicks, local schools, CYSA field coordinator, etc.) to obtain field time for training.
- g) Work within GotSoccer to set up schedules and registration for our players to sign up for training.
- h) Provide communications to players and coaches regarding registration for, preparation for and feedback from training opportunities.
- i) Personally, attend trainings to develop opinions on appropriateness of training.
- j) Make sure any company that you hire for training is fully insured.
- k) Responsible for developing and improving coaches so players maximize their potential, at all ages.
- l) Provide coaches with a program for development and learning. This includes organizing licensing courses to coaches at all levels, through SRI. Courses from Novice to E licenses will be available locally every year. Be aware of new ways of coaching, seminars, and learning.
- m) Provide coaches with feedback through observation, mentoring, and guidance.
- n) Provide Coaches with the CYSA Coaches Curriculum. This is a guideline for player development and coaching at every age division.
- o) Maintain and update the Curriculum as needed.
- p) Staff Recruitment and Assignment: Identifying, placing, and maintaining relationships with qualified coaches. Matching proper coaches with the proper team. Identifying each coach's strengths and weaknesses.
- q) Finding and recruiting new coaches.
- r) Coaching Philosophies and Culture: Creating a positive environment, conducive for success. Maintaining the CYSA Coach's Philosophy, making sure coaches respect and abide by it. Maintaining positive relationships with coaches. Updating the Coaches Corner Website. Supporting coach's needs.
- s) Rugrats Spring Program should run 8 weeks within the months May & June.
- t) Rugrats Fall Program should run length of REC season. Coordinate with REC VP and Equipment Director for end of the season awards & the necessary number of balls and shirts for the program.
- u) Work with Director of CLP, VP of REC & Competitive to help facilitate any trainings that they need. Work with VP of REC to establish training program for the REC season.
- v) Work with any / all trainers to establish the details of all / any training programs they are conducting for CYSA programs.
- w) Work with coaching director / CLP director or Competitive VP to help individual teams in need of extra training.
- x) Help registrar with details of Camp programs for registrations.
- y) CYSA futures program is for 2, 3, 4, 5, 6-year-olds. Program should run during the Winter months in a school gym, turf facility or other safe training facility. Secure training company for qualified coaches.
- z) Based off practice schedule for the winter between local gyms and WWIS, need to set up training programs for foot skills, goalie, etc. on days that can maximize attendance for any program you are going to set up.

Example of winter programs to set up:

- Nov 20th - Jan 29th Foot skills 2 hours Community School 6 & 7 pm 2 separate age groups 7-10 for hour 1 and 11-15 for hour 2

- Feb 12th - April 30th Futsal 2 hours Community School 6 & 7 pm 2 separate age groups 7-10 for hour 1 and 11-15 for hour 2
- Nov 20th - Jan 29th Goalie Clinic 1 hour 5pm at WWIS / Feb 12 - April 30 Striker training 1 hour 5pm WWIS)

Director's Job Descriptions

Sponsorship/Fundraising Director:

- Responsible for soliciting new sponsors, organizing sponsorship information and maintaining relationships with sponsors
- Send out letters to potential sponsors and follow-up to obtain sponsorships
- Provide list of sponsors with their special requests to director of equipment
- Provide list of field sponsors to sign vendor for production of field signs
- Assist in collection of sponsorship fees
- Provide a program of fundraising events to implement throughout the calendar year to provide CYSA with funds to deposit and put back towards organizational events.

Concessions:

- Ensure the smooth operation of the CYSA concessions stand.
- Acquire the food license renewal
- Doing all the BJ's shopping for the concessions stand and loading concession items into the trailer before game days.
- Placing all Michael's Meats & Honeydew orders before games and picking up Honeydew at 6:15 AM on game days. **(IF APPLICABLE)**
- Ensure that all concessions equipment is clean (coffee makers, grilling utensils)
- Ensure gas for the generator and propane for the grill are filled prior to games
- Take inventory of items in the concessions stand.
- Assist VP of Recreational Soccer with Appreciation Day
- Organize volunteers from the teams to assist with serving and cleaning. **(IF APPLICABLE)**
- Organize the trailer

Fundraising/Scholarships:

- Plan and coordinate ways to raise funds for CYSA programs
- Raise money through various fundraisers throughout the year. (examples: Comedy Night, Apparel Sales, Holiday Sales, etc.)
- Recruit helpers for a weeklong event known as Cumberland fest and attend their monthly meetings.
- Send out emails and submit articles to the local paper for seniors who have played in CYSA for a college scholarship.
- Coordinate 'Picture Day' by setting up times for teams, working with the photographer and ensuring that the day runs smoothly

All Directors

- a) Responsible for representing the players when conflicts or concerns arise regarding any aspect of their soccer experience
- b) Work closely and mediating with parents, coaches, and other board members when issues arise – including but not limited to game related and parental concerns. S/he is the main point of communication and follow up for the resolution and course of action in a timely manner to the player/parents/coaches involved in the matter.
- c) Ensure all CYSA policies and procedures are adhered to while making a decision and again once a decision is made in part resolving any conflict or issue that arises.
- d) Assist the VP of Travel and the VP of Recreation on building and maintaining indoor/outdoor practice schedules and resolving conflicts that arise between various teams.
- e) Assist the VP of Travel where needed with ensuring rosters are built for the outdoor season in a timely fashion through communication and follow up with SRI or wherever needed.

Fundraising

There will be no individual team fundraising within our organization. All fundraising within our organization will be set up by our Sponsorship/Fundraising Director or President. and all funds will be given to our Treasurer for depositing. Use of funds from CYSA Fundraising to be determined by the Board of Directors.

CYSA/CLP logos are not approved to be used on any letters, jerseys, shirts, shorts, or any item not approved by the CYSA Board prior to using. No exceptions. If one chooses to accept any monies from any contributing parents or companies associated with team parents, the monies should be made out to the coach, and deposited into the coach's own account. CYSA's tax ID# will not be given out for use to create accounts, etc. A coach can use the funds towards whatever S/he would like to purchase having to do with CYSA items from our gear site or towards items without our logos but with a company sponsor logo, but that is it. If any fundraising is completed against any of the guidelines set above, and any CYSA or CLP logos are used, all funds must be given to CYSA Treasurer for depositing. Those funds will not be provided to any individual team and will be put towards the whole organization as chosen by the Board of Directors.

Scholarships/Payment Plans

Scholarships will be awarded as funding allows. The board of directors will determine quantity and dollar value each year. Candidates will be chosen based on the procedure outlined in the application. All applications will go to the President and the Executive Board. President will narrow the candidates to 3. Final candidates will be decided by the President and the Executive Board via vote.

Financial Assistance & Special Payment Plans will be decided amongst the Executive Board along with the Director of that specific program. The VP of the program will finalize the plan

agreement and notify the participants. All payment plans must be 100% collected by March 15 to conform with the CYSA fiscal year.

Budgeting

No single VP or Director will make purchases or payments on behalf of the Association of more than \$200 without first obtaining consent from the Executive Board. If purchases or payments have been previously budgeted for and approved, those purchases, or payments can be made. This includes Tournaments. All purchases must be followed up with a receipt to our Treasurer and the program that the purchase relates to for record keeping purposes.

All VP's & Directors will do their best to provide a budget for each year (April-March) by the first meeting in April of each year. These are to provide a guide for expenses for the year and cost of programs. Any surplus from any programs approved budget will be moved to a Capital Improvements Fund.

The Executive Board is to be informed of the prospective fees of each program, prior to the finalization of the price, and the Executive Board will have final approval of the fee.

The Executive Board is to be shown samples of any CYSA branded/labeled attire for purchase or production.

CYSA Code of Conduct and Guidelines

The Code of Conduct and Penalty Guidelines are to be read to and understood by all coaches, assistant coaches, players and parents of each CYSA registered team. All coaches are instructed to review this material with their players and parents. Players added to teams after start dates, will be required to read the document at the time of their registration.

Player Code of Conduct

- I will play soccer because I want to, not because others want me to.
- I will remember that soccer is an opportunity to learn and have fun.
- I will encourage good sportsmanship from fellow players, coaches, officials and parents always.
- I will remember that winning isn't everything, that having fun, playing fair, improving my skills, making friends, and giving my best efforts are the most important aspects of youth soccer.
- I deserve to play in an environment that is free of drugs, tobacco, and alcohol; and expect everyone to refrain from their use at all soccer games.
- I will do the best I can each day, remembering that all players have talents and weaknesses, the same as I do.
- I will treat my coaches, other players and coaches, and fans with respect always; regardless of race, sex, creed, or abilities, and I will expect to be treated accordingly.
- I will follow coaching direction and will not be disruptive during practice or games, nor will I "mouth off" or use bad language.

- If I have a problem with something, I will discuss it with my coach at the earliest opportunity, rather than let it grow into a bigger problem later.
- I will be on time for practices and games and will notify my coach if I cannot attend. I will make every effort to attend all games and practices.
- I will concentrate on playing soccer by always giving my best effort, both in practice and in games.
- I will respect my opponents, whether they have more or less ability than me and regardless of whether I win or lose.
- I will be modest and respectful when I win, and gracious when I lose.
- I will show respect for the authority of the referee, even though I may sometimes disagree with his or her calls.
- I will control my temper, resist the temptation to retaliate, and exercise self-control.
- I will play by the rules always, and if I don't understand the rules, will attempt to learn them so I can become a better player.
- I will conduct myself with honor and dignity and treat other players as I would like to be treated. I know that always, I represent Cumberland Youth Soccer Association, my team and my town.

GENERAL CONSIDERATIONS

The Cumberland Youth Soccer Association supports youth soccer activity that is governed by a strong sense of individual and team sportsmanship. This Code of Conduct and Penalty Guidelines has been prepared as a guide to the principles and expectations of CYSA and is intended to apply to everybody involved in CYSA activities, regardless of their role or affiliation. Adherence to the spirit as well as the letter of the Code is required. Persons unwilling to abide by this Code should reconsider their involvement in CYSA activities.

PRINCIPLES AND EXPECTATIONS

CYSA believes in the principles of fair play, ethical behavior and the right of every individual to fully enjoy the sport of soccer without undue interference from others. CYSA recognizes that participation in competitive activities is a source of strong feelings which will often lead to misunderstandings, disagreements and other conflicts. However, CYSA also believes that every participant has a duty to respect the right of competitors to hold conflicting views. CYSA, therefore, expects its coaches, players, referees and spectators, as well as their friends and families to deal with conflicts in a spirit of good sportsmanship and to cooperate in promoting the enjoyment of soccer to the greatest extent possible. We advise a 24 Hour "Cooling off Period" to ensure cooler heads prevail.

UNACCEPTABLE CONDUCT

- Vulgarity by coaches, players or spectators directed towards anyone.
- Harassment of referees, coaches or players by anyone.
- Physical violence or threat of violence directed toward anyone or encouraged by anyone.
- Verbal or physical assault on a referee. Physical assault is defined as any physical contact initiated by a player, coach, team official, spectator, elected officer or appointed official.
- Consumption of alcoholic beverages in and around the playing area before, during or after a youth match.
- Use of illegal drugs under any circumstance.

CYSA expects coaches, referees and spectators to conform to the spirit and intent of applicable rules always.

COACHES

Coaches are responsible for their own conduct as well as the conduct of their assistant coaches, players and spectators.

THE COACH AS AN EXAMPLE

The behavior of the coach is the most important guide for player and spectator behavior. The coach can exert strong player and spectator control by the example S/he sets, and by a few words of caution directed to the appropriate place when necessary.

REFEREES

CYSA has acted in support of good conduct and referees are expected to use their authority to maintain acceptable conduct on the sidelines as well as on the field.

CYSA supports the authority of a referee to dismiss any coach, player or spectator from the area of the match for failure to comply with this code and to terminate the match if necessary.

Referees are expected whenever possible to advise coaches of any unacceptable conduct and to give the coach an opportunity to correct the situation before taking other corrective action.

Referees shown to have misused their authority will be held to be in violation of this Code and subject to appropriate penalties.

ENFORCEMENT

Any behavior deemed unacceptable by this Code of Conduct will be dealt with as provided in the CYSA Rules and Regulations. Suspensions, fines, periods of probation or team dissolution may result from violations of the Code by members and others subject to the authority of CYSA including players, coaches, team officials, elected officials and appointed officials or referees.

In the event of a person being sent off, suggested punishments are in addition to any automatic suspensions as the result of being sent off. All parties subject to enforcement or disciplinary actions are entitled to an appeal. Anyone who becomes aware of probable violation of the code of conduct has a duty to notify the board of directors. Notification can be made to any board member. That board member is required to bring the matter to the attention of the executive board. Failure to notify the board of directors is in and of itself a violation of the code of conduct and may result in disciplinary action.

[Discipline and Appeals Policy](#)

Philosophy:

The CYSA Code of Conduct should remind members that they are required to operate within the spirit of the rules as well as the letter of the law.

CYSA philosophy is to find ways to change the behavior of individuals who run afoul of the rules.

Regarding sanctions, that philosophy plays out as follows:

- a) Players are sanctioned according to the standard sanctions outlined in this manual unless behavior warrants otherwise.

- b) Coaches are generally placed on probation for an initial offense (unless specific sanctions are detailed within these policy). Subsequent offenses will result in suspension.
- c) Parents and Other Family Members or Spectators may be suspended for unruly behavior.

DISCIPLINE AND APPEALS PROCEDURES

All requests for appeals must be in writing to the required persons above within 5 Days of the decision or infraction.

Appeals will be heard in a timely manner and not to exceed 14 Days from the time the appeal request is received.

At the appeal hearing, written statements may be introduced, however, attendance should be limited to persons directly involved, those required for notification (listed above), and the coach of the team involved. Special considerations should be requested at the time of the hearing request.

Suggested Disciplinary Chart		
Offense	Coach/Player/Spectator	MINIMUM Discipline
Fighting	P	2 Games
Fighting	C, S	3 Games
Foul/Abusive Language	C, P, S	1 Games
Threatening Gestures	P	1 Games
Threatening Gestures	C, S	2 Games
Assault of a Coach/Team Official (Not Fighting)	C, P, S	2 Games
Referee Assault	C, P, S	3 Months
Referee Abuse	C, P, S	3 Games
Referee Abuse of Minor	C, P, S	6 Games
Referee Assault of a Minor	C, P, S	3 Years
Verbal Threats	C, S	2 Games
Verbal Threats	P	1 Games
Violent Conduct	P	1 Games
Violent Conduct w/Intent to Injure	P	5 Games

Serious Foul Play	P	1 Games
Removing Team from Field	C	1 Games
Racial or Discriminatory Abuse	C, P, S	5 Games

- * **Assault** is an attempt to initiate harmful or offensive contact with a person, or a threat to do so.
- * **Fighting**: displaying or engaging in violence, combat, or aggression.
- * An **assault** is carried out by a threat of bodily harm coupled with an ability to cause the harm.
- * **Abuse**: to treat (a person or an animal) with cruelty or violence, especially regularly or repeatedly

Whistle Blower Policy

Cumberland Youth Soccer Association (CYSA) requires all members, including board members, coaches, players, volunteers and participating families to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of CYSA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable all members and others to raise serious concerns internally so that CYSA can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, and volunteers to report concerns about violations of CYSA’s code of ethics or suspected violations of law or regulations that govern CYSA’s operations.

No Retaliation

It is contrary to the values of CYSA for anyone to retaliate against any board member, officer or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of CYSA. Anyone who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including permanent suspension from all CYSA programs.

Reporting Procedure

CYSA has an open-door policy and suggests that anyone share their questions, concerns, suggestions or complaints with the board. If you are not comfortable speaking with the board or you are not satisfied with the board’s response, you are encouraged to speak with Soccer RI. Members are required to report complaints or concerns about suspected ethical and legal violations in writing to the CYSA’s executive board, who has the responsibility to investigate all reported complaints. Anyone with concerns or complaints may also submit their concerns in writing directly to the executive board or Soccer RI.

Executive Board

The CYSA's executive board is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The directors will advise the executive board of all complaints and their resolution and will report to the members or persons involved.

Accounting and Auditing Matters

The CYSA's executive board shall immediately notify CYSA's paid third party certified public accountant of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The CYSA's executive board will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

[CYSA Timeline / Calendar of Events](#)

January -

- EOM **Quarterly Executive Board Meeting** (Before Feb. Regular Board Meeting)
- Set week of competitive tryouts for Fall and book unbiased evaluators
- Rugrats Spring (2, 3, 4, 5 ages) Should secure trainers by Feb 1st. Open registrations.

February -

- Superliga/NEP Spring Registrations Due
- Spring Rosters need to be submitted to SRI
- Additional CSP Rosters to SRI for NEP or league play NSL
- Typically, first SRC referee training for referees to become USSF certified to work competitive matches
- Meet with New England Revolution rep about ticket partnership for rec, CSP, etc.

March -

- All Payment Plans need to be Paid in Full by March 31st.

- Sponsor Request Forms need to be sent out.
- Spring Rugrats link opened
- Competitive/CLP Spring fields coordinated and created
- Referee assignor to attend Superliga preseason meeting

April -

- New Fiscal Year begins
- Create and send discount vouchers for board members (Rec. \$30)
- Open Fall Recreation Registration 4/1 - 6/15 Late - (6/16 - 7/15)
- Open up CLP Registration 4/1 - 7/31
- Possible Camp to take place during Spring Break if coordinated by the Director of Training
- Send out flyers for the Recreational program through all schools
- EOM **Quarterly Executive Board Meeting** (Before May Regular Board Meeting)
- Director of Referees makes Superliga assignments for the Spring Season
- Tax return due
- Spring Rugrats Program should run April & May for 8 weeks.
- Team uniforms to be coordinated with respected vendor's rep for pre-ordering of inventory.

May -

- CSL Tryouts Registration link needs to be open
- Open links for ALL Summer programs
- Rugrats Fall (2, 3, 4, 5 ages) Should secure trainers by June 1st

June -

- Target the first week of June for CLP Tryouts
- Possible Camp to take place if coordinated last Fall by the Director of Training
- June 15th last day for Rec. & Rugrats Registrations
- Open Late Fee Registrations for Rec. & Rugrats end date 6/15 - 7/15
- All CLP uniforms and practice jerseys ordered by the end of June.

July -

- Submit Fall Rec. jersey order
- Form Rec. Teams and Rosters
- July 15th Close Recreational and Rugrats Registrations
- Fall Registrations usually due for CLP
- Target 3rd week in July to complete Rec. Rosters and enter teams into our registration program online.
- Provide info to VP of Equipment to Uniform ordering for Rec.
- End of July Fall CLP Rosters due to SRI
- Fall Rec. schedules created
- EOM **Quarterly Executive Board Meeting** (Before Aug. Regular Board Meeting)
- Rec referee registration closes for club referees when player registration closes. We accept all who register no matter how many to give everyone an opportunity.

August -

- Possible 2 camps to take place if coordinated for Fall by the VP of Coaching and Training.
- Recreation Coaches Meeting (Coaches Packets handed out)
- Fall Recreation program fields Laid out and painted.
- Start of Fall Recreation Season (Try to leave 2 weeks of practices before)
- Typically, the second SRC referee training for referees to become USSF certified in order to work competitive matches.
- USSF Referees can register to work rec matches at anytime
- Referee training for club referees. Typically, two sessions are held. It is important to hold the trainings on different days of the week and during different weeks to give everyone the opportunity to attend. We hold one training which is focused on older referees and another for beginners. We get a guest trainer (whomever is assigned as the Cumberland mentor) for the older referees and the Director of Referees does the one for the beginner referees. USSF certified referees are exempt from the training although they are encouraged to attend the one for the older referees. If club referees do not attend at least one training, they are dropped from the referee roster for the rec season. These rules can be adjusted at the discretion of the DOR.
- Last Saturday in August Rec. season begins (*unless modified for field reasons*)
- Referee assignments for the rec season are done (if possible, through the online program). Assignments are typically done on Tuesday to allow enough time to fill games which are rejected. Once all games are accepted, the DOR prints out the referee assignment roster and brings it to the concession pavilion prior to the first match on Saturday. After each week's games, the Director of Referees will make any adjustments in the schedule based upon referee switches, missed assignments, etc. then runs the pay report in Got Soccer. The pay report is sent to the treasurer for creation of the pay envelopes which are distributed the following week except for the final week of the season which the pay envelopes are distributed after the referees complete their final week's assignments.
- Concessions - The Friday before the start of Rec. season, purchase all necessary inventory as per list. Try to pre-load by purchasing enough stock for 2 weeks including gasoline and propane. Saturday schedules are typically 7-4pm.

- Concession Supply List (As a guide):

Retail Location	Item	Quantity per week
Restaurant Depot	Popcorn Bags	0.2
Cumberland Farms	Propane	0.5
Cumberland Farms	Gasoline Gals.	5.0
Cumberland Farms	Ice Cubes lbs.	90
BJ'S	Napkins	Buy for Season
BJ'S	Paper Towels	Buy for Season
BJ'S	Coffee Cups	Buy for Season
BJ'S	Ziploc Bags	Buy for Season
BJ'S	Trash Bags	Buy for Season
BJ'S	Foil Sheets	Buy for Season

BJ'S	Water Gallons	10
BJ'S	Water bottle cases	4.0
BJ'S	OJ	0.2
BJ'S	Apple Juice	0.2
BJ'S	Gatorade	5.0
BJ'S	Diet Coke	1
BJ'S	Coke	1
BJ'S	Sprite	1
BJ'S	Chocolate Milk	1
BJ'S	Ring Pop	1
BJ'S	Air Head	1
BJ'S	Starburst	1
BJ'S	Sour Patch kids	1
BJ'S	Swedish Fish	1
BJ'S	Skittles	1
BJ'S	Oreo	1
BJ'S	Chips Ahoy	1
BJ'S	Chips	1
BJ'S	Hot Chocolate Season	Buy for Season
BJ'S	Coffee	Buy for Season
BJ'S	Creamer	Buy for Season
BJ'S	Sugar	Buy for Season
BJ'S	Sweet n Low	Buy for Season
BJ'S	Cheese	1
BJ'S	Mustard	1
BJ'S	Ketchup	1
BJ'S	Relish	1
BJ'S	Hot Dog Rolls	40-60
BJ'S	Hamburger Rolls	40-60
BJ'S	Muffins Dozen	1.5
Michael's Meats	Hamburgers	40-60
Michael's Meats	Hot Dogs	40-60
Honey Dew	Honey Buns Dozen	5
Honey Dew	Donuts Dozen	5
Paper and Provisions WH	Popcorn	0.3

September -

- Concessions for Picture Day
 - This is a very busy day as people hang around all day. Make sure you have enough stock. You can easily sell double the donuts and meat.
- Open Competitive Registration
- Inquire within school's available gym time for winter season
- Competitive Evaluations (Target end of month)
- Director of Referees makes any Superliga assignments for the Superliga Fall Tournament

October -

- Order items for Rec. Appreciation Day
- Register Winter Sessions I & II (WWIS, ForeKicks, Futsal, etc.)
- Target the end of the month for Competitive Rosters due (WWIS, ForeKicks, Futsal, etc.)
- Schedule Rec. Appreciation Day (End of the Month or Beginning of November).
You can rent out space or have it the day of the last game in a separate part of the park while the teams are together.
- Secure Training for CYSA Futures program (u4-u7) that should run from January - March in a school gym for 2 hours.
- Concession Playoffs
 - This is a very busy day as people hang around all day. Make sure you have enough stock. You can easily sell double the donuts and meat.
- Concession U16 Playoffs/Appreciation Day
 - Supply pizza and soda and paper goods for free for all teams. Supreme pizza will supply pizza \$7 for Cheese and \$8 for peperoni. Bring a table or have one brought to Tucker.
- EOM **Quarterly Executive Board Meeting** (Before Oct. Regular Board Meeting)

November -

- Concessions - Appreciation Day U6-U13
 - Supply Donuts, Pizza and drinks to all.
 - 80 dozen donuts from Dunkin at Chapel Four Corners. Dunkin can supply the quantity and give a discount.
 - 80-100 pizzas from Supreme Pizza at the same discount \$7 cheese \$8 Pepperoni
 - Coffee and soda supplied by Dave Spaulding Catering, 400 cups of coffee, 60 bottles of soda.
 - Set up coffee for self-service, fill cups with juice then soda and display them on the table prior to the rush.
 - Pay for pizza, caterer and donuts
 - Purchase juice, napkins, plates, 7 oz. cups from BJ's
 - Grape Juice 12 bottles
 - Apple Juice 12 bottles
 - Cranberry 12 bottles
- Secure Camps (Possible Spring Break Camp, June Camp, & 2 in August) information and dates for the following summer by the end of the month.
 - Send out email blasts over the next few weeks for Holiday gift options for the camps.
- Open Winter Season Skills Programs (Goalie, Striker, Future's, etc.)
- Start of Competitive Season (WWIS, ForeKicks, RI Futsal, etc.)

December -

- **General Meeting is held for Board elections** (Coaches get 1 vote for topics as well as elections)
- Session 2 Scheduling
- NEP Spring Registrations Due
- Complete all Competitive and CSP Rosters for approval by EOY

Everything provided on this calendar of events was put together by many people that held all the positions that would provide a guide to follow if needed. If anything needs to be changed, unlike the By-Laws, this document can be presented and voted on at any meeting to be updated from that point on.

*Information not available here could be on part of CYSA's By-Laws.