



Oregon Premier Football Club
Policy Manual
January 1, 2019



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SECTION I. PURPOSE

The purpose of this manual is to provide a resource for everyone involved with the Oregon Premier Football Club. This manual will be a reference guide for the day-to-day operations of the club. The manual is not intended to detract from the power and effect of the by-laws and in all matters if there is a conflict, the by-laws shall prevail. The policy manual has been created to change as frequently as is necessary to be an accurate reflection of the manner in which Oregon Premier is managing its operations.

a. Core Beliefs and sporting intent of Oregon Premier Football Club:

CLUB BELIEFS:

OREGON PREMIER'S MISSION STATEMENT

Oregon Premier will provide the highest possible level of technical and tactical training, athletic development and competitive team play. We will offer our highly-skilled and capable players with endless opportunity to further excel in the sport and in the classroom. It is Oregon Premier's goal to become recognized across the United States as a consistently successful soccer club that provides model development for its players, both in terms of soccer development and personal growth.

CORE VALUES

The Oregon Premier core values are the guiding principles that dictate our behavior and actions as coaches. Your behavior will either bring out the best or the worst of your player's capabilities. It is vital that we set and exhibit the values we hope to pass on to our young players. The people our players become when they leave Oregon Premier is our club's legacy. By creating and following a sincere and unwavering culture, we will help develop better people through the game of soccer. By developing individual players and giving them the tools, skills and character they need to contribute beyond the soccer field, they will also develop the tools, skills and character to contribute more effectively on it.

It is critical to note that OPFC was created as an organization to serve the young soccer players in the West Linn, Wilsonville and Lake Oswego communities. Our organization is committed to the health and well-being of both Willamette United Football Club and the Lake Oswego Soccer Club. OPFC has not been created to be a competitor to WUFC or LO but to provide services to high school aged players and high-level players that need an environment of like-minded and like-skilled players. By working together, LO and WUFC are now able to provide programming for players that the individual clubs have not been able to offer by themselves.

At no time will OPFC create teams or programs that can be provided by either WUFC and LO and at no time will OPFC field more than ONE Academy team at the U14 and younger age groups. OPFC staff and coaches will work hard to stay connected and assist in supporting and growing teams and programs at both WUFC and Lake Oswego.

We will work together to serve any and all children in our communities no matter what level of programming or experience they need to accomplish their soccer goals.



CLUB CULTURE & VALUES

RESPECT—Our players must have the ability to see and celebrate the value in themselves and others. Respect is a fundamental part of sport. Players must have respect for their opponents, for coaches, for parents, for teammates, and an overall respect for the game. A player who values the contributions of his or her teammates, and who also displays the self-respect necessary to believe in oneself, will make a positive impact, in soccer and in life.

EFFORT - Effort is a value that can take us to unthinkable heights, leading us to achieve goals and objectives that may at other times appear inaccessible. There are many variables in life we can NOT control but we can always control the amount of effort we give. Dedication, determination, sacrifice and perseverance are all traits required when giving effort. Effort, not luck, will win the day. Immediate wins are often fleeting and momentary; at Oregon Premier we are preparing our players for the marathon of life.

AMBITION - Ambition is the desire to achieve the maximum performance possible on and off the field. Ambition is about improving every day. Other values, such as excellence, patience, discipline and motivation, are required, but ambition is always at the core of success. At Oregon Premier, we will set short and long term goals and we will do the work necessary to achieve those goals. If we want a higher performance from our players, we must first begin with a higher purpose.

TEAMWORK - Teamwork, at its base, is the commitment to a common goal. There are undeniable benefits to knowing that you are part of a group. If our values and beliefs are aligned with the values and beliefs of the club and team, then we will work harder toward success. We want our coaches and players to understand that by acting to benefit the whole, they'll also reach new heights as an individual.

HUMILITY - Humility consists of knowing how to be clear about one's values, and to maintain and defend them even in situations where you are clearly more superior and successful. Only with humility will a player continue to grow after achieving goals. Be humble, and never stop trying to get better.

b. The manual will assist the club in achieving our goals of:

- Providing player safety and security
- Providing excellent customer service
- Providing clear communication between the club and all members, reducing friction and increasing participation in programs
- Achieving superior fiscal controls and financial responsibility
- Providing our players with well-educated, inspirational experienced coaching
- Providing soccer that serves the whole community and the needs of every child no matter what kind of soccer experience they are looking for.

B. This manual is a living document that reflects the documentation of best practices operations for the club combined with the appropriate governance on the part of the executive board. Typically changes come from staff, members of the board, or coaches with changing situations that need matters of policy addressed. Any member of the club may make recommendations for changes to the manual by submitting those to the club administrator in writing, preferably by email.



Changes or revision recommendations should be submitted along with an explanation for the requested change. The club administrator will then forward the request with any commentary to the voting members of the executive board. If there is some urgency to the need for the change, then a vote will be taken electronically by email with the documentation of that vote recorded by the club administrator. If there is no urgency to the requested change then the matter will be addressed at the next scheduled board meeting.

II. BEHAVIOR AND SPORTSMANSHIP OF OREGON PREMIERMEMBERS

Oregon Premier Football Club members make up our club, whether they are players, parents, or coaches. All club members must conduct themselves in a way that properly represents the club and honors the game. Violations of the codes of conduct will be dealt with by the club's director of coaching and any appeals will go to the club's executive board. The DOCs will use progressive discipline where possible, but will have available actions ranging from verbal counseling to termination of club membership. The executive board has empowered the DOCs to take whatever action necessary to maintain appropriate behavior on the part of club members on the practice or game pitch or during travel events.

COACH CONDUCT

The Oregon Premier Code of Conduct for Coaches is the most extensive because coaches must provide an example of strong leadership at all times for our members. This code has been developed to clarify and distinguish approved and accepted professional, ethical, and moral behavior. The term "Coach" includes, but is not limited to Director of Coaching, Head Coach, Assistant Coach(s), and Managers.

OREGON PREMIER COACH CODE OF CONDUCT RESPONSIBILITIES TO PLAYERS

- Coaches must never place the value of winning over the safety and welfare of players.
- Coaches shall instruct players to play within the written laws and within the spirit of the game at all times.
- Coaches shall not seek unfair advantage by teaching deliberate unsportsmanlike behavior to players.
- Coaches should not tolerate inappropriate behavior from players regardless of the situation.
- Coaches should be a positive role model and set the standard for sportsmanship at all times.
- Demands on a players' time should never be so extensive as to interfere with academic goals and progress. Motivation for excellence should include academics as well as athletics. Coaches should keep sport in proper perspective with player's academic education.
- Coaches must never encourage or allow players to violate OYSA recruitment, eligibility, or guest player rules and policies.
- Under no circumstances should coaches authorize or encourage the use of medicinal or performance enhancing drugs. Players should be directed to seek proper medical attention for injuries and at no time should a player be put at risk by returning from injury prematurely or by being forced to play while injured.
- Coaches should continue their own education in the sport in order to be able to educate the players in technical, tactical, physical and psychological demands of the game for their level.



RESPONSIBILITY FOR “THE LAWS OF THE GAME”

- Coaches should be thoroughly acquainted with and demonstrate a working knowledge of the laws of the game of soccer. Coaches are also responsible to ensure that their players understand the intent as well as the application of the laws.
- Coaches must adhere to the letter and spirit of the laws of the game.
- Coaches are responsible for their players’ actions on the field and must not permit them to perform with the intent of causing injury to opposing players.
- If coaches permit, encourage, or condone performance which is not in the letter or spirit of the laws, the coach is derelict in their responsibility to players and the sport of soccer. The coach must strive constantly to teach good sporting behavior.

RESPONSIBILITY TO OFFICIALS

- Officials must have the support of coaches, players and spectators. Criticism of officials undermines their purpose in the game.
- Officials should be treated with respect before, during, and after the game. Officials should be addressed as “Referee” and not by name. Professional respect should be mutual and there should be no demeaning dialogue or gesture between official, coach, or player.
- Comments regarding an official should be made in writing to the appropriate organization assigning the official.

RESPONSIBILITY REGARDING RECRUITING

- It is unethical to recruit player(s) while they are registered on another team. Recruiting will NOT be tolerated.
- Coach and team representatives shall strictly adhere to OYSA and league rules pertaining to recruitment.
- Coaches have an ethical obligation to be forthright and refrain from making derogatory remarks regarding other coaches, teams, and organizations when discussing the advantages of their organization.
- It is unethical for a coach or team representative to provide compensation or inducement to a player. It is unethical for any coach to make a statement to a prospective athlete, which cannot be fulfilled.

RESPONSIBILITY FOR PUBLIC RELATIONS

- Coaches have a responsibility to promote the game of soccer to the public. Comments and critiques of governing bodies, teams, coaches, players, parents, or the media should be positive and constructive, never prejudicial or inflammatory.
- Coaches have the responsibility to assist their players in conducting themselves properly while representing their team, league, and OYSA in public.
- Comments blaming officials, organizers, players, etc. for a loss or unsuccessful endeavor are detrimental and must be avoided.
- Our coaches are the face of the club and their number one priority is to connect with the players and provide them with a FUN and educational experience at all OPFC events.



GAME DAY AND OTHER RESPONSIBILITIES

- Coaches' behavior must bring credit to their organization, and the sport of soccer.
- Coaches shall exhibit a respectful attitude towards players, officials, spectators, opposing players and coaches. Verbal abuse or physical assault is unethical and shall be punishable by fines and/or suspension from the program.
- Coaches should use their influence to control the behavior of his players, parents and spectators.
- Coaches should arrive at the appropriate field at least 45 minutes before kick off.

We expect high performance from our coaches and we also demand excellence from our players:

OREGON PREMIER PLAYER CODE OF CONDUCT

- Players will not argue with a lines person or referee.
- Players will obey all rules of the team and Oregon Premier and will adhere to the laws of the game.
- Players will stand respectfully with either their hands at their side or their right hand over their heart during play of the national anthem before any game.
- Players will accept victory with class, and defeat with the same class.
- Players will treat teammates, coaches, opponents, and officials with respect.
- Players will praise players on both teams for good play.
- Players will not ridicule or taunt opposing players.
- Players will be aware that inappropriate behavior at practices, games, team and Club events -- including tournaments-- is prohibited. This includes any use of alcoholic beverages, foul language, substance abuse, violent or destructive behavior, etc. (This includes social media)
- Players will play for the enjoyment of the sport.
- Players will win through skill, effort, good tactics and clean play.
- Players will be at all practices and games on time or communicate as early as possible to their coach the reason for their absence.

Parents must also behave appropriately and represent the club well on and off the field.

OREGON PREMIER PARENT CODE OF CONDUCT

- Parents will remember that children participate to have fun and that the game is for youth, not adults.
- Parents will be familiar with the Oregon Premier Player Code of Conduct and ensure that they assist in making sure that their player is able to support their players goals and need to be timely, properly equipped and a part of their team.
- Parents will inform the coach of any physical disability or ailment that may affect the safety of their child or the safety of others.
- Parents will learn the rules of the game and the policies of OPFC.
- Parents and their guests will be a positive roles model for children and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.



- Parents will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
- Parents will teach their child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- Parents will demand that their child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
- Parents will teach their child that doing one's best is more important than winning so that their child will never feel defeated by the outcome of a game or their performance.
- Parents will praise their child for competing fairly and trying hard, and make my child feel like a winner every time. Parents should NOT coach their child.
- Parents will never ridicule or yell at their child or other participant for making a mistake or losing a competition.
- Parents will emphasize skill development and practices and how they benefit my child over winning. Parents will also deemphasize games and competition in the lower age groups.
- Parents will promote the emotional and physical well-being of the athletes ahead of any personal desire they may have for their child to win.
- Parents will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field or away from the game field, and will take time to speak with coaches at an agreed upon time and place.
- Parents will demand a sports environment for their child that is free from drugs, tobacco, and alcohol and parents and players will refrain from their use at all youth sports events.
- Parents will refrain from coaching their child or other players during games and practices, unless they are one of the official coaches of the team. Parents will remain away from the team and coaching side of the field to prevent any misunderstanding about roles.

CHILD ABUSE AVOIDANCE

It is the strict and unequivocal policy of Oregon Premier that this club will strongly condemn the abuse of children, both physically and sexually. In addition, through policy, Oregon Premier will direct all club employees and volunteers to behave in such a manner that there will not be circumstances where such abuse will occur. If such abuse is discovered to have occurred, Oregon Premier will provide full cooperation to law enforcement and DHS to prosecute the abuse. After reporting has been conducted with law enforcement and DHS the club president should be notified as soon as possible.

Oregon Premier employees and volunteers will affirmatively act to prevent all acts of hazing. Hazing is prohibited and hazing will not be tolerated. Hazing can lead to abuse and this prohibition is part of the abuse avoidance policy. Oregon Premier employees and volunteers will ensure that they are not alone with a child and isolated in any manner. There is no circumstance where a Oregon Premier employee or volunteer should be a conversation with a child alone except in the immediate vicinity of a practice in plain view of all. The exception is when the child is the child of the employee or volunteer. Oregon Premier employees and volunteers will not develop relationships with children they coach outside of coaching, to include special friendships or dating. Inappropriate relationships will result in termination of the employee or volunteer and reporting to law enforcement.



For the purposes of this issue “inappropriate relationships” has its normal meaning and generally is a relationship which might lead to a violation of this club policy. Oregon Premier does not permit any corporal punishment by any employee or volunteer while they are acting in their professional or volunteer capacity.

Coaches and volunteers should NOT connect with their players on social media accounts unless it is through a social media account set up for a Oregon Premier team, group or program.

REPORTING OF CHILD ABUSE

Many of the club’s volunteers are mandatory reporters. Those mandatory reporters should act in compliance with ORS 419B and other relevant statutes. Club employees or volunteers will report child abuse or neglect in order to protect our players consistent with Oregon law. The phone number for Clackamas County police dispatch is 503-655-8211. The phone number for DHS is 971-637-7112.

CRIMINAL HISTORIES OF VOLUNTEERS AND STAFF

In accordance with Oregon Revised Statutes 418.691-701 Oregon Premier will continue to conduct annual criminal background questionnaires and checks of all employees and volunteers of the club. If during the course of a background check there is a discrepancy between the responses to the questionnaire and the check, the club will suspend the employee or volunteer until the discrepancy can be resolved by further investigation or action by the executive board. If an employee or volunteer is found to have failed to disclose a criminal conviction as required they will be banned from the club and the failure to disclose will be reported to OYSA. ORS 418.696 reads: Youth sports providers encouraged to perform certain activities related to qualifications of coaches or supervisors. Every youth sports provider is encouraged to:

- (1) Create and adopt a list of crimes that disqualify a subject individual from coaching or supervising a youth sports activity for the youth sports provider if the subject individual has been convicted of the crime or has been convicted of a substantially equivalent crime in another jurisdiction;
- (2) Complete a criminal records check on subject individuals who coach or supervise a youth sports activity for the youth sports provider; and follow through with action if any reports return with records of criminal activity.
- (3) Require all subject individuals who coach or supervise a youth sports activity to complete a sports education program. [2001 c.550 §2] In compliance with sub (1) Oregon Premier specifies the following crimes under Oregon statute or the equivalent in another state, or under federal statute to include the Uniform Code of Military Justice or tribal law, as disqualifying: ORS 163 (Offenses Against Persons), any offense containing sexual components, any felony, any offense against an animal, any drug crime, any crime where the victim was a child or other vulnerable person such as the elderly or disabled, and any crime involving moral turpitude or fraud including financial crimes. The board will be notified if there are any instances of alcohol and drug abuse. Appropriate action will be taken based upon a case by case review. Additional crimes may be added as the executive board may direct.



PARENTING ISSUES

Oregon Premier Football Club is a youth soccer club that puts the welfare of children as the highest value. The vast majority of parents, regardless of their marital status, are cognizant of this at all times. However it is important to remind every member that placing the child's welfare first must happen with every child. We ask that parents share information that may impact their child's (and the children around them) participation and experience in soccer. Where possible coaches, managers, and staff will send e-mails and similar communications to both parents, but this is a courtesy and the club should not be placed in the middle of custody situations.

We do not want parents to give us any sensitive information unless it may impact our ability to keep your child, and other children safe. In the following situations, we ask that parents provide the club appropriate information that may impact a child's physical and mental well-being and safety.

- Divorce (when impacting drop off and pick up) or if custody is an issue
- Allergies
- Special medical conditions
- Recurring behavioral issues

If important information is withheld from the club we can not do our best to protect children and provide them with an enjoyable and safe experience.

In cases where there has been domestic violence or a restraining order, the club should be notified immediately in writing with copies of documentation to the club president, director of coaching, and the child's head coach. Consultation with local law enforcement should be considered in such situations as the club is NOT in the business of dealing specifically with these issues.

III. ADMINISTRATION GENERAL OPERATIONS

The DOCs and staff run the day to day operations of OPFC. Oregon Premier attempts to staff the office to the greatest extent possible during the periods of greatest need for registration and other administrative support, while controlling personnel costs.

OFFICE MANAGEMENT

a. Phone Calls—whenever possible the club administrator and staff will work together to ensure and no phone message or email goes more than two business days without being answered.

b. Web Site—OPFC's web site is the primary tool for advertising programs and disseminating information through postings and emails. The club administrator is the central clearing house for posting information on the web site for all manner of information from new programs to cancellations.



c. Chain of Communication—With regard to the administrative matters club members should begin by communicating with the Oregon Premier office. However, it is critical that team managers communicate effectively with their teams from the formation of the team to reduce avoidable demands upon the club office staff.

PRIVACY AND IDENTITY THEFT PROTECTION

As a matter of conducting the business of the club, Oregon Premier gathers the personal and financial information of parents and children. It is critical that the club act to prevent the unauthorized disclosure of this information.

- The office staff will implement measures to ensure the physical and electronic security of records maintained by the club.
- The office staff will implement measures to secure the financial information from members from unauthorized access to a standard that is accepted throughout the industry.
- The office staff will use either an in house shredding capability or contract with an outside vendor for the shredding of all documents containing personal information.
- The office staff will develop a contingency plan to be briefed to the executive board should a member or members become the victims of identity theft due to an error on the part of the club.

The club will not post or distribute physical addresses of any member of the club on the Internet with the express permission of the member authorizing that posting. The club will clarify with members that email addresses and phone numbers might be distributed and should be of a type that does not create concerns for the member.

The club will have a process for members, such as those that have been the victim of domestic violence or have a protective order in place, for using the club office as a point of contact. The ability to shield the information of a club member should be clarified on the web site and in registration materials.

SALE OF PERSONAL INFORMATION

Oregon Premier Football Club will NEVER sell email databases or other contact information. However, we can not be held responsible for our partners, including OYSA, US Club Soccer, US Youth Soccer, and US Soccer Federation in this matter. We are required to provide this 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.

CANCELLATION POLICY

REFUNDS FOR GAMES CANCELED

If any games are canceled due to circumstances out of the club's control including but not limited to lightning, ice, field closure due to rain etc. there will be no refunds given. The club will make a reasonable effort to reschedule any canceled game but if the game can not be rescheduled due to circumstances out of the club's control there will be no refunds.



PLAYER REFUNDS – Circumstances may arise where a player feels it necessary to drop from the team once selections are made. If this occurs, the refund policy is as follows:

Automatically forfeit original non-refundable tryout fee

Drop within 30 days after team selection – 25% refund

After 60 days of team selection – No refunds

*Refund requests due to injury will be considered on a case by case basis.

SCHOLARSHIP POLICY

As a Club, Oregon Premier believes that no player should be turned away due to financial hardship. The club offers member assistance. This section outlines the policies surrounding the Oregon Premier Scholarship program.

Scholarship applications will be reviewed and approved by a committee of the DOCs, Club President and Executive Director, as funds are available.

- There are NO full scholarships. We ask that every family pay something toward their registration fee.
- A Partial Scholarship can cover as much as 50% of the registration fees.
- Scholarship amounts awarded will be based on the needs of the individual.
- Scholarships will be reviewed on season by season basis.
- If there is a need to cover more than the club fees (uniforms, shoes etc.), a written request should be sent to the club stating what the need is and why you can not cover those fees. These additional request will be handled on a case-by-case request and will go through the same process as the scholarships listed above.
- It is the Parent/Guardian responsibility to keep the club notified of current phone number, address and e-mail contacts. Failure to do so may result in future scholarship request denied.
- A parent/guardian will be asked to sign a contract stating the number of volunteer hours needed to be fulfilled. By signing the contract you agree that you have read the contract and agree to the terms.
- Failure to meet your scholarship volunteer hours will result in future scholarship requests to be denied. It will also result in the formal and legal collection of the fees that were provided in the scholarship. The club will also pursue any and all fees accrued in attempts to collect any balance. A signed copy of the scholarship policy and a signed copy of the volunteer hours contract will be kept on file.



PROGRAM OVERVIEW

Classic soccer is a competitive soccer program that is designed for players seeking a higher level of competition, and more diverse soccer playing and training opportunities.

CLASSIC PROGRAM REALITIES

Classic soccer is competitive. This program requires commitment and skill on the part of the player. Players will be evaluated and in some cases might not have the requisite skill to play at this level when compared to the other players that are trying out. It is the intent of Oregon Premier to try to include the largest number of interested players we can accommodate, but sometimes during evaluation periods players may be cut.

If a player still wishes to pursue competitive soccer, both WUFC and Lake Oswego offer a recreational co ed high school soccer program.

COMPETITIVE PROGRAM

Generally, team membership fees include the league, club, referee, field, administrative, tournament, and coaching fees. Teams will train during the winter and participate in a spring league, which is included. Uniforms are purchased for use throughout the year from Tursi's or other vendors as directed by the DOC or other staff. The Director of Coaching determines choice of uniform colors and styles. Styles change every three years. Uniforms will be the property of the player. Teams will practice at least once per week during the summer and at least twice per week during seasons of play. Teams will also participate in summer tournaments.

Playing time will be determined by the team head coach. Each player will play an average of 40% per game during the season. Coaches are not required to keep 'stats' on playing time but are experienced enough to see that playing time is fairly distributed.

The only time that this policy is not required to be followed is during State Cup and Qualifying tournaments where the result could ensure more games being played on subsequent days or higher league status attained. All teams will attempt to play in the highest division possible within the OYSA program. If appropriate, teams will participate in qualifying tournaments to determine their appropriate division.

All players are free to participate in multiple sports at any age. In the winter and spring, players must make soccer their priority in cases of conflict. Players are not allowed to play for two different soccer clubs within any season. Questions about this matter must be directed to the Director of Coaching.

TRYOUTS

Oregon Premier classic teams will be formed from open try-outs held under the rules and regulations of the OYSA. The number of teams per age group will depend upon the number of players attending try-outs and if the club feels that the teams meet Oregon Premier standards. Oregon Premier reserves the right to not field a team at an age group if there are not enough players at try outs or if the players at the try outs are not skilled enough to participate at the classic level. This decision will be made by the Directors of Coaching.



Following try outs, players will be informed whether they have been invited to join the team. The club reserves the right to select up to a maximum of 18 players per roster. Players may be asked to “play up” an age group. The parent(s) and player will be informed of this before that roster spot is offered to them.

LATE APPLICATIONS TO PLAY

In some cases players become interested or available for classic play after tryouts. The most generous consideration of this should be given to children that have moved to the area after tryouts. In any case, the director of coaching or their associate director will be consulted and the coaching staff will determine if there is enough room on the team for another player. If there is enough room on the team to add a player, then an evaluation will be arranged. The club administrator will provide a prorated cost for the remainder of the season.

TRAVEL POLICY

Dress code—teams will travel wherever possible dressed in a travel uniform determined by the coach or manager prior to the travel that is consistent with the duration and method of travel. For example, the team can travel in training t-shirts and jeans. The team is represented well by a uniform appearance and accountability is enhanced.

Behavior—prior to departing coached will review the player code of conduct with the team. Additionally, any additional considerations for behavior will be reviewed. Coaches should be very clear with their players of the high standards expected of behavior.

Travel—wherever possible players and coaches or chaperons should occur together by the safest and most reasonable means possible.

Motor vehicle travel—when travel is to be done by vehicle, planning should occur to ensure that safest routes are taken, vehicles are of appropriate design to ensure the safety of passengers, and driver rest periods are enforced.

DISCIPLINE DURING TRAVEL

Prior to travel, coaches will discuss with their team’s parents and players the implications of misconduct and the possibility that a child might be sent home immediately at additional cost to the parents of the child. By participating in the travel play, the parents of the child accept this additional cost and agree to immediate payment to the club for any costs that might be incurred. Clear communication is critical to preventing problems.

International Travel

Any international travel (except to British Columbia) by teams will require a comprehensive written plan to be submitted to the executive board for approval. International travel planning will contain all manner of details including a budget, diplomatic issues, health considerations, governing body coordination, and safety plan.

TEAM MANAGERS

a. The team manager is critical to the success of the classic program and to the success of each team. Team managers are registered with OYSA and receive the same mailings as the coach.

b. Selection: The team manager is chosen from among parent volunteers when teams are selected and formed.



The primary responsibilities of the team manager are to serve as a communication link between parents and coach and to assist with the administrative details of running the team. The team manager also receives information from the club administrator regarding administrative requirements of the classic program.

c. Communication with Coach: The team manager and coach determine what assistance is needed and identify the activities requiring support. They will clarify which duties the coach, the team manager, and parent volunteers will handle. The team manager is responsible for coordinating the various team activities and finding the appropriate help when needed.

d. Communication with Players and Parents: Early in the season, team managers should establish a workable communication system to inform team members and parents of practice and game changes and any other information. This can be done in the form of a phone tree, email list, or a contact person can be designated for team members to call for information. Team managers should also provide a roster with names, emails, phone numbers and a schedule of games, directions to away games, carpool information, etc.

e. Team Funds: The team manager is responsible for handling deposits and disbursements of team funds with the Club Administrator (see Section 10). Team managers or a designee will gather funds for tournaments not included in the standard classic fees and deliver those to the club administrator for the club to pay those fees.

f. Uniforms: Team managers are responsible for helping with uniform orders for their team with the Oregon Premier club administrator.

g. Player Cards. Managers are responsible for preparing and coordinating players cards preparation and official team rosters.

VII. COACHING

COACHING TRAINING

In order to provide the best possible coaching experience the club provides training opportunities to coaches that include licensing. The club will continue to set aside monies to support coaching education as needed. Coaches wishing to attend classes that have a cost not automatically covered by the club or OYSA should apply for coverage before attending the training to the club DOC. At the successful completion of the training the cost is then returned to the coach by OPFC.

COACH PARENT COMMUNICATION

All coaches, whether classic or recreational program, will have a minimum of one coach parent meeting per year. This meeting should occur shortly after the team is formed. Additional meetings should be scheduled as needed and are encouraged. Coach parent meetings provide an excellent way for parents and coaches to communicate if they are properly managed.



Communication with parents is very important to OPFC. Coaches should inform players and parents the following:

- Goals for the upcoming season.
- The coach's philosophy for the team and individuals.
- Parent conduct and support expectations.
- Tournaments and other team functions, with the greatest possible detail about critical dates.
- Player commitment expectations. Coaches must ensure that parents are notified of any changes as soon as the information becomes available.

COACHES AND SOCIAL MEDIA COMMUNICATION

Oregon Premier coaches will NOT connect with children directly on ANY social media platforms. If a player wants to connect with a coach through social media those children should be directed to "like" or "link" to the club's official social media accounts.

Coaches will NOT post any pictures of any child/player on either

COACHING CONSIDERATIONS WITH REGARD TO MEDICAL EMERGENCIES AND FIRST AID

Oregon Premier strongly encourages all coaches to pursue first aid and CPR training.

- In the event of a medical emergency, appropriate action must be taken immediately. Coaches are strongly encouraged to have a phone nearby in order to quickly activate the emergency medical system.
- It is recommended that each coach and/or program administrator have a first aid kit on the field at all times. The first aid kit should include, but is not limited to: (a) Antiseptic wipes (b) Tweezers (c) Scissors (d) Band-Aids (e) Roll gauze (f) Triangular bandage (g) Instant cold packs (h) Eye pads (i) Feminine pad (for heavy bleeding) (j) Ace bandages and plastic bags (for ice) (k) Adhesive Tape (l) Latex Gloves (several pairs) (m) Plastic trash bags (n) Small bottles of Hydrogen Peroxide and Distilled Water (o) Tube of Antibiotic Ointment (p) Spray bottle containing a solution of 1:10 chlorine bleach to water
- All Medical Release forms must be on the field at all times during practices and games. Make sure that emergency phone numbers are listed.
- All coaches should go through the appropriate concussion training and protocol.

COACHING PROCEDURES RELATED TO BLOOD

Oregon Premier requires that coaches act to prevent exposure of players to other player's blood.

- The first concern is always to make sure the player is not seriously injured. Never move a player that may have internal injuries. If serious injury is suspected, clear the field and summon medical help. It is recommended that standby medical help be present at all tournaments.
- If it will not hurt the player more, remove him/her from the field to the sidelines away from spectators.



c. Carry plastic bags at all times in the coach's bag. These bags should be large enough to carry a uniform and shoes. It is also recommended that rags be carried and a spray bottle containing a 1:10 solution of chlorine bleach and water for wiping up surrounding areas. All tainted grass should be sprayed with the solution. A separate bag should include all contaminated articles including bandages, rags, wipes, etc. This bag should be tied off and placed in a covered container.

d. Referees will not allow a player on the field with a uniform that has blood on it. It is recommended that extra clothing be carried as a precaution. Many referees will allow a T-shirt of the same color as the jersey to be worn should an accident happen.

SOCIAL MEDIA POLICY.

PURPOSE

Social media offers the opportunity for people to gather in online communities of shared interest and create, share or consume content. As a member based organization, Oregon Premier Football Club (OPFC) recognizes the benefits of social media as an important tool of engagement and enrichment for our members.

Our number one goal, as a club, is to protect our members from inappropriate use of social media platforms when associated with OPFC. The safety of our members is our top priority. It is also important that the reputation of OPFC, its affiliated associations and clubs and the sport generally is not tarnished by anyone using social media tools inappropriately, particularly in relation to any content that might reference OPFC.

When someone clearly identifies their association with OPFC, and/or discusses their involvement in the organization in this type of forum, they are expected to behave and express themselves appropriately and in the ways that are consistent with OPFC's stated values and policies.

This document aims to provide guiding principles to follow when using social media. Because the membership at OPFC is comprised of children we expect our staff, coaches and membership to follow basic levels of appropriate behavior and communication. Appropriate communication and content will be defined by the club's Board of Directors and this policy guide.

In the case of inappropriate posts by a club member, the club will eliminate any connection with the offending party's social media account(s). OPFC staff and coaches may face disciplinary action if inappropriate behavior or communication is found on social media platforms. The action of our employees reflects directly to our club and thereby impacts the children we care for.

What you write is your responsibility. Parents and players are personally responsible for the content of their posts. Neither players nor parents, nor others affiliated with OPFC may engage in conduct through social media which would otherwise violate the substantive provisions of OPFC's Parent and Player Affiliation Handbook were they to engage in the same conduct or make such statements directly or indirectly other than through social media.



SCOPE

This policy applies to OPFC Members and the staff and coaches of OPFC.

This policy covers all forms of social media. Social media includes, but is not limited to, activities such as:

- Maintaining a profile page on social or business networking sites (such as LinkedIn, Facebook, Shutterfly, Twitter and Instagram);
- Content sharing including Flickr (photo sharing) and YouTube (Video Sharing);
- Commenting on blogs for personal or business reasons;
- Leaving product or service reviews on retailer sites or customer review sites;
- Taking part in online votes and polls;
- Taking part in conversations on public and private web forums (message boards); or
- Editing a Wikipedia page

The intent of this policy is to include anything posted online where information is shared that might affect members, colleagues, sponsors or OPFC as an organization and the reputation of the sport in general.

GUIDING PRINCIPLES

The web is not anonymous. OPFC Members and staff should assume that everything they write can be traced back to them.

Due to the unique nature of OPFC, the boundaries between a OPFC Member and staff's profession, volunteer time and social life can often be blurred. It is therefore essential that staff and members make a clear distinction between what they do, think or say in their capacity as a staff member or Member of OPFC. OPFC considers all staff members and Members of the organization as its representatives.

When using the internet for professional or personal pursuits, all staff and Members must respect the brands of OPFC, all Association Members, other staff and members and anybody else involved in our sport and follow the guidelines in place to ensure that sport's intellectual property or its relationships with sponsors and stakeholders is not compromised (see "Branding and Intellectual Property" below) or the organization is brought into disrepute.

USAGE

For OPFC Members and staff using social media, such use:

- Must not contain, or link to, libellous, defamatory or harassing content – this also applies to the use of illustrations or nicknames;



- Must not comment on, or publish information that is confidential in anyway;
- Must not bring the organization or the sport into disrepute; or

For OPFC staff using social media, such use must not interfere with work commitments.

BRANDING AND INTELLECTUAL PROPERTY

It is important that any trademarks belonging to OPFC, are not used in personal social media applications, except where such use can be considered incidental – (where incidents is taken to mean “happening in subordinate conjunction with something else”).

OFFICIAL OPFC BLOGS, SOCIAL PAGES AND ONLINE FORUMS

When creating a new website, social networking page or forum for staff, Association Members, Football Clubs, competitions or Members generally, care should be taken to ensure the appropriate person has given permission to create the page or forum. We do NOT want staff or members creating OPFC branded pages or accounts.

Similarly, appropriate permissions must be obtained for the use of logos or images. Images of children may only be used if the child is a registered member of OPFC and their parents have NOT opted out of the image permission agreement listed within the OPFC registration process. If a parent changes their mind, and later denies permission to have their child appear on OPFC social media accounts the club will make their best effort to remove the images in question as quickly as possible.

RULES

For official OPFC blogs, social pages and online forums:

- Posts must not contain, nor link to pornographic or indecent content
- Posts must not contain sexist, racist, obscene or profane material of any kind.
- Posts must not contain any comment or image that degrades, demeans, or attacks any person, school group, team or club.
- Posts must not contain any content relating to acts in violation of any federal or state laws.
- OPFC athletes will not post material that reflects negatively on themselves, their team or OPFC.
- Posts must not contain any content that reflect a political opinion unless the political opinion benefits the good of the whole club as agreed upon by the Board of Directors. For example the club may choose to support a local bond measure or school board member that benefits the well being of the club.



- Some hosted sites may sell the right to advertise on their sites through “pop up” content which may be of a questionable nature. This type of hosted site should not be used for online forum or social pages as the nature of “pop up” content cannot be controlled
- OPFC employees must not use OPFC online pages to promote personal projects
- All materials published or used must respect the copyright of third parties.

CONSIDERATION TOWARDS OTHERS WHEN USING SOCIAL NETWORKING SITES

Social networking sites allow photographs, videos and comments to be shared with thousands of other users. OPFC Members and staff must recognize that it may not be appropriate to share photographs, videos and comments in this way.

For example, there may be an expectation that photographs taken at private OPFC events will not appear publicly on the Internet. In certain situations, OPFC staff or Members could potentially breach the Privacy Act or inadvertently make OPFC liable for breach of copyright.

OPFC Members or staff should be considerate to others in such circumstances and should not post information when they have been asked not to or consent has not been sought and given. They must also remove information about another person should they be asked to do so.

Under no circumstance should offensive comments be made about OPFC, staff and OPFC Members online.

BREACH OF POLICY

OPFC will continually monitor online activity in relation to the organization and the sport. Detected breaches of this policy should be reported to OPFC.

If detected, a breach of this policy may result in disciplinary action from OPFC under the OPFC Constitution and By-Laws. A breach of this policy may also amount to breaches of other OPFC governing documents including its constitution, by-laws and other policies. This may involve a verbal or written warning or in serious cases, termination of employment or engagement with OPFC including suspension of membership.

POSTING GUIDELINES

- **THINK FIRST** – Before you post anything be aware that once you post, it is available and viewable to anyone, anytime, anywhere in the world. The moment you put content in cyber space, it is out of your control – even if you limit access to your account. Is your post something you’d want your mother, father, and grandparents to see or have broadcast on ESPN?
- **FREEDOM OF SPEECH** - Be sure to not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is NOT unlimited. Social media is not a place where you can say and do whatever you want without repercussions.



- **STRIVE FOR ACCURACY** – Get your facts straight before posting them to social media. Don't start rumors or post anything you are not 100% sure of. Review all of your content for grammatical and spelling errors. Don't make yourself sound uneducated.
- **BE AWARE OF LIABILITY** – At all times, you are responsible for what you post on your own site and the sites of others. You can be held liable for anything deemed to be copyright infringement, defamatory, proprietary, libel or obscene (as defined by the courts). Be sure what you post today does not come back to haunt you tomorrow.
- **PHOTOS** - Again, you are responsible for anything you post including pictures. **DO NOT** post pictures of anyone other than yourself unless you get their permission. Photos of drinking activities or other inappropriate photos will not be tolerated. The first place college coaches and future employers look when you apply is your social media accounts.
- **BE YOURSELF** – Never pretend to be someone else. Tracking tools make it possible to find out who posted anonymously. Even if you delete a post or comment, it can still be found.
- **CORRECT MISTAKES** – If you make a mistake when posting, admit it. Be upfront and be quick with your correction, don't wait three days to correct something. Also, monitor your teammates. If you see a post that's borderline, encourage them to delete it.

SAFETY & PRIVACY

- Never post anything in relation to your home address, local address, phone number(s), date of birth or other private information. Always exercise caution when posting your whereabouts or plans for the night.
- Be aware of who you add as a friend / connection– many people are looking to take advantage of student-athletes. Furthermore, at OPFC we expect that our coaches and players will not be “friends”, connections or have any interaction with one another on social media. If a player wants to “connect” with a coach encourage the player to connect through approved CLUB ACCOUNTS.
- Protect yourself at all times. While you want to be honest about yourself, don't provide anything that scam artists or identity thieves could use against you.
- Maintain privacy at all times, especially with pictures. Don't discuss or recreate the scene from a picture you post involving names of the pictured individuals.

CONSULTATION OR ADVICE

This policy has been developed to provide guidance for OPFC Members and staff in a new area of social interaction. OPFC Members and staff who are unsure of their rights, liabilities or actions online and seek clarification, should contact the OPFC Board of Directors.



WEATHER CONSIDERATIONS

Oregon Premier requires that coaches consider the effects of the weather on the safety and health of their players at all times. It is critical the coaches, whether during a game or during practice remain cognizant of efforts they should take to mitigate the effects on the players.

In the case of a weather issue it is the club and coach's responsibility to communicate as early as possible if there are cancellations or special circumstances to consider. We will use Bonzi Team, email and social media to communicate any weather related issue as early as possible.

HEAT

Heat causes players to become dehydrated and sunburned. Coaches should make sure that their players have sufficient intake of water and that additional water be available as the temperature increases. Temperatures could reach a point where safety cannot be assured in which case activity should stop. If there is a heat related emergency, emergency medical response should be activated immediately and first aid applied. Coaches also need to monitor that their players are wearing protective sunscreen to prevent sunburn. Also clothing, hats and shading should be considered as components to sun protection efforts.

It is the coach's responsibility to make sure extra water breaks are provided during games in severe heat by working with the game's referee.

COLD

Coaches must monitor dropping temperatures to ensure that cold injuries are not incurred. Especially when exercising players come off the field for a break or end of session, proper transition to clothing to protect the player should be ensured. Teams playing during the winter should ensure that all players have hats, gloves and other equipment so that they can stay warm as needed.

In the case of ice and snow the club may see fit to cancel events so our members are not put in danger driving in bad conditions.

LIGHTNING

Teams exposed to lightning effects should immediately move to cover and should remain protected until the lightning effects have passed completely. Rule of thumb is that play may continue if 20 minutes has passed since the last lightning is seen.

SEVERE RAIN

In the event of heavy rain over a long period of time, practices may be canceled. Heavy use on fields that have been water-logged may damage fields beyond repair. In some cases Oregon Premier does NOT control fields. In some cases the school district or cities may close facilities.



REFUNDS FOR GAMES CANCELED

If any games are canceled due to circumstances out of the club's control including but not limited to lightning, ice, field closure due to rain etc. there will be no refunds given. The club will make a reasonable effort to reschedule any canceled game but if the game can not be rescheduled due to circumstances out of the club's control there will be no refunds.

