



# **POLICY & PROCEDURE MANUAL**

The purpose of this manual is to provide for the Canadian Valley Futbol Club, operating as and hereinafter referred to as Oklahoma Rangers FC, board, staff, coaches, players, and parents a guide to the operation and expectations of the organization. The manual does not take away the power and effect of the Club By-Laws and in any area of conflict, the bylaws shall prevail. This manual is intended to be amended frequently to reflect the changing conditions of Oklahoma Rangers FC operations.

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# SECTION I – ORGANIZATIONAL POLICIES

## ORGANIZATION AND LEADERSHIP OVERVIEW

Oklahoma Rangers FC is a community-based, volunteer organization supporting academy and competitive soccer playing under Oklahoma Soccer Association (OSA), United States Youth Soccer Association (USYSA), and the Federation Internationale de Football Association (FIFA). Oklahoma Rangers FC organization is exempt from tax under IRS Section 501c(3).

The Oklahoma Rangers FC website is [www.okrangersfc.com](http://www.okrangersfc.com).

## MISSION

Oklahoma Rangers FC core mission is to provide the best possible environment for the players, families and coaches within our communities. We are resolute in our beliefs and understand that the only way to grow and improve is to accept the fact that we are never done learning and that there is always another way. We strive to provide excellence in all areas of the Club and put each and every player in the best position to reach their maximum potential.

## PHILOSOPHY

**Person First, Player Second** - We aim to be a full service Club, able to cater to players of all levels. Our mission is to help each player reach their maximum potential on the soccer field but more importantly we understand our responsibility to help shape positive members of society. We aim to instill values such as respect, integrity, humility, honesty and a growth mindset. As a staff we need to be positive role models and work to understand each person, behind the player that we are working with.

**Real Leaders, Create More Leaders** - At Oklahoma Rangers FC we believe in providing the best platform for individual growth for both our players and our staff. We aim to achieve this through continuous self-reflection, setting clear expectations and assigning and recognizing responsibilities. We want all our players and coaches to be aware of all the opportunities they have in front of them, set goals and embrace the challenges and work it takes to reach them.

**Healthy Competition Leads to Progress** - Our player development model dictates that we will never sacrifice our playing style, values and beliefs in order to win, but we do want to encourage competition in everything we do. Competition is a huge part of our training methodology and also makes up one of the 5 pillars of our Club style of play. We want our players to continuously push each other, strive for better, and also learn valuable life lessons through wins and losses in practice and in games.

# SECTION II – CLUB REGISTRATION AND FISCAL POLICIES

## OVERVIEW OF CLUB REGISTRATION AND FISCAL POLICIES

The following policies are established to ensure that the Club stays a fiscally strong and solvent organization. Oklahoma Rangers FC will follow the guidelines of OSA and/or USYSA and US Club Soccer for registration requirements. Oklahoma Rangers FC will strive to keep costs reasonable and affordable. While Oklahoma Rangers FC is a non-profit organization, it must maintain a positive cash flow to ensure the overall operation of the organization. Oklahoma Rangers FC disclaims financial responsibility for, and shall not assume, nor be held liable for the debts or financial obligation, either expressed or implied, of any member, team, coach, manager, or other team official that has not been authorized by the Board.

## REGISTRATION

All players must be registered with Oklahoma Rangers FC prior to participating in any practice, game or other activity. Registration procedures and policies shall be in accordance with the requirements set forth by this club and shall be the

responsibility of the Registrar.

## Registration Forms and Fees

Registration shall be on the official club website. The registration form shall meet the requirements of USYSA. The form shall have provisions to show that proof of age has been verified at one time and must have medical permission and parental consent. A schedule of fees will be determined and approved by the Board for each year and included in fiscal policies.

If any player's registration fee is refused by their respective bank, the responsible party will receive written notice from Oklahoma Rangers FC stating that until the current fees are paid their child(ren) will be suspended from play until the registration fee is paid in full.

## Proof of Age

The Oklahoma Rangers FC is responsible for maintaining a record of verification of each player's age on his/her registration form once when the player is playing in a sanctioned event. In the event that record is lost or in doubt, the board may request such proof, in writing again. Proof of age documentation shall consist of a copy of "original" or "certified" birth documentation in the form of a birth certificate, a United States Board of Health record, a passport, a Certificate of Naturalization or an Alien Registration Card issued by the United States Government. Hospital, baptismal, or religious certificates will not be accepted. Once ages have been verified, documentation will be shredded and not kept on file with Oklahoma Rangers FC.

## PAYMENTS

### Academy and Competitive Fees

A player shall not participate in any Club activities until previous season year balances have been satisfied.

Training and registration fees shall be established by the Board and all fees must be paid in full in accordance with the established payment schedule and policy for the player to continue to participate in any Club activities, including trainings.

Players registering after the season start (August 1/January 1) must pay 100% of their Club registration fees for the current season. Training fees may be reduced based on the player's registration date. A player joining after the 15<sup>th</sup> of a given month will not be responsible for training fees for prior months.

- Example: Academy player joins on February 16<sup>th</sup> – they will be responsible for 3 of the 5 training payments for the Spring season, as well as 100% of the registration fee.

Any player account that has a negative balance shall be given 30 days' notice of delinquency and if the account is not made current prior to the provided deadline, the player shall be suspended from all activities and may not participate in any trainings or games until the balance is paid in full.

### Discounts for Coaches and Board Members

**Coaches:** Children of Oklahoma Rangers FC Coaches will not be required to pay training fees. Registration fees will be required. (Voted by Board on 2023.09.07)

**Board Members:** Children of Oklahoma Rangers FC Board Members will not receive a discount for the 2023/2024 season. (Voted by Board on 2023.09.07)

### Refunds

**Competitive:** When you sign with a competitive team you are committing to the full year registration (Fall-Spring). Registration will not be refunded after August 1st if you withdraw. To be released from a team, you must request a release from the coach. If the coach agrees to the release and your player leaving does not put the team below the minimum roster size then you will need to complete an OSA transfer/release form. You are responsible for getting the paperwork signed by the player, parent, and coach. When the release paperwork has been completed and returned to the register, the player will be removed from the roster and future training fees removed. Note- a player MUST be current on all payments to the team and the club before the player will be released. If a player owes money at the end of the seasonal year, the club will follow OSA policies for reporting the player. Players who are reported as owing money to another club will not be added to a roster until those obligations are met.

**Academy:** Prior to August 1<sup>st</sup>, registration may be canceled and refunded in full. After August 1st, training fees may be cancelled but registration will not be refunded. If registration for Spring season is pre-paid, a full refund can be requested until February 1st. After February 1st, training fees may be cancelled but registration will not be refunded. Any training fees that have already been paid to the coach for the current month will not be refunded.

## Exceptions

Exceptions to these rules are subject to Oklahoma Rangers FC Board approval.

- A prorated refund may be provided in the event of a season ending injury. The request must be made in writing and with a physician's note of the season ending injury.
- If a player registers with Oklahoma Rangers FC and we are unable to place you on an age appropriate Academy or Competitive team, you will be refunded the registration fees, not including any training fees if the training was provided.

Oklahoma Rangers FC Board reserves the right to deviate from this policy when special circumstances are presented. All refunds requested must be submitted in writing, via mail to: Oklahoma Rangers FC Attention Club Registrar, PO Box 850231, Yukon, OK 73085 or via email to [questions@okrangersfc.com](mailto:questions@okrangersfc.com).

## Timing of Refunds

In general, refunds granted for programs will be issued within 30 days of the decision of the refund.

## Payment Methods

Payments may be made to the club via the following methods:

- Credit card through GotSport
- Personal check mailed to the official club mailing address
  - If a check or cash is given to a Board member or Coach, a receipt shall be provided to the payor and receipt copy provided to the Payment Coordinator along with the payment.
- Other payment methods (Venmo, CashApp, etc) – If alternative payment methods are used for official club business, a business account should be created that includes two or more Board members for oversight. No new payment accounts may be created without preapproval from the Board.

## SCHOLARSHIP PROGRAM

The Oklahoma Rangers FC Scholarship Program provides families the opportunity to receive financial aid from the club during times of financial strain. The program provides financial aid to help with part of the expenses associated with playing soccer at our club. Financial aid may be awarded to help offset the club dues. This Program is offered to cover portions of your registration fee and monthly training fees, but the cost of your travel fees, tournament fees and uniforms are not included in the program without special approval. Oklahoma Rangers FC wants to help as many families as possible, but we are on a strict scholarship budget. Any player seeking assistance must meet the circumstantial guidelines to be considered for this assistance program. Aid is awarded based on circumstance and funds available, but we do work on a first-come first-serve basis as well. It is important to get your application in as soon as possible. Unfortunately, we cannot guarantee that everyone who applies will receive funding.

The scholarship application and submission process can be found on our website at: <https://www.okrangersfc.com/forms>

## INSURANCE

All Oklahoma Rangers FC players are covered under a secondary insurance policy through the Oklahoma Soccer Association (OSA). Details and claim submission process can be found on the OSA website: <https://www.oksoccer.com/>

## BANK ACCOUNT

Oklahoma Rangers FC shall maintain a bank account for official club business that is administered by no less than (3) members of the Board of Directors.

## **SECTION III – CLUB OPERATIONAL POLICIES**

### **CODE OF CONDUCT POLICY**

As an organization committed to the teaching and enjoyment of youth soccer, Oklahoma Rangers FC seeks to promote the highest standards of courtesy, sportsmanship and positive behavior among its players and parents. All players and families are expected to demonstrate the principles in this Code of Conduct while engaging in activities related to the club.

The Code of Conduct Policy of Oklahoma Rangers FC establishes the ethical standards for governance and committee volunteers and staff of Oklahoma Rangers FC (collectively referred to as “Representatives”) in addition to all members and participants within any and all sanctioned programs, events, activities and competitions.

The Code of Conduct Policy applies to all staff, volunteers, members and participants who are involved or engage with any sanctioned Oklahoma Rangers FC program, event, activity or competition.

The Code of Conduct Policy is intended to supplement but not replace any applicable state or federal laws governing behavior.

#### **Zero Tolerance**

Oklahoma Rangers FC maintains a zero tolerance regarding abuse. This extends to all representatives, members and participants in any and all Oklahoma Rangers FC sanctioned programs, events, activities and competitions. Oklahoma Rangers FC requires every representative, coach and volunteer to assist in creating a safe environment for participants at and during any and all sanctioned Oklahoma Rangers FC programs, events, activities and competitions.

#### **Prohibited Substances**

Oklahoma Rangers FC prohibits the use and possession of illegal drugs, alcohol, or, in the case of minors, tobacco for any and all coaches and participants at any and all sanctioned programs, events, activities and competitions.

#### **Prohibited Activities and Sexual Misconduct**

Oklahoma Rangers FC prohibits nudity and any indecent exposure by any representative, member or participant at any sanctioned programs, events, activities and competitions.

Oklahoma Rangers FC prohibits any representative, member or participant from engaging in sexually oriented conversations at any sanctioned programs, events, activities and competitions. This includes sharing information about one’s own personal relationships, dating or sexual activities.

Oklahoma Rangers FC prohibits the possession of any sexually oriented materials to include magazines and videos while participating in any sanctioned program, event, activity or competition.

#### **Physical Contact**

While appropriate physical contact taking place in public where the contact is designed for the benefit of the athlete and does not meet an emotional or other need of an adult while also not having the potential of creating a physical or sexual intimacy is common within sport, Oklahoma Rangers FC prohibits representatives, members and participants from engaging in any other form of physical contact with and or between athletes.

#### **One-on-One Interactions**

One-on-One interactions between minors and an adult (who is not the minor’s legal guardian) are permitted if they occur at an observable and interruptible distance by another adult.

Isolated, one-on-one interactions between minors and an adult (who is not the minor’s legal guardian) is prohibited, except under emergency circumstances.

Meetings between adults and minors may only occur if another adult is present, except under emergency circumstances. Such meetings must occur where interactions can be easily observed and at an interruptible distance from another adult.

If a one-on-one meeting takes place in an office, the door to the office must remain unlocked and open. If available, it will occur in an office that (if available) has windows, with the windows, blinds, and/or curtains remaining open during the meeting.

Individual training sessions between adults and minors are permitted if the training session is observable and interruptible by another adult. The adult must obtain the written permission of the minor's legal guardian in advance of the individual training session. Parents, guardians, and other caretakers must be allowed to observe the training session. Permission for individual training sessions must be obtained at least every six months.

## **Massages and Rubdowns**

Any massage or rubdown performed by an adult on a minor athlete is prohibited unless such adult is a licensed massage therapist. Any massage or rubdown by a licensed professional must be conducted in open and interruptible locations. Any massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and licensed massage therapist in the room. Even if the coach is a licensed massage therapist, the coach shall not perform a rubdown or massage of an athlete under any circumstances.

## **Locker Rooms, Restrooms and Changing Areas**

Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, restrooms, changing areas, or similar spaces is prohibited. Exceptions may be made for media and championship celebrations, provided that such expectations are approved in advance and two or more adults are present.

Under no circumstances shall an unrelated adult be undressed (disrobed or partial or full nudity where private body parts are exposed) in front of minor athletes.

At no time are unrelated adults permitted to be alone with a minor in a locker room, restroom, or changing area except under emergency circumstances.

## **Social Media and Electronic Communications**

**Content:** All electronic communication originating from participating adults to amateur athletes who are minors must be professional in nature.

**Open and transparent:** If a participating adult needs to communicate directly with an amateur athlete who is a minor via electronic communications, another participating adult or the minor's legal guardian will be copied.

If a minor athlete communicates to the participating adult privately first, then the participating adult should respond to the minor athlete with a copy to another participating adult or the minor's legal guardian.

A participating adult communicating electronically to the entire team will copy another participating adult.

Amateur athletes who are minors may "friend" the organization's official page.

**Prohibited electronic communications:** Participating adults are not permitted to communicate privately via electronic communications with amateur athletes who are minors, except under emergency circumstances.

Participating adults are not permitted to "private message," "instant message," "direct message", or send photos via Snapchat or Instagram to a minor athlete privately.

Participating adults are not permitted to maintain social media connections with minors; such adults are not permitted to accept new personal page requests on social media platforms from amateur athletes who are minors and existing social media connections with amateur athletes who are minors shall be discontinued.

**Request to discontinue:** Legal guardians may request in writing that their child not be contacted through any form of electronic communication by the organization or by the organization's participating adults. The organization will abide by any such request that their child not be contacted via electronic communication, absent emergency circumstances.

## **Local Travel**

Oklahoma Rangers FC does not arrange for local travel. Participating adults who are not also acting as a legal guardian, shall not ride in a vehicle alone with an unrelated athlete who is a minor, absent emergency circumstances, and may only drive with at least two other minor athletes or another adult at all times, unless otherwise agreed to in writing by the minor athlete's parent/legal guardian in advance of each local travel.

### **Team Travel**

**Team/competition travel:** When only one participating adult and one minor athlete travel to a competition, the minor athlete must have his/her legal guardian's written permission in advance and for each competition to travel alone with the participating adult.

**Hotel rooms:** Participating adults shall not share a hotel room or other sleeping arrangement with a minor athlete (unless the participating adult is the legal guardian, sibling, or is otherwise related to the minor athlete).

**Meetings:** Meetings shall be conducted consistent with Oklahoma Rangers FC's policy for one-on-one interactions – i.e., any such meeting shall be observable and interruptible. Meetings shall not be conducted in a hotel room.

### **Bullying**

Oklahoma Rangers FC prohibits representatives, members and participants from engaging in any unwanted, aggressive behavior designed to intimidate or harm another through one's superior physical strength, access to embarrassing information, popularity or influence.

### **Harassment**

Oklahoma Rangers FC prohibits representatives, members and participants from engaging in any activity designed to cause fear or humiliation, reflect discriminatory bias, offend or degrade through physical or non-physical actions towards any other representatives, members or participants at any sanctioned program, event, activity or competition.

### **Hazing**

Oklahoma Rangers FC prohibits representatives, members and participants from engaging in any activity that could be defined as hazing at any sanctioned program, event, activity or competition.

### **Mandatory Reporting**

Oklahoma Rangers FC requires all representatives, members and participants to immediately report any violations or suspected violations of the Oklahoma Rangers FC Code of Conduct Policy during any sanctioned programs, events, activities and competitions to a team official, sanctioned program, event, activity or competition official or Oklahoma Rangers FC representative.

Oklahoma Rangers FC takes any and all reports of inappropriate behavior or suspicions of abuse seriously.

Oklahoma Rangers FC complies with all laws requiring a person to make a report to appropriate law enforcement agencies and requires all representatives, members and participants to either notify an official or report directly to law enforcement authorities.

Retaliation against individuals making good faith reports of misconduct is expressly prohibited.

### **Training and Education**

Organization members, as defined and required by the Safe Sport Authorization Act of 2017, will complete annual SafeSport training. Additional training and education will be provided when required by state, local, and federal law.

## **CLUB COMMUNICATIONS AND PRIVACY**

Communication is the cornerstone to ensure that Oklahoma Rangers FC is and stays a successful organization. As issues, events, and opportunities arise, Oklahoma Rangers FC will make every effort to communicate these to our members.

### **Communication Tools**

The Oklahoma Rangers FC website is the primary tool for advertising programs and disseminating information through



postings and emails. Oklahoma Rangers FC also utilizes online tools, social media, email and electronic newsletter communication.

### **Chain of Communication**

Club members should begin by communicating with the team coach and manager. If additional attention is needed, members may convey their ideas or concerns via the appropriate communication channels to the Board of Directors, Director of Coaching, and Director of Academy. However, it is critical that coaches and the team managers communicate effectively with their teams to reduce avoidable demands upon the Board and Directors.

### **Privacy and Identity Theft Protection**

As a matter of conducting the business of the club, Oklahoma Rangers FC utilizes 3<sup>rd</sup> party vendors for registration and electronic payment processing. It is critical that the club act to prevent the unauthorized disclosure of this information.

- The board will implement measures to ensure the physical and electronic security of records maintained by the club.
- The board will implement measures to secure the financial information from members from unauthorized access to a standard that is accepted throughout the industry.
- The board will use either an in-house shredding capability or contract with an outside vendor for the shredding of all documents containing personal information.

### **Sale of Personal Information**

Oklahoma Rangers FC will never sell email databases or other contact information. However, we cannot be held responsible for our partners, including Oklahoma Soccer Association (OSA), and the United States Youth Soccer Association (USYSA) in this matter. We are required to provide information to our certifying organizations and they have their own such policies on these issues. Complaints about such releases of information should be communicated directly to the management of that organization with a copy to Oklahoma Rangers FC President.

## **RISK MANAGEMENT**

All adults in positions of responsibility or direct contact with members of Oklahoma Rangers FC who are directly involved with the members of Oklahoma Rangers FC teams, including coaches, assistant coaches, referees, team managers, board members, Oklahoma Rangers FC staff, etc. will complete a background check, SafeSport certification, and any other certifications required by the United States Youth Soccer Association (USYSA) and Oklahoma Soccer Association (OSA).

## **CONFLICT RESOLUTION AND DISCIPLINE**

Oklahoma Rangers FC is committed to promoting a healthy environment for all participants, including players, coaches, team and club officials, referees, parents and family members, and fans. Harassment, abuse of any kind, ethical violations and unfair treatment shall not be tolerated.

- Any club member/parent having a grievance which he/she is unable to satisfactorily resolve by direct communication with the involved individuals should contact the next level of authority (Director of Coaching, Director of Academy, Board of Directors members) as per Oklahoma Rangers FC website.
- If this does not result in a satisfactory resolution of the situation, the individual may request a hearing before the Board of Directors. The individual must submit a written request to the Board Secretary. The decision of the Board will be final.

### **Disciplinary Procedures**

Regardless of the level of management (Coach, DOCs, or Board) involved in resolving the incident, the following procedures shall be followed. Some instances may result in communication directly from the board where egregious offenses result in removal from the club.

#### **Verbal Counseling**

A minimum of two responsible management members (Coach, DOCs, or member of Board) shall conduct a meeting with

the party involved at which they will be notified that they are being placed on verbal notice and future allegations will result in additional action. The management members will maintain written documentation of the conversation for future reference if necessary.

### **Written Notice**

Should a second actionable offense occur, the party in question will be provided written notice, outlining the results of the first meeting with the management members and notifying them of a second actionable offense. The written notice shall include:

- Nature of the problem.
- Action to be taken and consequences due to the infraction(s).
- Notification that if the behavior continues and another complaint is lodged, they will be asked to discontinue their relationship with Oklahoma Rangers FC.
- Instructions for appealing the allegations and disciplinary actions to the Board of Directors, should the party in question feel they were unjustly accused or disciplinary actions were not warranted. Appeal notification should be in writing within two weeks of the written notice.
- A copy of the Written Notice shall be provided to the Board.

### **Termination Notice**

Upon receipt of a third actionable offense, the party involved will be asked to discontinue their relationship with Oklahoma Rangers FC. Such notice will be provided in writing and include:

- Nature of the problem.
- Notification that the situation will be brought to Oklahoma Rangers FC board for review and date and time of that review.
- Notification that the relationship with Oklahoma Rangers FC is suspended pending Oklahoma Rangers FC board decision.
- Possible consequences which will be enforced.

### **Red Cards**

Any Oklahoma Rangers FC coach, player, member or family member who receives a red card or is ejected from any game will be subject to a one (1) game suspension for the next scheduled game. (This applies to both league and tournament games.) Anyone who receives two (2) red cards during the soccer calendar year will be subject to a three (3) game suspension for the next three (3) immediate scheduled games after the second red card is given. Anyone who receives three (3) red cards in a season will be subject to a disciplinary hearing and shall follow the procedures outlined in "Termination Notice".

## **INCLEMENT WEATHER POLICY**

Severe weather in our area that may involve the suspension or cancellation of a game, practice or other activity generally includes lightning, heavy rain, hail, tornadoes, and snow. All games and practices will be suspended upon sight of lightning.

US Soccer Federation Guidelines: <http://www.recognizetorecover.org/lightning-severe-weather>

OSA Guidelines: [https://cdn1.sportngin.com/attachments/document/0041/8426/Lightning\\_Action\\_Plan\\_1401\\_\\_1\\_.pdf](https://cdn1.sportngin.com/attachments/document/0041/8426/Lightning_Action_Plan_1401__1_.pdf)

### **Lightning Policy**

The seemingly random nature of thunderstorms cannot guarantee the individual or group absolute protection from lightning strikes, however, being aware of, and following proven lightning safety guidelines can greatly reduce the risk of injury or death. The individual is ultimately responsible for his/her personal safety and has the right to take appropriate action when threatened by lightning. Adults must take responsibility for the safety of children in their care during thunderstorm activity.

Any coach, board member, or referee has the authority and duty to suspend a practice or game in the event of a lightning threat within a 10 mile radius. In addition, any parent reserves the right to remove their player from a practice or game without consequence in the event of severe weather in the area if they feel the threat is not being addressed.

Detection of lightning can be done through numerous methods including:

- Electronic lightning detection apps (such as WeatherBug)
- Lightning detectors
- Flash/Bang method

When lightning is detected, everyone must exit the field and wait in a safe area such as a vehicle or solid building (sheds are not included). Unsafe places are near metal or water; under trees; on hills; near electrical/electronic equipment.

Play may not resume until 30 minutes after the last lightning strike was heard, visibly observed, or detected via one of the methods noted above.

A referee, board member, or coach may notify players and families of the all-clear. If multiple are available, consultation on safety must be agreed upon.

### **Hot Weather Guidelines**

Oklahoma Rangers FC will follow the US Soccer Protocols for Heat & Hydrations: <https://www.recognizetorecover.org/environmental#heat-guidelines>

### **Cold Weather Guidelines**

Temperature above 36 degrees: Normal practice

32 or below with precipitation: No outside practice

32-35 without precipitation: No more than 1 hour outside per session. May return outside after 30 minutes indoors.

26-31 without precipitation: No more than 30 minutes outside per session. May return outside after 15 minutes indoors.

25 or below without precipitation: No outside practice

### **Same-Day Cancellation of Games and Practices**

Oklahoma Rangers FC staff will make the decision to cancel activities at any fields Oklahoma Rangers FC uses. Please check Oklahoma Rangers FC's website and/or Yukon Soccer Club's website (<https://www.yukonsoccerclub.com/>) before you leave for the soccer fields. The Club or coach will try to provide information regarding cancellation as early as possible. If you are playing an away game, check that club's website for information about their fields before heading out.

### **In Progress Suspension of Games**

The referee will suspend the game if a warning of severe weather (severe thunderstorm, tornado, flash flood) is issued by the National Weather Service for the game field. Game officials will suspend the game if severe weather is sighted at the field. Game officials will suspend the game if lightning is detected within 10 miles (or closer) of the game field.

Policies governing games which are suspended in progress:

- Go to your vehicles as quickly and orderly as possible. Follow your family's severe weather safety plan.
- After 30 minutes the referee will determine whether play will resume.
- If the referee determines that play cannot resume, you will be informed the game has been abandoned and you will be instructed to leave. Games that are abandoned within the first half of play will be rescheduled. If play is abandoned during the second half of play, the game will be considered played complete.
- A referee canceling a game due to inclement weather will report that decision to Oklahoma Rangers FC within 24 hours of the event. Coaches whose games are canceled due to inclement weather are to follow the reschedule process.

### **INJURY POLICY**

Please seek medical attention if an injury results in a player temporarily discontinuing their participation. Oklahoma Rangers FC recommends the players follow the advice of their physician. A player shall not participate in any practice, training, or games without release by a licensed Medical Professional for severe injuries including concussions. Injured players are encouraged to continue to attend team events during their recovery.

## **Concussion Guidelines**

As part of an overall strategy that aims to educate players, coaches, athletic trainers and other personnel, guidelines are intended to minimize player risk for complications related to concussion, both short and long-term and to maximize the length of playing time, both in-season and over a career. All coaches will complete required concussion protocol training. Further compliance will be directed by state agencies including heading policies for younger players.

## **BOARD MEETINGS**

### **Consent Agenda**

A consent agenda may be presented by the Board President at the beginning of a meeting. Items may be removed from the consent agenda at the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the assembly.

## **SECTION IV – PROGRAM POLICIES**

### **ROSTERING POLICIES**

#### ***Academy and Competitive Divisions***

Oklahoma Rangers FC Board of Directors designates the Directors of Coaching to determine player roster protocol.

Players shall be rostered with their appropriate age group to maximize player development. The following guidelines shall be considered and consistently applied to determine the appropriateness of a player request to roster up.

- Uniqueness of talent. Player will be evaluated for technical, physical, mental, and emotional proficiency.
- Players may only request to roster-up one age division.
- At the discretion of the DOC, there may be circumstances when younger players may be rostered to an older team to fill the older team's roster. In these cases, the criteria governing the player-requested rostering up policy may or may not apply.

Player requests must be made in writing by the player's parent or guardian and submitted to the appropriate Director of Coaching, within seven (7) days of the tryout period. Rostering up provision is made on a year-to-year basis.

#### **Dual Rostering Policy**

Oklahoma Rangers FC will adhere to the US Club Soccer policy related to dual registration. With appropriate DOC approval, players may opt to dual-roster. However, a dual-rostered player, whose primary club is Oklahoma Rangers FC, is expected to attend Oklahoma Rangers FC practices, games, tournaments, and other events when in conflict with the secondary club's practices, games, tournaments, and other events.

#### **Guest Player Policy**

Oklahoma Rangers FC follows OSA, USYSA and US Club Soccer rules regarding guest players. In order to cover the related player registration costs, guest players will be required to pay a fee of \$30, once per season.

### **COACHING EXPENSES**

Both Academy and Competitive head coaches travel and related expenses will be paid by the team. Teams will divide the expenses for coaches equally to all registered players, regardless of participation in the related game or tournament. If a coach is coaching multiple teams at the same event, the coaching expenses will be split equally between the teams. These expenses are collected by the team manager prior to travel games or tournaments, and paid to the coach by the team manager.

#### **Hotel Rooms**

The team shall pay for the head coach's hotel for a standard (king or double queen) room. If multiple teams are attending the same tournament, coaches from different teams may share a room and the cost is divided between the teams.

### **Mileage and Per Diem**

The current IRS mileage and per diem rates shall be used. Coaches are encouraged to share rides to minimize expense. Gas mileage rate is paid for round-trip travel from home to tournament site, plus game related miles. Rental cars may be required for travel based on cost comparisons to be determined by President and/or Treasurer.

For local tournaments / local club games / training within the Oklahoma City metro area, teams do not reimburse coaches for their expenses.

## **PLAYING TIME POLICY**

### **Academy Program**

The Academy program within Oklahoma Rangers FC is an inclusive environment. For players to be able to develop the skill sets provided in the training, it is imperative that players can develop in the game setting.

Players are not all guaranteed equal playing time but will play at least ½ of each game. Coaches understand that players need the game time to show and develop what has been learned over the course of the training cycles.

### **Competitive Program**

Playing time is not guaranteed. However, our primary goal is player development. The coaching staff will make every effort to enhance a player's confidence and development by giving players an appropriate opportunity to play. Playing time for tournaments will not be guaranteed.

## **TRAVEL AND TOURNAMENTS**

All Oklahoma Rangers FC Competitive and Academy teams will participate in tournaments as an organization in sanctioned tournaments that are approved. Additional tournaments may be entered, subject to approval from the Director of Coaching or Director of Academy.

## **UNIFORM POLICY**

Oklahoma Rangers FC will be affiliated with a set athletic brand contract and will abide by the contracted agreement. There shall not be unapproved modifications, additions, or sponsor logos allowed to player uniforms, warm-ups, training shirts, coaches gear, or equipment. In addition, teams may not produce team specific gear. Oklahoma Rangers FC is a professional organization and players, coaches, and staff will represent the club, not as individual teams. The Board of Directors has the sole authority to approve uniform branding. Any Oklahoma Rangers FC team found in violation is subject to review. All uniforms with unapproved alterations may be replaced, at the cost of the team, before the team can compete again.

### **Uniform Cost**

The uniform cost is separate from club fees and the responsibility of the player. Uniforms have a two-year cycle. The required kit will be determined and communicated for parents to make an informed decision.

## **RESCHEDULE POLICY**

It is understood that games will occasionally need to be rescheduled, for a variety of reasons. Before a reschedule request is submitted, the opposing team must be contacted. All requests will be reviewed by the scheduling committee and if approved the requestor will be notified. All requests must be received no less than 5 days in advance of the day of the game. If a reschedule is requested less than 5 days prior to the game, the team will be responsible for referee fees for the make-up game. If an alternative date or time is required, the scheduler will contact the requestor directly with available options. The reschedule link and details can be found at: <https://www.okrangercfc.com/managers>

## SECTION V – FUNDRAISING & SPONSORSHIP POLICIES

### OVERVIEW

As a 501c3 non-profit organization, Oklahoma Rangers FC may solicit and promote ways for the organization to secure donations from sponsors and other fundraising sources for the following purposes:

- To manage club operating expenses
- To enhance team budgets
- As a means to fund capital improvements and development
- As a means to fund Oklahoma Rangers FC Scholarship Program

### DONATION PROCESSING

All revenues from donations obtained by members, staff, community at large and board members will be received by the Treasurer and deposited into the general fund with appropriate distribution based on restrictions. Both cash and In-Kind donations will be receipted based on IRS Guidelines.

### FUNDRAISING & SPONSORSHIPS

All Fundraising and Sponsorship Programs must be conducted in cooperation and approval of the Board of Directors. The Board reserves the right to deny any fundraising program or sponsorship upon evaluation.

### TEAM FUNDRAISING

Each team may participate in fundraising activities subject to approval from the Oklahoma Rangers FC Board.

#### Participation

If a team chooses to participate in a team fundraising activity, each player will be expected to participate in the event.

#### Distribution of Funds

Any monies raised by the team for the team must be evenly distributed to all roster players up to the full amount of the dollars raised.

Each team is responsible for managing its own monies raised for future expenses. No refunds will be made back to individuals from the club or from the team account.

## SECTION VI – TOURNAMENT POLICIES

### OVERVIEW

Hosted and Sponsored Tournaments, clinics, camp or special events provided by Oklahoma Rangers FC are organized by the club. Any and all information, rules, policies, housing etc. are handled by the Tournament Director and/or the DOC of that given event.

## SECTION VII – REFEREE POLICIES

### OVERVIEW

As regulations and rules change, please reference <https://oksoccerrefs.org/> for more information on current referee policies.