



- Sunflower Soccer Association Policies
 1. Board Procedures for Modification of Rules of Play
 2. SSA Support of Coach Training
 3. Registration & Player Fees
 4. Use of SSA Property
 5. Tournament Administration
 6. Mailings of the Association
 7. Inclement Weather Information
 8. No Penalty Area Warm-Up
 9. Financial Procedures
 10. Referee Development
 11. Appeals and Disciplinary Committee
 12. Apparent Authority
 13. Conflict of Interest
 14. SSA Support for Use of SSA Properties for Non-League Activities

Policy Statement 1: Board Procedures for Modification of Rules of Play

This policy is designed to clarify, and place in writing, the policy of SSA in regards to rules of play.

Announcement

Any Trustee may propose any change to the SSA Rules of Play at any time. It is recommended that copies of an announcement be provided in advance of a Board meeting. Any such proposal must:

- a. Be submitted in writing.
- b. Identify each rule, which is to be changed or affected by the proposal.
- c. Detail the language to be deleted and the new language to be added.
- d. Describe the purpose of the rule or change to a rule.

Initial Action by the Board

During the Board meeting at which an announcement is provided, the Board may vote to support the change, as it is written, support the change as amended, or vote to kill the proposal. A proposal that is supported by the Board will automatically be held until the following meeting where it will be placed in Old Business to be voted on. A two-thirds vote of majority of the Board is needed to pass a change of the Rules of Play. If the Board votes to kill the change, that change may not be brought before the Board for a twelve-month period.

Implementation

The effective date of any change must be in accord with the dates approved for member institutions by Kansas Youth Soccer, as revised by the most current rules of Kansas Youth Soccer.

Provided for in this policy are the SSA Generalized Rules of Play for all age divisions.

Policy Statement 2: SSA Support of Coach Training

This policy is designated to clarify, and place in writing, the policy of SSA to encourage and support the education of its coaches. The policy recognizes that the Association encourages its coaches to receive soccer related training and education at every available opportunity.

Training Materials

SSA supports the purchase of training materials and videos for its members. The Association will budget monies for the purchase of training or educational materials every fiscal year.

State Certified Training Courses

SSA encourages all coaches to participate in the state training courses. The courses are developed and certified by KSYSA. SSA requires at least one (1) coach on a Premier Team roster to attain a Kansas Youth Soccer "E" level license by the second season that coach is listed on the team's roster.

Policy Statement 3: Registration & Player Fees

This policy is designed to clarify, and place in writing, the policy of SSA in regard to the fee charged of applicants and the process used to encourage early registration.

Recreational Player Fees

Registration with SSA provides assignment of an applicant to a team in a division, which has other players of the same age and/or gender. Divisions can vary from those with multiple birth years to those with a single birth year. The season includes eight matches, or six matches for the Instructional Division.

Early Registration

The Early Registration period is determined by the Executive Director prior to each season. The Early Registration Fee is determined by the Board of Trustees. The early registration period and fee will be posted on the registration form and on the web site.

Regular Registration & Power League

The Regular Registration period is determined by the Executive Director prior to each season. The Regular Registration Fee and Power League fee is determined by the Board of Trustees. Registration for players is open continuously from the end of the previous season until the Regular Registration deadline. Registration periods and rates will be posted on the registration form and on the web site.

Late-Registration

The Late-registration period is that period which occurs after Regular Registration. This period reflects that teams have been formed. Registrations received during Late-Registration are placed on a waiting list based on the order of when their registration was received and will be used to fill existing teams and are not assured of being placed on a team.

Reimbursements

Payments will be returned to any applicant that could not be placed on a team because the division is full. Payments, except for an administrative fee, will be returned to any paid applicant placed on a team that does not wish to play during the season, if the following conditions are met:

- (a) The parent notifies the Association in writing of the request to receive reimbursement for player fees and;
- (b) The written notification is received by the Association prior to the first scheduled match.

Registration Fees

Fees will be set by the Board of Trustees and reviewed annually.

Playing Up for Recreational Players

It is the policy of SSA to assign players in age divisions in which their birth year places them. Playing up is allowed under the following situations:

- (a) Family hardship. When a written request is received from a family which indicates they are unable to coordinate the activities of several children on various teams because they are a single parent household, because of financial constraints or because of developmental problems with a younger sibling which needs assistance from the older sibling, the exception can be granted if the parents state that they are aware of the inherent dangers of such a placement, free SSA from all liability and accept all associated risks, known or unknown, using the form provided.

Fee Waived/Scholarship Program

Fees of SSA may be waived in whole or in part on the basis of hardship for an individual. Any request for SSA to waive any or all of the cost of the registration fee must be in writing, must accompany the registration form and must be under separate cover. The Executive Director is charged with determining the merit of the request, identifying the portion of the player fee to be waived and the recording of such waivers for use by future registrars. Participation in any fundraiser sponsored by SSA is required for any player receiving any or all of the player fee waived.

It is the intent of the Board that the scholarship program be used to allow children to experience the game of soccer, not to finance on-going participation. It is the policy of the Board to limit a waiver of fees to not more than two seasons per individual. A season is any period, spring or fall, in which a new registration from is required to participate.

Medical Limitations: Due to the potential injury to any player, individuals with a hard cast on (including but not limited too) the forearm, upper arm or leg/foot **will not be permitted to play**. Simple ace wraps, finger splints and knee braces with full sheath covers are permitted.

Player Safety:

Earrings are not allowed. Players will be asked to remove earrings by referees. FIFA Law 4 states "A player must not use equipment or wear anything which is dangerous to himself or another player (including any kind of jewelry).

Policy Statement 4: Use of SSA Property

The establishment of a policy by the Board reflecting its intent regarding the use of its property by volunteers will help eliminate confusion and provide direction to the Executive Director in the conduct of the Association.

Statement of Policy

The use of soccer goals or other equipment, which is owned by SSA, but not in current use, may be requested by any coach or organization for use by teams registered with SSA. No person or organization may acquire any such property for any purpose without receiving permission in advance and in writing through the Executive Director.

Overview

The Executive Director or the Board of Trustees shall have the authority to approve or disapprove requests for use of property. SSA shall maintain a current record of loaned property in the event that a report would be needed for the Board.

Physical Assets/Personal Property

Each year before the last month of the fiscal year, the Executive Director shall prepare and/or update an inventory of the physical assets/personal property of SSA. Such inventory shall include:

- (a) A specific description of the asset including brand name, model and serial number of the asset;
- (b) The person who has physical control over the asset;
- (c) The location of the asset; and
- (d) The approximate value of the asset.

Minimum Requirements for Soccer Goals

Prior to approval of placement of soccer goals for an organization's use other than SSA, a responsible party must be named and the responsible party must agree to the following elements:

- (a) The organization must provide a written statement indicating acceptability for placement of SSA goals on the property.
- (b) The responsible party must agree to have each goal anchored securely to prevent tipping.
- (c) The agreement for use of the goals will end when SSA determines that another use of the goals are needed. The responsible party is charged with movement of the goals to and from the site, and movement of the goals to and from a selected site for use during a tournament.
- (d) The responsible party assumes all liability for any accidents involving the equipment.

Policy Statement 5: Tournament Administration

The Governor's Cup Invitational Soccer Tournament should be conducted in a manner that properly reflects the intent and desires of the Board. This policy statement is to outline the basic premises for management of the tournament while providing flexibility for the Director to make agreements as needed to conduct the tournament.

Awards

Each division in the tournament will have presented 1st & 2nd place and in some divisions 3rd place. The purpose of numerous awards is to maximize the number of teams and individuals that leave the tournament with an award. This will increase the goodwill generated by the tournament and encourage teams to return in future years.

Compensation of Tournament Workers

Compensation of the tournament workers is the responsibility of the Director. However, most all tournament workers must be volunteer in nature and do not receive monetary compensation.

Waiver of Entry Fees or Other Charges

A waiver of entry fees may be used to attract in-town or out-of-town teams to the tournament on an emergency basis to complete divisions. The Director may use a waiver of fees or charges for volunteer help performed on behalf of the tournament.

Policy Statement 6: Mailings of the Association

The purpose of this policy is to clarify who may issue mailings to members of the Association, its players, parents, volunteers, donors and related persons.

Use of Mailing Lists

No person other than the Board or Executive Director may issue any item to any group of persons, a majority of whom has SSA as the common relationship, without specific approval by the Board of any list of SSA related names, with or without addresses, phone numbers, zip codes or other information without specific approval of the Board. Any person that requests any list of names must provide to the Board or Executive Director the purpose of the use for such list and a copy of any mailer or material, which would be distributed of information, which would be requested or solicited.

Exceptions

- (a) It is the policy of the Board to release one-time-use lists of names on mailing labels to coaches of players in specific age divisions for the free agent period wherein the person plans to coach a competitive team. A nominal fee is required for the release of such lists.
- (b) It is the policy of the Board to release lists, which include volunteers of the Association for purposes of improving communication between parents, coaches, commissioners, and officers and officials of the Association. No specific approval is required by the Board for any person to release lists of names of Board members, commissioners and committee chairs and members. In addition, approval is hereby provided for the release of coaches' and commissioners' names and phone numbers on game schedules.

Use of Sunflower Soccer Name, Logo's Likeness Restricted

Use of "Sunflower Soccer Association"; "SSA"; "Sunflower Soccer"; and other related names and official logo's or their likeness must be approved in advance by the Board or the Executive Director.

Policy Statement 7: Inclement Weather Information

The purpose of this policy is to provide consistent and clear procedures on how, when and why games will be cancelled due to rain, snow or other inclement weather conditions. Also, how the Association members will be notified.

Committee

The committee determined to evaluate field and weather conditions includes the Executive Director, Complex Maintenance Chair, President and any Field Marshal on duty at the time of questioned matches.

Evaluation Guidelines

Because the fall soccer season begins in mid-August with the possibility of 100 plus degree temperatures and even high heat indexes, the following competition guidelines have been established:

Heat Temperature or Heat Index

105° and up: No outside activities

90° to 104°: Water breaks shall be taken at approximately the mid-point of any half of play exceeding 20 minutes. Careful monitoring of all athletes for signs of heat problems.

Because the official spring season begins in mid-February with the possibility of freezing temperatures, the following competition guidelines have been established: If the air temperature or wind chill is less than 30°F, no outside activities are permitted.

Severe Weather policy – No activities will be allowed at the complex during tornado watches or warnings. If a watch is issued during play, play will be suspended immediately due to the lack of storm shelter at the complex.

Tournament Exemption: The above heat and cold weather plans may be suspended for tournament play at the discretion of the tournament director.

Notification

The Evaluation Committee is charged with informing all members through the use of the media, web site and call notes.

Policy Statement 8: No Penalty Area Warm-Up

The purpose of this policy is to provide consistent application of conduct and proper internal controls to safeguard the fields at the Sunflower Soccer Complex, by not allowing any play in the penalty area of each field, prior to, or after, any match on game weekends. Reserving play in the penalty areas of each field to only matches will preserve the goalmouths of each field.

Management and Control

- (a) The Sunflower Soccer Complex shall have posted on each field, in plain site, a sign indicating no warm-up is allowed of any kind in the penalty area.
- (b) Any and all members of the Association shall have the right or responsibility to report to the field marshal, or any referee, anyone who is using the penalty area outside of a soccer match.

Failure to Comply with Warm-Up Policy

- (a) Once an individual is reported of using the penalty area for play outside of any scheduled match, a field marshal or referee must fill out the Field Marshals Report Form indicating the coach or name of the team practicing in the Penalty area, time of incident, date & field location.
- (b) Any incident indicated on the Field Marshals Report Form will be forwarded to the Executive Director within 48 hours following the weekend of the incident.
- (c) The Executive Director shall notify the reported violator prior to the next weekend of scheduled matches by telephone or U.S. Mail, that practicing in the penalty area is not allowed and a copy of this policy must be presented to the violator.
- (d) All Field Marshal Report Forms shall be maintained on file at the Sunflower Soccer Office for two years to track repeat offenders.
- (e) If the Field Marshal Report Form indicates a persistent offender of this policy, the Board shall notify, by U.S. Mail, said offender to appear at the next scheduled Board meeting for any disciplinary action required. (Three reports of violation per coach or team shall be considered persistent violation).

Discipline

The discipline of any persistent offender of this policy shall rest entirely on the Board of Trustees for action it sees fit. This discipline may include sanctions ranging from monetary fines to suspension.

Policy Statement 9: Financial Procedures

It is the purpose of these financial policies to provide consistent application of conduct and proper internal controls to safeguard the assets of the Association while performing the duties as described in the Association's By-Laws and Rules. To this end, all funds raised and dispersed in the name of the Association must be managed in such a way that the tax-exempt status of the Association will not be endangered.

Management and Control

The President, Treasurer and Executive Director shall be in regular contact concerning the financial performance of the Association.

General Requirements of all Association accounts

All income of the Association shall be deposited into, and all expenses shall be paid from the following approved accounts as directed by the Board: operating account; money market savings account, which shall be interest bearing and shall be used for Complex Development; certificates of deposit, which shall be interest bearing; operating account and money market account used for Governor's Cup, which shall be maintained by the Executive Director, reporting to the treasurer of the Association; all Association and committee accounts shall be accessible by the Treasurer and the Executive Director.

Location of Accounts

The accounts of the Association shall be maintained by the Treasurer and Executive Director, or a designee. Operating accounts must be placed in institutions insured by FDIC or by another federally insured institution. The Treasurer and Executive Director shall be mindful that the account shall not exceed the maximum amount, which is insured.

Name of Accounts

Accounts of the Association shall be in the Association's name. Governor's Cup Tournament accounts shall be in the Governor's Cup Tournament name.

Signatures Required

Checks for the payment of expenses shall be approved by the Executive Director or the Treasurer and shall be signed by any of the following: the President, Vice-President, Treasurer or Executive Director.

Checks less than or equal to \$500.00 may have one manual signature.
Checks over \$500.00 must have two manual signatures.

Receipts of the Association

All income of the Association shall be placed into Association accounts.

Collecting Financial Receipts: An employee of the Association shall open all mail and stamp any checks or other financial receipts for deposit. All cash received shall be notated and deposited into the account designated for that line item. **Deposits:** An employee, officer or designee of the Association shall make any deposit of cash or check every Wednesday and Friday of the week the receipt is received.

Disbursements of the Association

Documentation Required: Disbursements shall be paid only as a result of documentation supporting the expense. Such documentation may include Association Direct Expense Reimbursement Forms with proper attachments, invoices or other written billing.

No Disbursements over Total Budget: No disbursements may be made on payables, which are not covered by the approved budget. Payment of these obligations may only be approved by the Board. **Expenses Paid from Operating Account:** Expenses shall be paid by check from the Association's operating account.

Disbursements Through Credit Card

Issuance of Credit Cards: The Board may approve credit cards to be issued to and in the name of the Association to be utilized by Board members and specified others representing the Association. **Authorized Credit Card Limit:** Credit Card limits shall not exceed \$2,500.00. **Reporting of Credit Statement:** Those issued a credit card shall be accountable for reconciling each monthly statement with the Executive Director as to each expense for the line item budget. All reimbursable expenses must have original receipts and documentation.

Financial Records

List of Accounts: The Treasurer, with the assistance of the Executive Director and the current accounting firm (book keeper), will create a list of accounts, which reflect the line items listed in the budget. **Books and Records:** All books, records, and accounts will be maintained by the Treasurer, with assistance of the Executive Director and the current accounting firm. **Location of Records:** All permanent records of the Association will be located in the SSA Office or a secured off site location as directed by the Board.

Reporting

Records of Current Financial Activity in Comparison to Budget: The Treasurer, with the assistance of the SSA office and the current accounting firm, will create and report on a monthly basis current financial activities in comparison to the Association's budget and made available for the Board of Trustees with the agenda for each Board member.

Extra-Budget Expenses: The responsible Committee Chairperson shall be contacted immediately whenever any extra-budgetary expense is received or any Department goes over budget.

Reconciliation of Accounts: Books and accounts shall be reconciled on a monthly basis. If the bookkeeper is an outside agency this person or group shall not be a signatory on any of the Association accounts. After reconciliation, all records will be returned to the SSA office with a copy of the reconciliation report sent to the SSA office for distribution at the Board of Trustee meeting.

Individuals Compensated, Information to be Provided to the Association: All individuals providing a service which is compensated by the Association must provide name, address, and social security number or EIN (Form W-9) to the SSA office for the purpose of the Association's filing IRS Form 1099.

All Governor's Cup and SSA sponsored tournament's financial reports shall be given to the Board on a monthly basis. All financial transactions must conform to SSA policies. All financial activity of the Association shall be included in the Association budget or a committee budget.

Independent Review

All SSA accounts and Governor's Cup accounts shall be independently reviewed periodically as determined by the Board.

Expense Reimbursement

It is expected that the Board, Committee Chairpersons, volunteers and employees of the Association will, from time to time, incur expenses on behalf of the Association. This policy presents standard procedures by which volunteer and employees may recover funds expended in the conduct of the Association's business.

General Policy: Association volunteers and employees shall be reimbursed for actual, reasonable and proper expenditures incurred in the conduct of approved Association business. The Association's volunteers, trustees and employees should not be penalized nor should they profit by adhering to stated Association policies with respect to expense reimbursement.

Application: These policies are applicable to all volunteers and employees of the Association. All levels of management are responsible for informing their volunteers and employees about Association policies and procedures for expense reimbursement.

Expense Reimbursement Policies

Documentation Required: Expenses shall be paid only as a result of documentation supporting the expense. Such documentation shall include Association Expense Reports with proper attachments, invoices or other billing.

Business Meetings and Conferences: When expenses are submitted for attendance at Association business meetings, conferences, and meals with guests, the Association member should indicate on the expense report the nature of the meeting, the attendees, and other data, which may be necessary to support the expense.

Compliance with IRS Regulations: The policies, procedures and instructions contained herein are written, and may be amended, to conform with current Internal Revenue Service and Federal and State Government Regulations.

Failure to Follow Financial Policies

In the event any member, officer, committee member, employee or any other person of the Association fails to comply with these policies, the Board shall be notified. The non-compliant person shall be notified in writing by the Board either by delivery in person or by regular mail of the non-compliance and shall be requested to explain and or comply by a reasonable date. If the non-compliant person fails to comply by the date given, a second letter from the Board shall be delivered in person or by certified mail, return receipt requested. If sent by mail, the letter shall be considered delivered on the third day after it is placed in the U.S. Mail with sufficient postage and the correct address of the addressee. The letter shall demand compliance within fifteen (15) days after the letter is delivered or the non-compliant person shall be automatically considered in bad standing, removed from the appointive office, and prohibited from participating in any Association activity. If there is further non-compliance, the non-compliant person, shall have their membership reviewed.

Compensation for Independent Contractors

Definitions:

Independent contractor: Someone who is engaged to do a job or perform an act but who maintains control over how the job is to be carried out (e.g. Referees).

Compensation: Remuneration; payment for services rendered in a manner approved by the Board.

Policy Statement 10: Referee Development

Recognition of Referees

The Association recognizes that referees provide more to the game of soccer than the payment received for services rendered. The additional dedication and effort benefits the game, players and coaches.

Training & Promotion:

Entry Level Course & Recertification

SSA will cooperate with the Kansas Referee Committee in the instruction or recertification of beginning referees and assistant referees. This cooperation includes the providing of mailing labels and the use of any newsletter or web site for training announcements.

On-the-Field Instruction

Specialized instruction for referees/assistant referees will be provided on an as-needed basis by the Referee Administrator. Instructors may be selected by the Referee Administrator from among those local referees, which can demonstrate and counsel referees in the skills of effective match control.

Assessments

Referees are encouraged to seek assessments of their skills as often as they feel it of benefit to their continuing development. Any fees required which result from the request of a referee for individual assessment, must be financed by the referee.

Field Marshals

Field Marshals are responsible for field assessment, referee coordination and field communication on game weekends. Field Marshals may be paid or volunteer at the discretion of the Executive Director. Field Marshals will be responsible for canceling the match or matches for the day or portion of the day on any field, before or after the first game of the day has commenced due to lightning or inclement weather.

Field marshals shall be the reporting point for referees. The Field Marshal shall inform referees of any match or schedule changes, assist referees in clarifying schedules and match-times, and assist the public in locating specific games or players. The Field Marshal shall locate additional referee assistance to cover matches for which referees or assistant referees fail to report to their assigned fields.

Field Marshals are to note the times and teams, which do not show for scheduled matches on a form designed for that purpose. In addition, Field Marshals are to note the times and teams, which appear for a match not on the master schedule. Field Marshals are to note the referees and assistant referees, which are late or absent at the beginning of a match for which they are scheduled.

Field Marshals shall not coach a team or referee while performing the duty of field marshaling.

Make-up Matches

Referees which officiate a make-up match, which has not been approved by the SSA will not be paid by SSA and the match will be considered a practice match between the two teams for which the coaches are responsible for payment.

CONDUCT OF GAMES:

Referee System

SSA follows the guidelines of USSF of the use of a three-referee system. This system utilizes one center referee and two assistant referees. The center referee is expected to run a diagonal system and coordinate calls closely with the assistant referees. Two-person systems are prohibited in all SSA matches.

Shortages of Referees/Assistant Referees

At any time that a shortage of referees is apparent prior to the match, the Field Marshal shall be informed by the affected coaches or parents. The Field Marshal will locate a center referee, if necessary, by moving a qualified referee from another field and shifting the referee to the field, which is shorthanded. If an assistant referee is absent from the assigned field, the Field Marshal will assign another to replace that person or authorize the use of a Club Assistant Referee. If another referee or assistant referee is assigned by the Field Marshal to replace a referee or assistant referee that is late or absent, the newly assigned referee will be paid for the game. If the assigned referee or assistant referee should subsequently arrive, that referee will be used by the Field Marshal as needed, but will not be paid for a match unless the Field Marshal has a subsequent need for that referee.

Club Assistant Referees

Club assistant referees may be used in all recreational and competitive matches with the approval of both team coaches. Club Assistant Referees are not paid by the association.

Club Referees

Each team will provide two parent or coach referees, for each field, in the Under 5 and Under 6 divisions. No other individual is allowed on the field at any time during play, other than provided there is an injury.

Payment for Participation in Non-league and Rescheduled Games

Referees are prohibited from seeking payment from SSA for participation in non-league matches.

Cancellation of matches

Referees and Assistant Referees will be paid 50% of their scheduled match payment, if they have reported to the Field Marshal no later than 30 minutes prior to the match, due to cancellation of the match because of weather or field issues. If a block of matches are cancelled, referees are only paid 50% of the first cancelled match, not the subsequent matches they may have been scheduled for.

Policy Statement 11: Appeals and Disciplinary Committee

The purpose of this policy statement is to clarify the mission of the committee and to provide direction for the conduct of its business.

Jurisdiction

The Appeals and Disciplinary Committee has investigative jurisdiction over all actions of coaches, players, referees, and spectators attending, sponsoring, directing or preparing for SSA activities within the limits of the rules, policies, and code of conduct established and published by the Board of Trustees of SSA or Kansas Youth Soccer (KSYSA). The Appeals and Disciplinary Committee shall not have standing to counter or nullify rules or policies established by the Board of Trustees or KSYSA. The committee shall not have jurisdiction to counter or nullify discretionary decisions of referees acting in their official capacity prior to, during, or subsequent to a game.

Purpose

The purpose of the Appeals and Disciplinary Committee is to investigate possible violations to the rules and policies of the Association as published by the Board of Trustees or KSYSA. The committee may then make recommendations of consequence to the Board of Trustees.

Membership of the Committee

The Appeals and Disciplinary Committee Chairperson shall be appointed for a one year period or at an ad hoc basis, by the President, upon recommendation of the Board. The membership of the committee is limited to five persons including the Chair of the committee, with at least one non-Board Member sitting on the committee, but at no time will the committee be convened for a hearing with fewer than three members impaneled and present. No hearing of the committee may be convened in the absence of the Chair of the Committee. The persons filling positions on the committee will be appointed at the discretion of the Chair of the committee. Members may be appointed, on an ad hoc basis, such that they may serve only for a single hearing, or may be appointed on a one-year basis to attend each hearing of the committee. It is noted, that participation in several hearings may increase a person's ability to insure that actions of the committee are consistent over time. Thus, the Chair is encouraged to identify individuals that will serve as members of the committee for several hearings over a period of time.

Conduct of Hearings

The primary concerns include the confidentiality of hearings, the limit of participation by either side in the matter, the assurance that recommendations of the committee will

not be communicated on the same date as the hearing and the prohibition against public participation.

Disciplinary Actions

The committee may make recommendations to the Board of Trustees to take action, as it feels necessary, in its discretion, to enforce the provisions of the rules and policies of the Association or KSYSA. The Board may accept the recommendation of the committee or remand it back to the committee for further study. It is required that the committee maintain such records as a guide for future actions and as a measure of effectiveness for a particular action.

As an investigative element of Sunflower Soccer, the committee must review its mission as both punitive and preventative. Thus, recommended disciplinary actions must be such that they will discourage a repeat of the action by the offender and too also discourage such actions by other persons.

Due Process

This committee is to function as the investigative unit to provide due process to any individual or group through the KSYSA guidelines and policies.

Policy Statement 12: Apparent Authority

The purpose of this policy provides guidance concerning who is authorized to make public statements on behalf of or as a representative of the association and the manner in which such public statements should be handled. It also provides guidance as to the distribution of documents or other information from the association by the board.

It shall be the policy of the association that any communications on behalf of the association shall be official, at the direction of the president, board or staff. No statements shall be made, either verbal or written, that conflict with the position or policy of the association. Leadership should understand, that by virtue of their position, that statements may be perceived by the public as official and on behalf of the association. To control official communications, stationary and business cards shall be for the use of the elected president and staff only. Members of the board, committees or volunteers may not use association stationary. Staff will prepare letters sent on behalf of the organization with a copy remaining in the office. Exceptions may be made to the policy so long as the purpose of the letter is made known and approved by the board in advance; if the exception is approved, a copy of the outgoing letter shall be provided to staff within 24 hours of dissemination, for permanent file.

Policy Statement 13: Conflict of Interest

The purpose of this policy is to define Sunflower Soccer's position regarding investments in and personal dealings with any person or organization doing business or seeking to do business with SSA.

It is the policy of SSA that all employees and board members observe the highest standards of business ethics. They must conduct affairs in a manner that avoids any possible conflict between duties and responsibilities of their SSA position and their personal lives. Additionally, they must avoid all appearances of conflict of interest. Finally, employees and board members shall not realize personal gain, or help from others to gain, from their position with SSA by using authority, knowledge or information not available to the public.

Procedure: The Board of Trustees and the Executive Director are responsible for the administration, interpretation and approval of any variances to this policy. Legal counsel shall be consulted on all conflict matters involving questions of statutory interpretation or possible violations of applicable law.

1. Any possible conflict of interest on the part of any board member should be disclosed to the other members of the board and shall be recorded in the association minutes when the interest becomes an action item.
2. Any member having a duality of interest or possible conflict of interest on any matter should not vote or use his/her personal influence on the matter. The minutes of the meeting shall reflect that a disclosure was made and abstention from voting. This would include, but not be limited to:
 - a. Relatives elected or appointed to the board.
 - b. The privilege of deferring a vote when a conflict of interest is raised which pertains to all trustees.
 - c. A conflict of interest issue is raised of a board member by another board member or committee member and the quorum majority acknowledges as such.
3. The forgoing requirements should not be construed as preventing the board member from briefly stating his/her position in the matter, nor from answering pertinent questions of other board members since his/her knowledge may be of great assistance.

Conflict of Interest Disclosure

1. If you or any members of your immediate family are an officer, partner, owner or employee of any entity which does business or is attempting to do business with SSA, please list the name and address of the entities, the nature of your relationship with it, and describe the dealing. If none, please state "none".

2. If you have reason to believe that any of the entities with which you or immediate members of your family are affiliated may have business dealings with SSA in the future, please list those entities and the nature of such dealings. If none, please state "none".

3. If you or your immediate family holds ownership interest in a closely-held company, or at least a 5% ownership interest in any public company, which does business with SSA, please list the name and address of the entities, the nature of your relationship with it, and describe the dealings. If none, please state "none".

4. If there is any relationship or interest involving you, your company or any individuals or family associated with you or your company or matter not disclosed above which might be perceived to compromise your obligations to SSA under the policy concerning conflicts of interest or which may raise questions of a conflict of appearance of conflict of interest between your duty and loyalty to SSA and your economic or political self-interest, please indicate here what that relationship of matter is. In none, please state "none".

I hereby acknowledge and will abide by the Conflict of Interest Policy set forth by Sunflower Soccer Association.

Name: _____ Title: _____

(Signature)

(Date)

Policy Statement 14: SSA Support for Use of SSA Properties for Non-League Activities

Sunflower Soccer Association strongly supports initiatives, which expand the number, type and quality of soccer activities for SSA participants. Interest by participants has been shown for expanded opportunities in player camps, tournaments, exhibition games, and league select teams. This policy statement is to illustrate SSA support for these activities, encourage coaches, players and parents to initiate such activities and establish guidelines for the use of SSA authority, leased or managed facilities, and insurance.

Initiation of Activity

A request for the use of SSA property for soccer activities outside league play must be made in writing to the Board of Trustees by any coach or parent whose team or player is registered in the current or most recently completed soccer season.

Filing of Request Forms

The use of SSA fields, property must be arranged in advance by filing the appropriate form for that purpose. The purpose of the form is to notify SSA of the type of activity for which SSA facilities are requested, whether or not monies will be generated, and if so, by whom and for what purpose. The form must include the following information:

1. Name, address, and phone number for contact and alternate.
2. Statement as to type of activity;
3. Proposed date of activity and possible alternative dates;
4. Types of facility, etc. desired;
5. Name, address and phone number of presenter (camp director; tournament director; other)

Tournaments

Tournaments require special conditions to be met by the requesting party. All tournaments requesting to use SSA facilities must be conducted in accordance with Sunflower Soccer Association rules and policies. (The Board of Trustees may waive this requirement, if neither the requesting organization nor any of its members or players is affiliated with Sunflower Soccer and the tournament will be used exclusively by the members of that organization.) Any tournament that will accept teams from an association in addition to Sunflower Soccer Association must be approved by KSYSA. The tournament must provide SSA with proof of liability insurance at the required KSYSA coverage level and liability waivers from all participants.

Event Dates

SSA reserves sole discretion in approving dates for activities using SSA properties. Activities will not be allowed on Fridays. League makeup games may be played on Tuesday and Wednesday evenings. Activities will not be allowed the week prior to the Governor's Cup Tournament or other large weekend events - exception: high school matches on the original schedule. Ten days notice must be given in writing to SSA for game change requests. A specific field will be designated by SSA. No other fields shall be used except for the field assigned due to unanchored goals and other field equipment that may prove dangerous (this includes siblings playing on other fields).

Auditing of Financial Records

SSA reserves the right to demand any and all records, from any organization using SSA properties for the purpose of auditing the receipt and disbursement of all monies.

Tournament Defined: A tournament is a schedule of games, which have the purpose of determining, which team in a given defined category is the best. As such, a tournament has a competitive nature and requires the recording of wins and losses, or the recording of points. A tournament does not require the distribution of any type of award.

Tournament Fees

SSA requires a security deposit in the amount of 50 percent of contracted fees upon approval of any application to host a tournament. The deposit, except for a \$25 administrative fee plus any SSA cost incurred, will be returned if the tournament is cancelled or the organization declines to hold the tournament. Upon approval by the Board of Trustees of the request to host the tournament, the Executive Director or appointed event coordinator will contract with the Tournament Director for a fee per field for each field under SSA management to be used in the tournament. The contract may stipulate that the field fee be paid in advance of the tournament or within two weeks following the conclusion of the tournament. The contract must be completed prior to approval of the KSYSA tournament hosting agreement. No contract may be approved with any individual or associated group that has failed to comply with any previous contract agreements.

Lease Fees

A lease of fields may be approved as directed by the Board of Trustees for use on the basis of a fee per field schedule. This authorization is intended to allow SSA to lease field space for purposes such as Olympic Development camps, state tournaments, national tournaments, NCAA sponsored events, KSHSAA sponsored events, special camps by corporate entities or other activities.

Authority to Waive Fees

The SSA Board of Trustees is authorized to waive all or a portion of any fee. Any such waiver must be made and explained in writing on the application form. Any person or organization desiring to use SSA facilities must provide evidence of insurance in the amount satisfactory to the Board of Trustees.

Approval of Application Requests

The Board of Trustees or it's designee in accordance with all SSA rules and policies must approve applications for all activities except those related to tournaments which require state or national sanctioning and SSA Board approval. The original of each approved application form must be kept on file in the Sunflower Soccer Office.

Due to the importance of tournament scheduling, heavy wear and tear on fields and effect on the reputation of this organization across a wide geographic area, approval of tournaments which require state or national sanctioning must receive a majority vote of the trustees present at a regularly scheduled meeting of the Board.

Cancellation of Activities

A majority of the trustees, acting to protect the Association's investment in the facilities, may withdraw approval for use of SSA properties. This statement must be stated in any agreement or contract that may be binding.