

## APPENDIX

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## **NORTH WHIDBEY SOCCER CLUB CODE OF BUSINESS CONDUCT**

It is the intent of North Whidbey Soccer Club, including Deception Football Club and North Whidbey Soccer Academy, to strive for the highest ethical conduct from all board members and designated individuals in governance roles, with particular sensitivity to those who hold positions of confidence, authority, and trust in fulfilling the mission and goals of this non-profit organization.

These roles include all members of the Board of Directors, including those listed as part of the Executive Board. Additional sensitive positions include officers, selected staff members, certain independent contractors, and individuals designated in this manner at a future time by a majority vote of the Board of Directors.

To achieve the highest standards of conduct, each position is requested to acknowledge by signing the following adopted Code of Ethics once elected or assigned to a position within North Whidbey Soccer Club. This acknowledgment will be kept on file in the organization's office.

All designated individuals of North Whidbey Soccer Club are expected and required to exercise high ethical standards of conduct and practice fundamental honesty at all times.

In support of North Whidbey Soccer Club's standards of high ethical conduct, each designated individual WILL NOT:

- Deceive, defraud, or mislead North Whidbey Soccer Club board members, officers, managers, administrators, coaches, supervisors, volunteers, or associates, or those with whom the organization has business or other relationships.
- Misrepresent North Whidbey Soccer Club in any negotiations, agreements, dealings, or contracts.
- Release or divulge any proprietary information relating to North Whidbey Soccer Club's mission, plans, or operational databases without appropriate approval from a designated individual or a majority vote of the Board of Directors.
- Obtain a personal benefit or advantage due to the relationships established with the individual's role acting on behalf of North Whidbey Soccer Club or by using the organization's name, resources, proprietary strategies, or any other internal resource.
- Use North Whidbey Soccer Club assets to create products or services for a for-profit organization. Items made for other charities, NGOs, or non-profits using club resources require a majority vote of the Board of Directors before proceeding.
- Accept individual gifts of any kind in connection with an individual's role in serving on North Whidbey Soccer Club's Board of Directors. Gifts of \$200 or less are excluded from this provision if they are given by individuals receiving services through the organization, such as a family of a player giving a coach a Christmas or birthday gift. All gifts above \$200 valuation, given to a designated individual during the calendar year, must be reported to the Treasurer. Anyone receiving a total of \$500 or more in total gifts

from one or more people and/or businesses while serving in a designated role with the organization must report this information to the Treasurer. Business-related gifts from WIYSA members (i.e., Central Whidbey Soccer Club, South Whidbey Soccer Club) are excluded from this provision.

- Withhold their best efforts to perform their duties to acceptable standards as viewed from the perspective of a reasonable outside observer.
- Fail to perform due diligence when performing actions in their designated role on behalf of North Whidbey Soccer Club.
- Engage in unethical business practices of any type.
- Defame North Whidbey Soccer Club board members, coaches, families, parents, volunteers, players, or referees in public communication, including designated social media and SMS group chats and/or conversations.
- Use North Whidbey Soccer Club property, equipment, financial resources, personnel, or services for a personal benefit unless hired to perform such actions as an employee or independent contractor (i.e., a coach using club equipment and property for private lessons while representing the organization).
- Violate any applicable laws or ordinances that apply to North Whidbey Soccer Club or while conducting personal actions that could be deemed to be working on behalf of the organization.

Infractions of this professional standard of conduct are to be reported directly to the Vice President or Interim Vice President of North Whidbey Soccer Club who shall, in their sole determination, investigate the matter, bring the infraction to the Executive Board for review, designate a committee of three to investigate the issue, or bring motions of censure or no-confidence to the Board of Directors with a complete finding of the violation for consideration.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Role: \_\_\_\_\_

Date: \_\_\_\_\_



### Player's Code of Conduct

Player Name: \_\_\_\_\_

Date: \_\_\_\_\_

1. I will attend all practices, games, meetings and all other required team functions on time. I am the one who needs to call the coaches and make arrangements if I am going to miss practice or other team functions.
2. I will show respect toward coaches, players and referees at all times.
3. I will demonstrate good sportsmanship on and off the field of play.
4. I will not fight or argue with coaches or teammates, avoiding foul language whenever possible while competing for North Whidbey Soccer Club.
5. I will stay within the established areas of the sidelines during the game.
6. I understand that I risk being ejected and/or suspended from a game or further league participation if I incur unsportsmanlike penalties.
7. I will be coachable, ready to learn and have fun.
8. I will be a team player and always put the team first.
9. I will listen to my coaches and follow the rules of North Whidbey Soccer Club.
10. I understand that the way I perform in practice and my attitude will help determine my playing time in games.
11. I will treat my coaches, parents, teachers, and instructors with respect at all times, on or off the field.
12. I will always wear shin guards that are completely covered by socks or an appropriate sleeve during any NWSC soccer activity.

\_\_\_\_\_  
Player's Signature

\_\_\_\_\_  
Date



### Coach's Code of Conduct

Coach Name: \_\_\_\_\_

Date: \_\_\_\_\_

1. Coaches will always be fair, firm and consistent.
2. Coaches will promote a positive attitude and lead by example.
3. Coaches will ensure no players are wearing optional jewelry during practices or games.
4. Coaches will follow the current FIFA rules, including WYS, WIYSA, NPSL, other designated tournament or league expectations, and NWSC rules while teaching the fundamentals of the game of soccer.
5. Coaches will not argue with parents or officials, and will always demonstrate good sportsmanship.
6. Coaches will listen to their players' concerns and try to help them in any way they can.
7. Coaches will do their best to ensure each athlete is both physically and mentally ready for whatever task is asked of them.
8. Coaches will strictly adhere to the policies and procedures of NWSC, WIYSA, NPSL, designated leagues and tournaments, and WYS to set a proper example with their actions for everyone to follow.
9. Coaches will stress teamwork and respect for each and every athlete.
10. Coaches will not allow anyone who has not filed a WSP background investigation form with the WYS to be with a minor player unattended. This includes parents of players who refuse to sign the form.
11. Coaches will allow each athlete the opportunity to compete and excel.
12. Coaches will control their sidelines, both player and parent, to ensure all rules are complied with.
13. All my players will wear shin guards and soccer socks at any game or practice.

\_\_\_\_\_  
Coach's Signature

\_\_\_\_\_  
Date



### Parent's Code of Conduct

Player Name: \_\_\_\_\_

Date: \_\_\_\_\_

1. I will support the efforts of the volunteer coaches and of North Whidbey Soccer Club.
2. The use of profanity, fire pits, charcoal grills, gas-powered heating equipment, drugs, alcohol, or tobacco during any NWSC game is prohibited.
3. I will set the right example for your child by always showing good sportsmanship toward the players, parents and coaches of both teams, as well as the referees.
4. Never argue with a coach or official during practices or games. Any complaint or concern can be directed to the Team Manager, who will relay the messages to the coaches.
5. Playing time is discretion of the coach. If concerns arise, discuss the matter with the Team Manager or Coach in a reasonable manner.
6. Any parent who enters the field during a game risks their player and coach, being disqualified from a game. The coaches will motion for the parent to come on the field in need because of an injury.
7. Any parent who is coaching from the sideline will be asked by the Coach or Team Manager to stop. One warning is all that is required. If the coaching does not stop, the parent will be asked to leave the field. No further discussion will occur until the end of the game when the Team Manager, Coach and offending party will discuss what happened.
8. Parent comments from the sideline should be positive and encouraging only.
9. Remember to always praise your player's effort before you discuss any mistakes. The players know what they have done wrong so try to focus on what was done right. Let the Coach discuss corrections. Youth players are extremely sensitive to perceived criticism.
10. Allow your player to play and have fun.

11. Never voice your complaint or concern about coaches, teams, referees, or league officials in front of the players or social media postings. If you have a complaint or grievance, please submit it in writing to the board of directors using the club complaint form.

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Parent's Signature

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Date



**North Whidbey Soccer Club (Select/Premier)**

**Deception Football Club Player & Parent Agreement**

Player Name: \_\_\_\_\_

Date: \_\_\_\_\_

This agreement covers all soccer activities for the entire soccer year (including District competition) as defined in the North Whidbey Soccer Club (NWSC) Bylaws and Operating Procedures.

1. NWSC, its players and the parents/guardians of players will promote a balance of competitive spirit, teamwork, friendship, sportsmanship, fun and learning.
2. Players shall be accepted without regard to race, gender identity, religion, political affiliation, culture, or national origin. Players will be accepted only after the interested players' parents and guardians and the players themselves have acknowledged awareness and acceptance of the obligations the player and his/her family incur coincident with participation in Deception Football Club programming .
3. Each player agrees to abide by the rules and regulations of the NWSC, Whidbey Island Youth Soccer Association, District 1 and Washington State Youth Soccer Association (WYS) as appropriate, and other relevant governing soccer bodies.
4. All rostered players shall attend all practices and games unless excused in advance. Notification of absence should be made to the Head Coach or the Head Coach's designate. Games are normally played on Saturday or Sunday as scheduled by the District but may be played on other days of the week as necessary. Players are normally expected to arrive 35 minutes prior to the start of the game in their proper uniform. There will normally be two or three practices per week. The practices are normally on weekday evenings and will normally last from one to two hours. The day of the week, length of practices and the time the practice begins are determined by the Head Coach and coordinated through North Whidbey Soccer Club . Players should arrive at the practices at least 10 minutes prior to the scheduled start time. For emergency and other reasons, parents/guardians are expected to remain at the practice



field or to be reachable by telephone during practice times. It is the responsibility of the parent/guardians to ensure that their player has proper transportation to and from the games.

Carpooling may be available and should be coordinated with other parents or with the assistance of the Team Manager or Team Mom. When players have conflicts with scheduled practices on a consistent basis, it is expected that the player will adjust their conflicting schedule so they can attend a minimum of one practice session per week.

5. The Head Coach, in their sole discretion, shall make all decisions with reference to a player's playing time and field position. That decision will be based on a player's soccer skills and ability, commitment to the team, game and practice attendance as well as, individual game conditions and situations. Playing time is not guaranteed. Any discussion of a player's playing time or his/her role on a team will be made with the Head Coach in private, away from the field of play and to not interfere with a game or practice session.
6. Each player or participant shall have on record with the NWSC and their Head Coach, registration papers signed by the player's parent/guardian, a player/parent agreement and a medical release form. These forms must be provided before participation in NWSC tryouts, practices, skill instructions and games. Each player shall produce a Birth Certificate or other adequate proof of age as required for proper registration.
7. If, during the soccer year, a player chooses to suspend their soccer activities with NWSC for a period of time, they must first obtain permission from the Head Coach and agree to pay their share of rostered expenses. If a player does not meet their team financial responsibilities during this absence, the team reserves the right to release that player on the roster. Injured players also are responsible for their financial requirements during rehabilitation and are encouraged to attend practices and games, even if they cannot participate.
8. In order to keep the North Whidbey Soccer Club and the team operating, it is essential that all of the parents/guardians fulfill their financial obligations promptly. If financial arrangements (satisfactory to the Head Coach and NWSC Executive Board) have not been made, a player will be denied the right to participate in practice and games. If a player's payments are habitually late, an account receives more than one check returned for insufficient funds, or alternate payment schedules are not adhered to, those players will be denied the right to participate until the payment issue is corrected, including all practices, games, and scheduled events. Parents/guardians in need may seek financial assistance by applying for club or county scholarships, alternative funding from WYS, or other available grants. More information is available via the Head Coach or any NWSC board member.
9. Player's financial obligations are paid to the NWSC through the family Affinity profile unless authorized by the club treasurer for an alternative method. All payments are to be made by the date outlined in the payment schedule attached.

10. Player's Financial Responsibilities included in the payment schedule are:

- a. Team Expenses: Which include league fees, referee fees, field usage fees, practice fees, coaching fees, insurance, training and other related expenses.
- b. Tournament Fees: Which include three tournaments entrance fees per year. Additional tournament costs, beyond the two initial, are borne by the players. Fees will normally be divided equally amongst all players.
- c. Team Outfitting: Initial Team outfitting includes balls (practice and game), pennies, cones, portable canopies, and other team related gear and/or replacement items.
- d. Uniforms: Initial Team outfitting includes 3 Game Jerseys, 2 game shorts, warm-ups, 2 practice Jerseys, and 2 game socks. Any replacements will be at the expense of the player.

11. Player's Financial Responsibilities not included in the payment schedule:

- a. Tournament and Game Expenses: Travel expenses, meal expenses and all other expenses incurred to travel to and from games and tournaments is the responsibility of the player.
- b. Playing Gear: Shin guards, goalkeeper gloves, appropriate footwear, gear bags, non-club warmups, non-club training wear, and other non-uniform related items are the responsibility of the player.
- c. Coach Reimbursement and Stipends: Coaches receive a designated travel stipend for each team to cover fuel, vehicle maintenance, hotel, and associated expenses for away games, tournaments, and club events. Out of state or international tournament expenses are considered by the Board of Directors on an as-needed basis.

12. As a member of the NWSC, it is an understanding of all players and parents that tournament participation is an important part of the team's activity, and all players are expected to attend all tournaments. The selection of which tournaments a team attends is at the sole discretion of the Head Coach. All players, regardless of attendance, are required to fulfill their tournament financial responsibility. There will be no refunds of fees not utilized for tournaments.

13. All players are required to have the uniform designated by the NWSC and by the Head Coach. All players are required to have at all games, their home and away jerseys, shorts and socks. They are also required to have their shin guards and proper footwear. Players must wear the proper attire, including protective gear and footwear, as well as bring an appropriate sized soccer ball to all practices. Players are expected to provide their own water at practices and games.

14. North Whidbey Soccer Club will not tolerate any abuse, verbally or physically, by any player, parent or relative, directed at any team member, coach, NWSC Official, referee or other soccer official/player. Offending parents and/or relatives will be required to depart the immediate vicinity and may be banned from future game/practice fields upon review by the Board of Directors. Player suspensions are based on

a review of the situation by the Head Coach, Board of Directors, appropriate league officials, and the WYS Disciplinary Committee based on the referee's misconduct report.

15. In an effort to operate the team efficiently and to facilitate smooth communications, parent/guardians are asked to channel discussions and/or questions through their Team Manager and/or Head Coach or Head Coach designate.
16. The players and parents/guardians of the North Whidbey Soccer Club teams agree to the following code of ethics:
  - a. To serve the game of soccer and cooperate with other teams and associations for the betterment of the game.
  - b. To act in a way that commands respect and confidence.
  - c. To promote an unvarying attitude of fairness and good will by competence, by integrity and by player respect for persons and opponents with whom the NWSC and its team's deal.
  - d. To work in harmony with one another to ensure that the individual, team and NWSC goals are fulfilled.

I understand that failure to comply with the teams stated above could result in my or my child/ward being dismissed from participation within the North Whidbey Soccer Club.

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Signature of Parent/Guardian

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Date

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Signature of Parent/Guardian

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Date

## NORTH WHIDBEY SOCCER CLUB CORPORATE PARTNERSHIP GUIDE

Creating a partnership between the North Whidbey Soccer Club and Your Company!

Presented to: Corporate Executive

Executive Summary:

The North Whidbey Soccer Club has provided the children of Oak Harbor the opportunity to learn about soccer, improve their capabilities as players, experience friendships, and understand the value of commitment, teamwork and healthy competition. These important life lessons will stay with them their entire lives, learned in a fun environment. During the fall and spring seasons, this organization will support nearly a thousand children that represent hundreds of families in our community, providing an important value to all members of the community.

Currently, North Whidbey Soccer Club's main form of revenue is through player's participation fees. This system, although sufficient to fund the basic operations of the club, creates a competitive disadvantage when measured against other clubs within the state. The primary difference between North Whidbey Soccer Club and the state's top clubs is financial support from the business community. In order to address this disparity, North Whidbey Soccer Club is looking to develop a long-term marketing partnership between the Club and the business community, with the goal of providing a powerful marketing opportunity that improves the quality of service offered back into the community.

There is no question that a relationship with North Whidbey Soccer Club is smart business. North Whidbey Soccer Club is deeply entrenched with the local community. Hundreds of families will spend 204 hours a week out on the soccer fields taking kids, viewing games and talking to the coaching staff and parents. It is a rare opportunity for a company to tie themselves tightly into one of the most giving communities in the state, by providing quantifiable value for their children. Furthermore, creating multiple, positive, advertising impressions with your core audience is a key advertising principle that is accomplished with ease through a relationship with North Whidbey Soccer Club.

This proposal lays out a way in which you can help Oak Harbor children and their families create a positive influence in the community, support your employees, and customers, and market directly and consistently to a key sales demographic, all for a very small, tax-deductible investment.

The North Whidbey Soccer Club is looking to gain sponsorship for local corporations to hire more qualified coaches, improve their training facilities and equipment, offer more seminars and clinics and position teams to play more regional, state and national tournaments. This will provide our local players the coaching, equipment and exposure necessary to compete at a regional, state and national level.

Current sponsorship benefits as follows:

Create company and product awareness, which can drive retail traffic and sales.

Building new and deeper community networks.

Enhance your company's credibility and educate the community about your products and services.

Your company will receive social media recognition via Facebook and Instagram, as well as listed on our website.

Your company's logo will be placed on the front of the team jersey you choose to sponsor.

Your company will receive an 8x10 thank you plaque with a team photo on it.

A copy of your team's schedule so that you may attend games.

An invite to the team's end of season celebration.

One adult jersey to match your team.

#### Conclusion:

It is a unique opportunity when a company can make a tax-deductible donation to a non-profit organization and help kids and their families do something that they love while strengthening the community. It is virtually unheard of to realize those benefits and still market to one of the most affluent, highly qualified audiences in the Oak Harbor area. The decision to support the North Whidbey Soccer Club is a decision that will help your company and our local community for years to come.

For more information, contact: PR Director at [nwscsponsorship@gmail.com](mailto:nwscsponsorship@gmail.com)

# NORTH WHIDBEY SOCCER CLUB

Post Office Box 2896, Oak Harbor, WA 98277



*Please use one form per player – print or type clearly.*

## Medical Release Form

Player's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Sex: M / F

Parents' Names: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Father's Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mother's Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Family EMAIL ADDRESS: \_\_\_\_\_

In case of emergency and parents are unreachable, notify:

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Medical Insurance Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Group Name/Number: \_\_\_\_\_

Policy Number: \_\_\_\_\_

## Medical Consent Agreement

As a parent/guardian of the child above, I understand that soccer is a strenuous and potentially dangerous sport. By my signature below, I do hereby consent to my child's participation in North Whidbey Soccer Club programs and activities. I do hereby waive, release, indemnify, and agree to hold harmless North Whidbey Soccer Club, program organizers, sponsors, supervisors, and participants from any and all claims for personal injuries. Furthermore, I do hereby authorize the Coach, Program Directors and/or Club Representatives to act as Agents for my child to consent to emergency medical, surgical, or dental examinations, treatments, etc.

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

**NORTH WHIDBEY SOCCER CLUB**  
**PLAYER EVALUATION FORM – PLAYING UP**

Player Name: \_\_\_\_\_

Boys / Girls U- \_\_\_\_\_

1. General ball control without pressure

Specific Comment:

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2. Ball control under pressure

Specific Comment:

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3. Accuracy and timing of passes

Specific Comment:

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4. Overall game without the ball (offensively and defensively)

Specific Comment:

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5. Overall physical dimensions (quickness, power, agility, etc)

Specific Comment:

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6. Overall psychological dimensions (mental toughness, basic attitude, etc)

Specific Comment:

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7. Extraordinary and unique abilities

Specific Comment:

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Evaluating Coach \_\_\_\_\_

Date: \_\_\_\_\_

[illegible]

**\*\*This form can be accessed Electronically for calculating.**