

EPIC Policies and Procedures

EPIC Soccer Club's Executive Officers recognizes that open and honest communication between coaches, parents, and players is essential in order to maintain both a quality working relationship between members and a high level of public support. Therefore, the Board does hereby adopt the following policies:

1. EPIC Soccer Club Coaches

- 1.1. Shall keep members informed of all club and team policies and procedures.
- 1.2. All Coaches and Assistant Coaches shall attend Annual Coaches Meeting in May with the Director of Coaching for reconfirmation.
- 1.3. All Coaches and Assistants will complete the EPIC Code of Conduct form each year and submit to the Director of Coaching along with their Application to Coach. The Director of Coaching will provide a copy to the Team Manager for their notebook.
- 1.4. Coaches will also complete the WVSA Risk Management online form before their first practice. **(See Section 2.3, 3.2 & 4 for other required to complete Risk Management form)**
- 1.5. All EPIC Coaches will be vetted yearly on fitness by the Director of Coaching to remain an EPIC Coach. Vetting consideration will include continued player and team development, loss of players, player and parent reasons for leaving a team, dedication to continuing education in coaching (higher licensing, participation in club coaches training, participation in academy training), adherence to club, league, and state policies.
- 1.6. All Head and Assistant Coaches appointed and approved by the DOC must, within one year of that appointment, obtain a USSF "E" Coaching License. It is highly encouraged that all head and assistant coaches working with high school aged players continue their coaching development by obtaining a USSF "D" or NSCAA Level 6 diploma.
- 1.7. Complaints resulting from a failure to abide by this policy should be brought to the attention of the EPIC Director of Coaching. Repeat of grievous violations of this policy could result in expulsion from the EPIC Soccer Club.
- 1.8. Head Coach and Assistant Coaches cannot hold the position of Team Manager or Team Treasurer. They can be secondary signer on the bank account.
- 1.9. Inform all team members of all practices, tournaments and league schedules in a fair and timely fashion.
- 1.10. Conduct parent meetings at the beginning and end of each season to disseminate information and to provide a forum for discussion concerning team business.
- 1.11. Provide the Director of Coaching and Risk Management Coordinator any Incident or Medical Report of Injury. Reports should be provided within 48 hours via email. (incident and Medical Report Forms are available on the EPIC Website)
 - 1.11.1. An "Incident" is any caution or ejection to players, parents or coaches, or field equipment issue.
 - 1.11.2. A "Medical Report" is any injury that requires treatment at practice or on the field during games.
 - 1.11.3. Team officials are subject to disciplinary action if incident or medical reports are not emailed to the Director of Coaching within 48-Hours of the incident.
- 1.12. An Approved Coach must be present at all practices and scrimmages (inner-club and inter-club)
- 1.13. Only approved coaches or trainers may hold a team practice and be permitted to work with the players
- 1.14. Coaches must report player drop from the team to the EPIC's Board and Director of Coaching. This includes players who dropped due to a parental request or coach's request. The Board may request written explanation of the drop or meeting with the coaches and parents to understand the circumstances. If the club is made aware of a player drop and the Board was not informed, the Board or Director of Coaching may request a meeting with the coach to understand the circumstances or reasons, as well as, ensure that proper club and state procedures were followed.

2. Team Managers

- 2.1. Team Managers will maintain the official team binder with the necessary documents.
- 2.2. Team Managers will sign the Team Official Code of Conduct Form yearly and will keep a copy in the team binder.
- 2.3. Team Managers will also complete the WVSA Risk Management online form before their first practice. (See Section 4 Risk Management)
- 2.4. Team Managers cannot be the spouse of the coach

3. Other Team Officials

- 3.1. All other team officials will sign the Team Official Code of Conduct form yearly and a copy will be kept in the team binder.
- 3.2. All Team officials will also complete the WVSA Risk Management online form before their first practice. (See Section 4 Risk Management)

4. Risk Management Forms

- 4.1. All team officials (coaches, assistant coaches, trainers, managers, and treasurers) and Executive Board Members are required to complete the on-line WVSA Risk Management Form every year.
- 4.2. Failure to complete this process will result in the inability of the team to register for the season/year.

5. Practice

- 5.1. An approved EPIC team official must be present at each practice.
- 5.2. All coaches or team managers must send a copy of their practice times and locations to the EPIC Soccer Club Director of Coaching.
- 5.3. EPIC Soccer season run August 1st – July 31st and only current players roster to a team may practice during the month of July. New players selected at June try-outs may not practice with team until August 1st for insurance reasons.

6. Inner-club and Inter-club Scrimmages

- 6.1. An approved team coach must be present during scrimmages.
- 6.2. If at all possible, have the game refereed. In the absence of an official referee, any person used in a refereeing capacity will be treated with the same level of respect as an official referee assigned to a match.
- 6.3. As in games, coaches are ultimately responsible for the conduct of their players and parents. Player Coaches, Team Administrator, and Parent Code of Conduct are in effect. Violations to these Codes of Conduct will be treated in the same manner as league/tournament games.
- 6.4. Complete the required Permission to Travel form from the WVSA site.

7. Tryout Policy (In effect as of Jan 1, 1999) All existing exceptions of EPIC players now prior to this date to be ‘grandfathered”

- 7.1. All players must try out for the age and gender appropriate team. Parents must petition the Director of Coaching in writing for exceptions. In the event the DOC has a coaching assignment associated with a petition request, the exception should be sent to the Board for approval.
 - 7.1.1. In the event that an age appropriate team cannot be formed, the Director of Coaching and affected Coaches will work to determine how the players will be rostered.
 - 7.1.2. EPIC strives to create teams for older to younger, i.e. formation of a U13 team over a U12 team. In the event that there are a sufficient number of qualified players, the policy of EPIC shall be to field the strongest team possible first. Creating a secondary team only where qualified coaching can be in place, and player and parental support will enable a second team to exist. Both teams within the same age group will have the same team name, with the strongest team being known as “Royal” (i.e. EPIC Spirit Royal), and the

second team known as "White" (i.e. EPIC Spirit White).

7.1.3.Roster maximums, as age appropriate, will be met provided qualified players are available.

7.2. The Director of Coaching will consider an exception for players after the following criteria is addressed:: The players' ability, age, size, player experience, and coaches' recommendations.

7.3. The Club Director of Coaching will be present for all team tryouts.

7.4. Coaches, team officials, parents or players from any EPIC team cannot approach a player and/or parent of a player on an existing WVSA roster to try out for their team. This is considered "poaching" and is against WVSA regulations.

7.5. Tryout Schedule will be as follows: Registration for U5-U7 will take place the end of May/early June; Tryouts for U8-U14 Boys and Girls will take place the end of May/early June; Tryouts for U15-U19 Boys and Girls will take place 1 week following the end of regular season play for High School unless the team needs to form earlier due to league and tournament application deadlines.

7.6. All EPIC Teams, U8 and up may have player cuts.

7.7. All EPIC Fees will be online. If the individual cannot pay on line then payment for the EPIC fee can be made via money order or cashiers check.

8. New EPIC Teams

8.1. Any new team or coach wishing to join EPIC Soccer Club between Seasons must petition the Board for approval and the coach must be approved by the Director of Coaching.

8.2. All other new teams must be formed at June or November (for High School) tryouts and the new Coach must Complete and submit the appropriate paperwork to the Director of Coaching.

8.3. The request to coach will be reviewed and approved by the Director of Coaching.

9. Team Documentation

9.1. Parents, players coaches and team administrators must complete and/or sign the applicable forms listed below yearly:

9.1.1.Player medical Release

9.1.2.Code of Conduct: Coach, Team Official, Parent, and Player

9.1.3.Web Release

9.1.4.League Sportsmanship Form

9.1.5.Emergency Action Plan Form

9.2. Insurance certificates and medical release forms must accompany the team with the coach or manager for every practice, game or team event. Medical release forms for players must be notarized.

9.3. At the beginning of each season an updated copy of insurance certificates can be obtained by contacting the Board and Risk Management Coordinator.

9.4. U12 and older teams must laminate their player cards

9.5. Team notebooks will be inspected yearly prior to first season of play to ensure that all required club, leagues and state forms are present. Team Administrators and a member of the Board will each sign off that the team notebook has been inspected. Required documents are as follows:

9.5.1.Medical Release

9.5.2.Insurance Forms (Games & Practice Site)

9.5.3.Emergency Action Plan

9.5.4.Code of Conduct: Coach, Team Official, Parent & Player

9.5.5.Player Cards

9.5.6.Roster

9.5.7.Permission to Travel

9.5.8.League Sportsmanship Form

9.5.9. Copy of Players Birth Certificate

9.5.10. Website Release Form

10. Player Registration

10.1. Rosters will be limited to league maximums.

10.2. A player that signs up to play soccer in the fall is registered with EPIC and WVSA for the season year August 1 through July 31.

10.3. A player cannot be dropped from a roster without written permission (via WVSA Status Change Form – which can only be completed by club registrar. A formal request must come via email from the player's parent to the club registrar..

10.4. A non-registered player may practice with and EPIC team provided the appropriate waiver has been filled out and the appropriate fee has been paid. This is to ensure the player is covered under EPIC's insurance. Failure to abide by this will result in the player participation being discontinued immediately.

10.5. Non-rostered players: Players who are cut by the coach for any EPIC Team may be offered inclusion in EPIC Academy Program, if active. If the full academy program is not active, a coach may offer for the player to practice with the team (team academy), provided the full EPIC player registration is paid.

10.5.1. Any player who accepts to continue to practice with the team must be told they are not a fully rostered player, and are unable to be placed on the active roster for the team

10.5.2. If at any point a roster spot becomes available, and the coach elects to offer a spot on the team to any team academy player's, any remaining registration fees will need to be paid. The player cannot play in any leagues games until the league has received an updated roster with the new player's name on it.

10.6. If a team member/player on any team roster is not in good financial standing with his/her team according to the standards of said team, the said member player may be subject to sanctions by the board. A representative of said team must first come before the board and address their grievances. In accordance with the EPIC By-Laws any player who had not met their financial obligations can be expelled by the Board if deemed necessary.

11. EPIC Fee

11.1. The fee for registering as a member/player for the EPIC Soccer Club is as follows:

11.1.1. Fall and Spring Season: \$185.00.

11.1.2. Spring Season: \$155.00

11.1.3. EDAP: \$115.00

11.2. \$25.00 per player will be deposited into the field fund for the purpose of acquiring land and/or contributing to the development of fields or field related structures such as concession stands, restrooms, etc. for player practices and/or games.

11.3. \$10.00 per player will be deposited into the EPIC Scholarship Fund the purpose of awarding scholarships for players in EPIC Soccer Club. The amount and persons awarded scholarships partial or full, will be determined by the person(s) managing the fund.

11.4. Any amount that is left in the miscellaneous category of the EPIC Soccer Club yearly budget on June 30, will be deposited into the EPIC Scholarship Account.

11.5. Suggested budget categories are as follows: WVSA fees, field development, operating expenses, training, expendable equipment, permanent equipment, postseason play, scholarship fund and miscellaneous expenses.

12. Club Colors and Uniforms

12.1. Approved club colors are Royal Blue and White.

12.2. All teams ordering new uniforms must use the approved uniform kit for the season.

12.3. Game and Practice uniform will be chosen each May by the Director of Coaching or his/her uniform coordinator.

12.4. All EPIC uniforms must have the EPIC Logo on the left chest of each jersey.

13. Banners

13.1. All new banners must have "EPIC Soccer Club" and website on them.

14. EPIC Club Page <http://www.epicsoccerclub.org>

14.1. EPIC Soccer Club will pay the yearly maintenance fee for the website and domain name.

15. Tournaments sponsored by EPIC Soccer Club

15.1. EPIC Teams entering EPIC Club sponsored tournaments will be charged 50% of the entry fee.

16. Treatment of Coaching Staff

16.1. The Director of Coaching, his/her Assistants and Team Coaches will be treated equally and with respect in matters of training, development, and evaluation of player(s).

16.2. Any issues with the above mentioned areas or other areas should be addressed to the Director of Coaching, his/her assistant or Team Coaches either verbally or written. If a parent does not feel they can go to one of the parties mentioned above then the correspondence should be addressed to the EPIC Parent Liaison and/or EPIC Board.

16.3. If the issue is presented verbally all parties should document the conversation to include date, time, topic and any outcome of the discussion.

16.4. The EPIC escalation process for incidents is to first address the team manager. Then, the following order is to be followed; team coach, parent liaison, Director of Coaching, and Executive Officers.

17. EPIC Board Meetings

17.1. The team coach, team manager or an appointed parent representative are encouraged to attend all meetings, if a team is not represented at a meeting where voting is being held the team forfeits their vote.

18. EPIC Executive Officers Issues, Appeals and Discipline

18.1. The EPIC Executive Officers will act as Appeals and Discipline Committee. This committee will act upon issues and/or violations of EPIC's Coaches, Player, Parent and Team Administrator Code of Conduct, as well as any league or state violations brought forth. Violators may be subject to warnings, probation, game(s) suspension, season suspension, or removal from program. Consequences for repeat offenses will be stricter and an evaluation of fitness to remain in any position may be conducted.

19. EPIC Red Card Policy

19.1. In the event of a red card being issued the following must occur:

19.1.1. An incident report must be sent to the EPIC Director of Coaching within 48 hours via email.

19.1.2. One red card will result in a one game suspension.

19.1.3. A second red card in the same season will result in an additional two game suspension. These two games shall be the next two immediate games including tournaments if applicable. Players must also meet league requirements, which may be in addition to EPIC rules.

19.1.4. A third red card will result in a suspension for that season pending appearance before the board. Players must be present before the disciplinary board before they will be allowed to register for the next season. Parents, coach and player must be present at the board hearing. They will be notified by mail for the time and place of hearing.

19.1.5. WWSA rule: If a player is red carded, even in indoor play, they must sit out the next game even if it is another indoor tournament. Second red card – 2 game suspension – West Virginia Rules.

20. EPIC Yellow Card Policy

- 20.1. An incident report must be sent to the EPIC Director of Coaching within 48 hours via email.
- 20.2. All yellow cards will be reviewed at each monthly meeting and the Board may decide to follow the same procedure for repeat offenders as red card policy.

21. Fines

- 21.1. Any person involved in behavior resulting in a fine levied against any EPIC Team or the Club, will be the one responsible for the payment of that fine. Failure to pay such fine may result in future sanctions, including court action.

22. Field Maintenance

- 22.1. Teams shall work with Field Coordinator and provide volunteers to assist with maintenance and lining of fields throughout the season.

23. Coaches Training Reimbursement

- 23.1. Coaches will be reimbursed for costs associated with obtaining USSF Level Training.
- 23.2. Coaches will be reimbursed for NSCAA Certificates upon review and approval of the EPIC Board.
- 23.3. For fees up to \$300, EPIC will reimburse over a two (2) year period. For fees above \$300, EPIC will reimburse over a three (3) year period.
- 23.4. In exchange for the reimbursement, the coaches agree to remain involved as an EPIC Coach for their current team, another team or the EDAP for those years in which they received reimbursement.
- 23.5. This policy is retroactive as of August 1, 2013.

24. Refunding of Fees

- 24.1. EPIC fee will only be refunded in the event of a season ending injury or the player moves more than 50 miles from the area.
- 24.2. Team fees will not be refunded
- 24.3. All requests for refunds should be submitted to the EPIC Treasurer.

25. Sponsorship

- 25.1. Prior to acquiring any sponsorship the EPIC Sponsorship form must be completed and submitted to the EPIC Board along with any sponsorship contract for approval.
- 25.2. Sponsorships cannot extend past the club year
- 25.3. Sponsorships cannot take the place of club requirements and are only to last 1 season.
- 25.4. The sponsorship contract can only be executed by the club president.