

**EAU CLAIRE UNITED SOCCER CLUB**  
**Policies and Practices**

# INTRODUCTION

This manual supplements three other documents that guide ECU.

- 1) ECU's Constitution and By-Laws
- 2) MYSA's Administrative Handbook
- 3) USYSA'S Official Administrative Rulebook

To obtain a copy of these documents, contact the club secretary. Note that league play coaches receive a copy of applicable sections of MYSA's Administrative Handbook at their MYSA coaches meeting each spring.

Dates appearing in parentheses below correspond to ECU Board of Directors meetings and indicate the date of approval, either by motion or by general verbal agreement, by the Board. Items without dates are common and consistent practices of the club that have not been formally acted on by the Board.

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## **Club Administration**

### **Board Meetings and Minutes**

- a) Board meeting will be held monthly throughout the year
  
- b) Board meetings will be open to the membership

### **Financial Management**

- a) The Board will maintain two accounts:
  - 1) General operating account-Treasurer/bookkeeper
  - 2) Petty Cash-Club Administrator
  
- b) The Treasurer will pay all bills up to \$1000 on his/her signature alone and report all payments to the Board monthly. (9/9/96)
  
- c) One other Board member (usually President) will also be authorized signatories on Club accounts. (9/9/96)

### **Travel by Board and Administrators**

- a) ECU mileage reimbursement rate is 80% of the current IRS regular business rate. This allows for easy calculation of the rate for future administrative ease. It does not penalize the drivers with the extremely low "Non Profit" rate. It does not pay the drivers such a large profit margin over the cost of their gas alone. It is a responsible use of our club member's funds. (1/12/09)
  
- b) The Club will pay for room accommodations for delegates attending MYSA/WYSA's annual general meetings.

## **Membership**

### **Coach Development**

All ECU coaches are required to have a minimum of an "E" license by attending a coaching clinic hosted by MYSA or WYSA before they can coach an ECU team.

### **Membership fees paid by Club**

- a) The Club will pay MYSA and/or WYSA membership fees of Board members, Administrators, Coaches and Team Managers.
  
- b) ECU Board Members will receive a stipend equal to one player registration, oldest player in ECU, for the upcoming soccer season. Board members elected in August will receive their player registration for the following spring/Summer soccer season. This DOES NOT include tryouts fees, uniform costs, or any fees associated directly with your team expenses (coach, tournaments, travel). (10/25/2010)

### **Parent Involvement**

The ECU Board of Directors and Administrators work to benefit all players and teams associated with the Club. Therefore, each team affiliated with the Club MUST provide, each year, at least three adult volunteers to serve willingly and productively as members of the Board, as Club Coordinators or as a member of a club committee as needed. (1/19/98).

### **Risk Management**

- a) All adult volunteers working with children will be required to complete a volunteer disclosure form, authorizing WYSA to run a background check. (2/6/96)
  
- b) The WYSA will run **local** background checks on all adult volunteers working with children. If a volunteer has not been a resident of Eau Claire at least 5 years, other checks may be done at the discretion of the Risk Manager. (12/9/96)

### **Scholarships**

The Board will pay all but MYSA/WYSA required fees and ECU raffle tickets, up to \$400, for players who request such assistance and who qualify for reduced or free school lunch. (1/13/97)

ECU has added a fee structure for ECU families with three or more players playing. The first player starts with the oldest. The fee structure is as follows:

|               |                        |
|---------------|------------------------|
| First Player  | Full price             |
| Second Player | Full price             |
| Third Player  | Full price minus \$75  |
| Fourth player | Full price minus \$100 |

## **Team organization and play**

## **Equipment**

- a) The Club will provide two game balls per team per season. The Board will also provide one set of corner flags to the coach of each league team, provided the coach agrees to return corner flags to the club at the end of the season or pay for a new set.
- b) The Club will provide goals and nets at each field on which ECU league teams play home games.
- c) The Club will provide a stocked first-aid kit to each Club team.
- d) Teams/Coaches will be charged for any equipment not returned to the Club at the end of the season. (9/8/97)

## **Field Use**

- a) City fields are designated for specific times for ECU use based on cooperative scheduling between the ECU Field Coordinator, AYSO and the Parks and Recreation Department.
- b) School fields are approved for ECU use and may be used for practices, scrimmages and games only with the approval of the ECU Field Coordinator.

## **Fund-Raising and Tax-Exempt Status**

Team fund-raising activities, including schedules, must be approved by the Board to meet the requirement of tax-exempt status. (9/9/96)

## **Sponsorship Policy**

Team uniforms (socks, shorts and jerseys) will be reserved for club sponsorships only to insure compliance with all consistency and proper attire requirements that may be in place by WYSA and MYSA. However, teams may secure sponsorships and display any sponsor identities on all other equipment including equipment bags, warm-ups, etc. (5/20/02)

## **Tryouts and Team Formation**

- a) All teams will be formed by open tryouts. (1/16/96) See ECU Tryout Policy.
- b) The ECU Board will provide more than one opportunity for players to tryout. (3/30/96)

- c) Teams will be formed according to the Team Formation Guidelines adopted by the ECU Board of Directors.
- d) For liability purposes, no player may practice/play with an ECU team unless that player is a current member of ECU or another WYSA/USYSA affiliated Club.

### **Uniforms**

- a) Club colors are red and black. (10/14/96)
- b) All Club teams will wear Club uniforms. (10/14/96)
- c) Players will purchase their own uniform (jerseys, shorts, socks).

### **Winter/Indoor Soccer**

Like MYSA, ECU sponsors no winter/indoor season and accepts no responsibility for the formation, coaching, management, practice or play of winter/indoor teams.

### **Tournament Parent Involvement**

The annual Club sponsored soccer tournament benefits all youth in the Eau Claire area. Each family that has children participating in ECU will provide adult volunteers to work at least four/six hours the weekend of the tournament.

### **Tournament Proceeds**

Tournament profits will be used to fund Club operations, scholarships and field development.