



Billings United Soccer Club Policies and Procedures Manual 2018

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Purposes of the Club

- A. To promote and further develop the game of soccer.
- B. To organize and promote the game of soccer within the Club's service area.
- C. To participate in soccer competition consistent with the principles and laws of the Federation Internationale de Football Association (FIFA), the United States Soccer Federation (USSF), United States Youth Soccer Association (USYSA), Montana Youth Soccer Association (MYSA), and US Club Soccer.
- D. To teach and train players and coaches.
- E. To teach, through the game of soccer, sportsmanship, physical health, and mental alertness.

Affiliation

The club shall be affiliated with the Montana Youth Soccer Association, an affiliate of the United States Youth Soccer Association division of the United States Soccer Federation and shall be affiliated with the US Club Soccer division of the United States Soccer Federation.

Club Vision

Our vision is to provide a developmentally appropriate environment for players to grow in their understanding of and passion for the game of soccer.

Club Mission Statement

Billings United Soccer Club exists to promote the sport of soccer in Billings and Montana, by providing programming and league play for individuals of all abilities and levels of commitment.

Core Values

Champions of Character: If all we do is teach soccer, we have missed a great opportunity.

We hold these above all else as our core values:

- **Respect:** For the game and our stakeholders - self, teammates, coaches, officials, opponents, and spectators.
- **Integrity** Doing right regardless of cost or outcome. Integrity will not be sacrificed.
- **Responsibility:** To faith, family, school, club, team, and self through conduct in both word and deed.
- **Leadership:** Recognizing we are ambassadors of the game and our actions serve as a reflection of our club, community, and state.
- **Sportsmanship:** The visible expression of our core values to the community regardless of the outcome of the game.

Our Stakeholders

- Players
- Parents
- Coaches
- Board
- Soccer Community
- Employees



Club Administration

Executive Director: Paid employee position responsible for general club operations and oversight of contract Personnel, and risk management as directed by the Executive Board. Leads and oversees fields and facilities activities including coordination and communication with all affiliated parties, such as City of Billings, other park users, other clubs, and the park maintenance group. The Executive Director serves as the primary club contact person for daily operations and communication and acts as a liaison between the Club and MYSA (and any other similar affiliations). In cooperation with the Board Chair, the Executive Director shall provide timely notice of the date, time, and location of all meetings of the Executive Board.

Director of Coaching: Paid contract position responsible for coach recruitment, assigning, and training as directed by the Executive Director. Responsible for oversight and implementation of instructional curriculum for players at all levels. The Director of Coaching works with club coaches to conduct player evaluations seasonally and is responsible for competitive team formation based on those evaluations and the recommendation of Coaches. In the absence of a single Director of Coaching the Executive Director shall perform or delegate these duties as necessary.

Director of Player Development: Paid contract position responsible for the oversight of player development throughout club activities and as directed by the Executive Director. Responsible for the development and implementation of activities that create opportunities suited to specific skill levels.

Assistant Director of Coaching: Paid contract position responsible for coach recruitment, assigning, and training as directed by the Executive Director or Director of Coaching. Responsible for oversight and implementation of instructional curriculum for players at all levels. The Assistant Director of Coaching works with club coaches to conduct player evaluations seasonally and is responsible for competitive team formation based on those evaluations and the recommendation of Coaches.

Administrative Coordinator: Paid contract position responsible for coordination and oversight of participant registration procedures, fundraising, tournament coordination, uniforms, and other tasks as determined by the Executive Director.

The Executive Board shall hire the Executive Director. Yearly performance reviews of the Executive Director will be conducted by the President, Vice President, Treasurer, and Secretary of the board. He/She will be responsible for hiring the Director and coordinator positions as described above and responsible for conducting performance reviews of these positions.



Executive Board Officers (Voting members)

President/Board Chair: The Board Chair shall chair all Executive Board meetings and shall oversee all activities of the Executive Board. The Board Chair may appoint committee chairpersons and committee members who, in turn, report to the Board.

Vice President: Shall assist the President in the management of the board.

Treasurer: The Treasurer is responsible for preparing, recommending and administering club budgets and maintaining financial records, including required annual filings, in cooperation with the Board Chair and Executive Director.

Secretary: The Secretary shall record and prepare minutes of all meetings of the Executive Board and distribute copies of the same to the members of the Board.

Past Board Chair: This director serves a two-year term immediately following the completion of a term as board chair and is not subject to election by the general membership. In the absence of a Past Board Chair, an additional member at large shall be appointed by the current Board Chair to serve the remaining term subject to approval by a majority vote of the Executive Board at the next Executive Board meeting.

At Large Members: At Large Members shall participate on the board as voting members and are expected to give counsel to the board and Executive Director.

The Executive Board shall not delegate to any individual or committee. It's sole responsibility and/or authority for making the following decisions:

1. Dissolution or merger of the Club or acquisition of another corporation or association.
2. Affiliation with, or disaffiliation from, any state or national organization
3. Acquisition, commitment to acquire, purchase, or dispose of any property.
4. Approval of all expenditures not included in the approved current year budget or any expenses exceeding budgeted amounts by 10% or more. In the event of emergency expenditures requiring action before the next regular board meeting, the Board Chair may authorize such expenditures and shall notify the Executive Board at the next meeting.
5. Acceptance or rejection of a player, team, or coach for Club membership.

Other Club Duties

Referee Assignor: Responsible for overseeing and coordinating the assigning of referees to league and tournament games from a pool of qualified candidates.



General Board Information and Duties of the Executive Board

Officers of the Executive Board, consisting of the Board Chair, Vice President, Treasurer, Secretary, and At Large Members shall be elected at the Annual Meeting by the general membership of the Club and shall serve a term of two years. The terms of the Board Chair, Secretary, two Members at Large, will expire in even years. The terms of the Vice President, Treasurer, and three Members at Large will expire in odd years. Should a vacancy occur, the Executive Board shall elect a successor to serve until the date of the next annual meeting.

There are currently 12 voting members of the Executive Board. Members may be selected from players, parents of players, coaches, or other persons who support the purposes of the club. Each position will have one vote. Members shall be at least eighteen years old. Recommendations from the Nominating Committee to the Executive Board for new Executive Board members shall be made at the last meeting of the Executive Board held before the annual meeting of the membership. Board members can make additional or alternate nominations for new officers at this meeting. A majority vote of the Executive Board will be required for approval of any and all nominations, prior to forwarding nominations to the general membership for consideration at the Annual Meeting. At the annual meeting, the Executive Board's recommendations for new officers shall be presented for election, and other nominations shall be taken from the floor. Election shall be by secret ballot for any contested positions.

The Executive Board will meet on a regular monthly basis on the first Wednesday of each month at a time and place to be fixed in the notice of such meeting unless cancelled by the Board Chair for lack of current business or rescheduled for the convenience of the Board and its members.

The Executive Board must review the Club bylaws annually, at a meeting of the Board, prior to the Annual General Meeting.

The Executive Board, on its own, or on recommendation of MYSA, shall have the power to suspend or terminate any player, parent, coach, or team from participation in club programs for failure to meet club standards, violation of club bylaws or rules and regulations, or for conduct which the Executive Board deems is unsportsmanlike or unbecoming to or which discredits the club. The Board Chair shall have the right to suspend temporarily any coach, parent, or player for cause specified in this paragraph if the Board Chair feels that such action is necessary to prevent irreparable harm to club programs, provided that the suspension shall last only until the next Executive Board meeting at which time the board shall act to continue the suspension or reinstate the affected party.

No team representatives, officers, or others elected or appointed to the Executive Board shall be entitled to any compensation for their services.

Board members are expected to make a reasonable effort to consistently attend and participate in regular board meetings and other board functions. Board members are expected to comply with the Board Member Code of Conduct and will act in accordance with the Club Bylaws. Any Member of the Executive Board may be removed, with or without cause, at any time at any meeting of the general membership of the Club by a majority vote of those in attendance. Such vote shall be taken by secret ballot. Any Executive Board Member may resign at any time by giving written notice to the Club. Any resignation shall take effect at the date of the receipt of the notice or at any later time specified in the notice, unless otherwise specified in the notice. The acceptance of the resignation shall not be necessary for it to be effective.



Board Member Code of Conduct

As a member of the Executive Board, I will:

- Listen carefully to my fellow members, and the constituents I serve.
- Respect the opinions of my fellow board members.
- Respect and support the majority decisions of the board.
- Recognize that all authority is vested in the board when it meets in legal session and not with individual board members.
- Keep well informed of developments that are relevant to issues that may come before the board.
- Participate actively in board meetings and actions.
- Call to the attention of the board any issues that I believe will have an adverse effect on the Club or our constituents.
- Attempt to interpret the needs of my constituents to the Board and to interpret the action of the Board to my constituents.
- Refer constituent or staff complaints to the proper level on the chain of command.
- Recognize that the purpose of the Board is to ensure that the Club is well-managed, not to manage the Club.
- Vote to hire the best possible person to manage the Club.
- Represent all constituents of the Club and not a particular geographical area or any special interest groups.
- Consider myself a “trustee” of the Club and do my best to ensure that the Club is well maintained, financially secure, growing, and always operating in the best interests of the constituents.
- Always work to learn more about my job as a Board member and how to do that job better.
- Declare any conflicts between my personal interests and my position on the Club board, and avoid voting on issues that appear to be a conflict of interest.

As a member of the Executive Board, I will not:

- Be critical, in or outside of the board meeting, of fellow board members.
- Use the Club or any part of the organization for my personal advantage or for the personal advantage of my friends or relatives.
- Discuss the confidential proceedings of the board outside the board meeting.
- Promise prior to a meeting how I will vote on any issue in the meeting.
- Interfere with the duties of the Executive Director or undermine the Executive Director’s authority.



Player Fees

The Executive Board, on recommendation of the Executive Director and Treasurer, shall set such fees for teams and players for league and tournament play as it deems appropriate. The Executive Board, on recommendation of the Executive Director, shall have the right to waive player fees in case of financial hardship. If a player is found to be in arrears in payment to the club, that player's card will be withheld and that player not allowed to participate until payment is received. Player fees cover administrative work, league fees, tournament fees, field fees, coaching stipends, refereeing fees, equipment and various other expenses.

Uniform Fees and Travel Costs

Uniform fees for competitive players will be paid directly to the club's chosen uniform vendor in January. Uniforms are expected to be used for two consecutive seasons. New uniforms will be purchased in 2018 and in even years following. Therefore, returning club members enrolling in odd-numbered years will need to purchase uniforms in their first two consecutive seasons.

Players participating in the Competitive program may travel a great extent. Costs of food and hotel are not covered by the club.

Other Fees and Costs

Substantial fines may be levied by MYSA on teams that do not register and provide the appropriate number of certified referees for their state tournaments.

Club Offerings

The club believes that all players should have the opportunity to participate in the sport of soccer regardless of ability level. Current offerings are Spring and Fall Competitive Soccer, Winter Futsal, Winter Academy, Spring Academy, Camps, and Summer 3v3.

Financial Aid Policies

Billings United Soccer Club has established a scholarship fund to help qualifying players and their families with fees and expenses related to participation in club activities. Based on your annual gross income and your family size, you might qualify for financial assistance. The club will work with you to create a payment plan or a scholarship that allows your player to participate. Financial Aid forms may be found on the Club website under the Financial Aid tab.

All financial information provided to the club during the application process will be kept strictly confidential.



Evaluations and Team Formation

The Age Group Director, Staff Coaches and Technical Staff will evaluate players during the course of each season. Players will not be assigned to specific teams but will participate with the level of team that most suits the player's needs, and the needs of the club as determined by the coaching staff. Formal evaluations will occur at the end of, or prior to the start of the season. The purpose of the Formal evaluations is to provide a starting point for discussion of age group makeup and team formation within that age group.

Teams will be formed within each age group according to player ability. These developmentally appropriate teams will be fluid and all players within an age group will train at the same time and under the direction of the Age Group Director. The Age Group Director reserves the right to run sessions with players split into their developmentally appropriate teams or to combine all players in the group.

Age Groups will form teams according to the number of players in that group and their ability level.

All players are expected to pre-register online (currently through GotSoccer).

Coach Selection and Assigning

Competitive team coaches will be chosen and selected by the Director of Coaching from a qualified pool of candidates based on experience, licensing and ability to work with certain age groups.

“Play-up” Procedures

Billings United Soccer Club believes that players will develop better at their age-appropriate level than at an age level above. However, the club recognizes that some exceptionally talented players exist who are physically and psychologically ready to be considered for the next age level within the club's competitive team structure.

Billings United Soccer Club reserves the right to move players when it will be in the best interest of developing the player and to maintain a team at a particular age group. This discretion is NOT bound by any of the guidelines in the Playing-Up consideration process. The Club reserves the right to build teams based on, but not limited to, the following considerations:

1. There are some situations where the club will ask a player to play-up if it makes the overall numbers for the teams more favorable.
2. A player may be asked to play on the next age level team when it is deemed he or she has clearly demonstrated exceptional play on the age appropriate team the previous season.
3. A player may be asked to play-up or even down when team formation becomes threatened. The Club will always attempt to field a team at each age group and keep as many children playing as possible. In the event there is not a team in a particular age group and a team is formed combining two age groups, the younger players will not be considered "playing up" for that year.



Guest Player Policy and Procedure

Billings United Player Guest Player

If a player registered with Billings United wishes to guest play with another club during the course of the Billings United season the following criteria must be followed:

- Game/Event may not conflict with existing Billings United team commitment unless approved by Billings United Executive Staff
- Player must obtain approval from the coach and club Executive Staff
- The player must obtain all necessary documentation required by MYSA or other state or governing authority of the team the player is guest playing for.

Billings United Team Looking to Obtain Guest Player Policy

If a Billings United Team is looking to add a guest player to their team for a Game/Event the following criteria must be followed:

- The coach of the team must submit a request to Billings United Executive staff demonstrating the need for a player outside of Billings United Club.
 - Coach must first reach out to BU Players capable of playing at the level of the team.
- The guest player must notify their club officials and coach of the request to guest play.
- The guest player must obtain all necessary documentation required by MYSA and Billings United to play for the requested team.
- Billings United Executive Staff must approve all guest players and team rosters prior to the event registration requiring a guest player.
- A \$50 guest player fee must be made to Billings United Soccer Club

Player Position

Billings United believes that in order to develop well-rounded players and athletes, players should play a multitude of positions. Under the age of 12, the Club will encourage every player to play multiple positions.

Playing Time

In the Competitive Program playing time for any individual player is completely at the coach's discretion. For ages u9-u12 play time should be distributed evenly over the course of the season. Coaches of other programs that are not competitive in nature should distribute game time evenly during the course of a game.

Alcohol, Tobacco, and Illegal Drugs Policy

Billings United Soccer Club supports Policy 2-100 adopted by Montana Youth Soccer Association. The policy can be found at the following link:

https://www.montanayouthsoccer.com/assets/57/6/current_mysa_policy_manual_1.27.2020.pdf



Player and Family Expectations

All Age Groups are expected to provide per team in the age group, a team manager, two certified referees, a field marshal, three field and equipment personnel, and a tournament helper. These positions will be filled at the first parent meeting or online.

Team referees are expected to watch the club website for training dates, attend and complete the training, referee league games, and signup and referee at the appropriate state end-of-season tournament.

All players, coaches, parents, and administrators are expected to be informed about and to abide by the MYSA Zero Tolerance Policy covering verbal and physical abuse directed toward any player, administrator, coach, referee, volunteer, parent, or anyone else.

Parents (and players) should check the club website regularly for current news items and updates to the calendar. Parents should also sign up to be on the group mailing lists. Most club news and information is sent out via email using this function.

Competitive Player Contract

As a competitive team player for Billings United Soccer Club, I will ...

- Accept my team assignment, coaches tactical and squad decisions.
- Be responsible for knowing about club activities and updates by accessing the club news at www.billingsunited.net
- Attend training sessions with enthusiasm and a desire to improve.
- Demonstrate respect to teammates, opponents, coaches, parents, referees and affiliated with the Club.
- Respect game officials and accept their decisions without question (Montana Youth Soccer Association Zero Tolerance Policy).
- Learn and obey the Laws of the Game and follow the rules of my team and the club.
- Not use profane, vulgar, or abusive language.
- Not participate in or be knowledgeable of the destruction or vandalism of property or facilities.
- Not use alcohol or a controlled substance unless it is prescribed by a physician.
- Obey all city, state, and federal laws.
- Remember that I represent Billings United Soccer Club.



Parent Contract – Competitive Players

As a parent of a competitive player on a Billings United Soccer team, I will ...

- Accept the team placement of my player. If I choose to pull my player after evaluations and team placement for any reason, other than medical, I will still pay the player fee in full. I understand that no refunds will be given after evaluations and team placement.
- Commit to league Saturdays and tournament dates that apply to my player's age group.
- Be responsible for knowing about club activities and updates by accessing the club news and calendar at www.magiccitysoccer.net and signing up for club e-mail through the club website.
- Attend team and club meetings, including the club Annual General Meeting in January which covers league changes, club philosophies, rules, and regulations.
- Help my player meet team and club expectations and commitments.
- Pay all coach, team, and club fees and turn in all required forms by their due dates.
- Volunteer my services and talents for the team and/or club. I understand that the club expects ten hours of volunteer work from each competitive family. If my family has more than one competitive player in the club, I will be responsible for a total of only ten hours
- Be encouraging, supportive, and affirmative in regard to my child's play on the field.
- Familiarize myself with the Laws of the Games and respect officials and accept their decisions.
- Not engage in dissent directed at an official (Montana Youth Soccer Association Zero Tolerance Policy).
- Not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent. I understand there are severe consequences for dissent and unsportsmanlike conduct such as banishment from my child's future games or future club activities.
- Not interfere at any time with the duties and responsibilities of the coach.
- Support the coach and the team.
- Accept the coach's decisions (playing time, player position, tactics, etc.) and not be detrimental to a positive playing environment.
- Comply with the rules, policies, directions, and procedures of the team, administrators, and board members of the club as they apply to me.
- Not act in any way that is detrimental to the team or to Billings United Soccer Club.



Coaches Code of Conduct

It is a privilege to be a part of the United States Soccer Federation, United States Youth Soccer Association, Montana Youth Soccer Association and the Billings United Soccer Club. My actions shall always reflect credit upon these organizations and their affiliates.

- Coaches and assistant coaches (hereinafter referred to as coach or coaches) are expected to maintain a higher level of sportsmanship, professionalism, and integrity both off and on the field. A coaches' primary responsibility is for his/her players to have fun, to develop soccer players, and to instill a passion for the game.
- Your performance as a coach is not measured in win and losses but rather in what you teach your players in terms of technique, sportsmanship and fair play. Coaches must maintain respect for the game as well as the referees. Coaches are charged with the responsibility of controlling their players and parents at all times during a match. Coaches lead and teach by example; your players will be a reflection of you.
- Coaches are expected to have a basic knowledge of the game and to pursue licensing that will allow them to better develop their players.
- Coaches should use positive reinforcement when dealing with players, never use foul or abusive language, and never abuse a player mentally, orally or physically.
- Coaches are expected to reinforce the Player's Code of Conduct with their players.
- Coaches are expected to be familiar with Club policies, uphold their responsibilities as set forth in such policies, and communicate deviations from policies to the Director of Coaching.
- Coaches are expected to have respect for the authority of the referee and his/her assistants. They will not harass, abuse or berate the referee before, during, or after the match. They shall not enter the field of play without the referee's permission.
- Coaches are expected to exhibit good sportsmanship both off and on the field. They are to teach their players the rules of the game, rules of fair play, and proper match behavior.
- Coaches shall be aware that they have a tremendous influence, for either good or ill, on the education of the athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- The coach shall uphold the honor and dignity of the profession. In all personal contact with athletes, officials, the Montana Youth Soccer Association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- The coach shall avoid the use of alcohol and tobacco products when in contact with players.
- The coach shall promote the entire soccer program of the Billings United Soccer Club and direct his or her program in harmony with the Club program.
- The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with parents and administrators.
- The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical and not acceptable.
- Before and after contests, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.



Zero Tolerance Policy for Referee Abuse

(From the MYSA Administrative Manual)

The purpose of such a policy is:

1. To establish an environment that is conducive to good sportsmanship. The game will benefit if respect is shown by and to everyone involved, including referees, coaches, players of both teams, parents, and fans.
2. To establish an environment that is conducive to recruitment and retention of referees. Youth (young) referees are especially vulnerable to improper comments or behavior exhibited by coaches and fans.
3. To establish a policy that requires referee abuse in any form to be dealt with quickly and convincingly. Appropriate sanctions for improper behavior need to be established and enforced without exception.

Refer to the following guidelines:

1. USSF Referee Administrative Handbook – Policy 531-9—Misconduct Toward Game Officials.
2. MYSA Administrative Manual – Rule 1.3.2; Rule 1.10.7; Rule 4—Code of Conduct; other rules as they apply.

It is expected that everyone involved with MYSA activities will behave in a responsible manner. Please be aware of the following:

1. Youth soccer is a learning experience and mistakes are made by all involved.
2. Respect should be shown to all players, coaches, supporters, and officials.
3. Supporting a team does not give you the right to be rude or abusive.
4. Please respect the integrity and judgment of the officials and refrain from abusive, inappropriate actions or words.
5. Please behave in a manner that exhibits class that would never cause MYSA or its member clubs embarrassment.



Anti-Bullying Policy

STATEMENT OF INTENT

The Billings United Soccer Club (MCSC) is committed to providing a caring, friendly and safe environment for all of our members so they can participate in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our association. If bullying does occur, all athletes or parents should be able to confide in a coach, team manager, or Board member and know that any bullying incident will be dealt with promptly and effectively. We are a TELLING association. This means that anyone who knows that bullying is happening is expected to tell the coach, manager, or any Board member.

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Athletes who are bullying need to learn different ways of behaving. This association has a responsibility to respond promptly and effectively to issues of bullying. Bullying will not be tolerated.

SCOPE

- This policy applies to any of all acts of bullying, physical or otherwise, involving members of the MCSC.
- Grievances involving coach decisions on play time, player position, or guest players are outside the scope of this document and should be handled directly with each Coach and the Director of Coaching.

DEFINITIONS

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. It is done to intimidate, coerce, control, embarrass, exclude, or instill fear.

Bullying can be:

- Emotional: being unfriendly, excluding (emotionally and physically), sending hurtful text messages, tormenting, (e.g. hiding cleats/clothing, intentionally knocking over water bottles, threatening gestures, etc.)
- Physical: pushing, kicking, hitting, punching or any use of violence
- Racist: racial taunts, graffiti, gesture □ Sexual: unwanted physical contact or sexually abusive comments or taunts
- Homophobic: because of, or focusing on the issue of sexuality
- Verbal: name-calling, sarcasm, spreading rumors

Bullying may be:

- Planned or unintentional
- Individual or group action(s)
- Of an isolated or a continual nature
- Initiated by player, coach, or parent.
- Intentionally lying and accusing another individual of bullying will also be investigated, with consequences similar to those identified in this document.

RESPONSIBILITIES

The Competition Director is responsible for:

- The investigation of all bullying allegations
- Mediation between the parties involved
- Documentation of the incident
- Recommendation of measures to be taken by the Executive Board, and
- The coordination of MCSC's response to all involved parties.
-

The Executive Board will be assembled at the discretion of the Competition Director to help mediate and evaluate bullying cases:

- The Board will, whenever possible, include a club member with experience in dealing with similar situations such as bullying in a school environment.
- Deliberations and notes taken by the Board will remain confidential and only be made available to the Executive Board on a need-to-know basis.
- Members of the Board will recuse themselves if a player from their child's team is involved.



PROCEDURE

Bullying behavior or threats of bullying must be investigated and the bullying stopped quickly.

1. Reporting of bullying activities will be kept confidential.
2. Reports of bullying between club players should be reported initially to the team's Coach. The Coach will try to resolve the issue within the team, with the players involved.
3. If the issue is between a player and his or her Coach, parents should try to have a conversation with the Coach. Coaches are required by the DOC to have periodic conversations with concerned parents, one on one or in a group. Please do not approach the Coach with a grievance in the 48 hours following a game or tournament.
4. If the issue persists, or the players or parents are not satisfied with the results, the problem should be reported to the appropriate Competition Director (U15 and above, U14 and below, or Micro Magic). Director contact information can be found on our web site.
5. The Competition Director will document all reported issues and inform the Executive Board of the outcome, with a recommendation.
6. All notes taken by the Competition Director and Board will be kept confidential and need-to-know.

If the Competition Director deems appropriate, further intervention by the Executive Board will be coordinated by the Director. Involved parties will be informed and will be asked to come to a meeting to discuss the problem. An attempt will be made to help the bully (bullies) change their behavior. If mediation fails and the bullying is seen to continue, the club will initiate disciplinary action.

ENFORCEMENT

Players found to be bullying teammates or members of other teams or clubs may face consequences including but not limited to:

- Restitution for any damage to property or personal possessions
- Temporary or permanent suspension from participation in club activities including games and/or practice sessions. This could range from benching to permanent expulsion from the Club.

Any bullying involving physical contact will result in the immediate suspension of the aggressor for a minimum of one (1) week, until the Director is able to perform a preliminary investigation to determine if further measures are warranted. All alleged incidents involving physical bullying will be investigated thoroughly. However, due to the seriousness of these situations and possible consequences for all parties involved, in order for the week suspension to occur either (a) the bully has to admit to the action, (b) aggression must have been witnessed, or (c) visible signs of the aggression must be apparent.

Any retaliation by athletes, or their parents, against someone who reports bullying will be dealt with very seriously. Measures against coaches found guilty of bullying (or found to negligently allowed bullying) may include but are not limited to:

- Suspension without pay
- Immediate dismissal from the club.

PREVENTION

1. The club bullying policy will be reviewed at the preseason coach's meeting.
2. The bullying policy will be posted on the club website.
3. The bullying policy will be communicated to all parents at the beginning of each season.



Concussion Policy

The club supports and has adopted the concussion policies of the Montana Youth Soccer Association and the State of Montana. All coaches, referees, and bench personnel (team managers) must complete annual concussion awareness training. All parents must read and sign the MYSA Parental Information and Consent Form prior to the start of each season. Complete forms and policies are available on the club website.

Risk Management Policy

Billings United adopts the policy 2-1000 of the Montana Youth Soccer Association.

You may find the policy linked below:

https://www.montanayouthsoccer.com/assets/57/6/current_mysa_policy_manual_1.27.2020.pdf

