

Table of Contents

Eligibility	1
Good Standing.....	1.1
Employment Requirements.....	1.2
Registration	2
Volunteer and Employed Coach Registration.....	2.1
Board Member and Committee Member Volunteers.....	2.2
Registration Timeline.....	2.3
Required Safety Training.....	2.2
Background Screening.....	2.3
Educational Training and Certification	3
Cascade FC Coach Training and Certification.....	3.1
Volunteer Coach Training and Certification.....	3.2
Volunteer Team Manager and Team Treasurer Training.....	3.3
Coach and Volunteer Incentives	4
Coach Incentive Refund.....	4.1
“Of the Year” Awards.....	4.2
Team Communications, Roster, and Events	5
Team Management System.....	5.1
Team Roster.....	5.2
Team Communications.....	5.3
Team Purchases, Events, and Tournaments.....	5.4
Player Development and Management	6
Player Development.....	6.1
Player Behavior Management.....	6.2
Illegal Substances	7

SnVYSA Volunteer and Employee Participation Policies

Last revision date: April 1, 2025

SnVYSA Volunteer and Employee Participation policies define the administrative and operational rules and requirements for any volunteer or paid employee of SnVYSA to participate in SnVYSA supervised and organized programs, activities, and events. These include policies covering eligibility, registration, training, background screening, development, and illegal substances.

1. Eligibility

1.1 Good standing

All volunteers, employees, and board members must be in “good standing” with SnVYSA to participate in any program, camp, clinic, or event organized, managed, and supervised by SnVYSA. An individual is in good standing if they are current on all financial obligations due to SnVYSA, are clear of any suspensions, removals, or disciplinary actions, and are in conformity with SnVYSA bylaws, policies and procedures as defined in the SnVYSA Bylaws, section 2.3.

1.2 Employment Requirements

SnVYSA recruits and hires licensed and certified coaches to train and coach competitive players participating in the Cascade FC premier soccer program. These same coaches train and develop players participating in SnVYSA camps and clinics.

- a. Coach requirements. Any individual interested in coaching for SnVYSA's premier soccer program must complete an employment application, provide a resume, and meet minimum coaching certification requirements as outlined in section 3.1 below.
- b. Coach contract. All personnel hired by SnVYSA must sign an employment contract with SnVYSA. The contract defines the terms and conditions of employment with SnVYSA as well as the specific job duties and compensation.

2. Registration

2.1 Volunteer and Employed Coach Registration

- a. Register.
All volunteers and employed coaches must register each seasonal year to participate in any SnVYSA program that they are signing up to coach, manage, or participate in that will have regular contact or authority over minor athletes.
- b. Legal Name, Date of birth, and Birth Sex.
All volunteers and employed coaches must register with their legal name, date of birth, and birth sex at the time of registration. These same legal requirements must be used when completing registration with Washington Youth Soccer and the U.S. Soccer Learning Center.
- c. Program.
The program the volunteer or employed coach is registering to participate in must be chosen at time of registration.
 - i. Recreational, or
 - ii. Cascade FC
- d. Position.
The position the volunteer or employed coach is registering for must be chosen at the time of registration.
 - i. Head Coach.
 - ii. Assistant Coach
 - iii. Team Manager

- iv. Team Treasurer (available for Cascade FC program only)
- v. Other (must indicate other volunteer role)
- e. Restrictions.
The following positions are not available for a volunteer to register for:
 - i. Head Coach or Assistant Coach for Cascade FC program. Any individual interested in a head coach or assistant coach position for the Cascade FC program must apply for employment.
- f. Experience.
 - i. Background. All volunteers must provide volunteer or coaching experience participating in youth sports.
 - ii. Coach License Certification. Volunteers signing up to coach must include any current coach license certifications that they have completed or are working towards.
- g. Volunteer Coaches.
 - i. The volunteer coach must select the age group, birth sex, and city that they are registering to coach for in the registration. If the volunteer has a child participating, they may choose to coach their son or daughter's age group or both.
 - ii. A volunteer that is returning from the prior seasonal year must indicate if they are returning to coach the same team or a new team in the registration.

2.2 Board Member and Committee Member Volunteers

- a. Board members, committee members, and employees that are not coaching or volunteering to participate as a team staff member are not required to register with SnVYSA as those roles are already on record with SnVYSA and do not require registration.
- b. A board member that is a volunteer or employee and will be participating in a coaching or team staff volunteer role as defined in section 2.1d above, must register to participate.

2.3 Registration timeline

Registration opens no later than April 1st of each seasonal year and stays open until March 31st of the following year.

2.4 Required Safety Training

SnVYSA complies with the risk management policies of its affiliated organizations (e.g. Washington Youth Soccer, US Youth Soccer, and U.S. Soccer) as well as those required by the U.S. Center for SafeSport. The following training is required of all volunteers, board members, and employees that will be participating in any SnVYSA organized and supervised program, activity, or event and will have regular contact or authority over minor athletes:

- a. SafeSport Training. All board members, volunteers, and employees 18 years of age or older are required to complete the required SafeSport training defined in SnVYSA Safety and Prohibited Conduct Policies section 4.1 annually.
- b. Concussion Training. All board members, volunteers, and employees 18 years of age or older are required to login and complete the required Concussion training in the U.S. Soccer Learning Center annually.
- c. Sudden Cardiac Arrest Training. All board members, volunteers, and employees 18 years of age or older are required to login and complete the required Sudden Cardiac Arrest training in the U.S. Soccer Learning Center annually.

2.5 Background Screening

SnVYSA is responsible for adherence to the risk management policies of Washington Youth Soccer and requires all board members, volunteers, and employees 18 years of age or older to comply with SnVYSA Safety and Prohibited Conduct Policies section 3-Background Screening.

- a. Washington Youth Soccer Registration. Board members, volunteers, and employees 18 years of age or older are required to register with Washington Youth Soccer to complete the annual background check screening.
- b. Required Training. The background screening cannot be completed until the required training in 2.4 above has been completed. The U.S. Soccer Learning Center will submit the trainings to Washington Youth Soccer once completed.
- c. Risk Management Fee. SnVYSA covers the cost of the background screening with Washington Youth Soccer for all board members, volunteers and employees.
- d. Risk Management Clearance. Board members, volunteers, and employees must have an “Approved” background screening by Washington Youth Soccer before participation in any SnVYSA supervised and organized program, activity, or event with minor athletes.
- e. Rejected Background Check. If a background screening is “Rejected” and requires risk management review by Washington Youth Soccer, the board member, volunteer, or employee will be contacted directly by a Washington Youth Soccer risk management staff member due to confidentiality.
 - i. The SnVYSA Registrar will not be informed of the reasons for the rejection.
 - ii. The board member, volunteer, or employee will not be rostered to a team or be allowed to interact with players until they have been notified by Washington Youth Soccer of an “Approved” status.

3. Educational Training and Certifications

3.1 Cascade FC Coaches

SnVYSA recruits and hires highly qualified coaches to train and develop competitive players participating in the Cascade FC premier soccer program. Employed coaches are required to meet the minimum coaching certification(s), or experience outlined below:

- a. License Certification.
 - i. U9 through U12: USSF “E” License, Grassroots series completion, or 5 years Head Coach experience.
 - ii. U13 - U14: USSF “D” License, or 5 years Head Coach experience.
 - iii. U15 and older: USSF “C” License, or 5 years Head Coach experience.

3.2 Volunteer Coaches

SnVYSA provides several resources to assist volunteer coaches with organized training to prepare coaches each seasonal year. These include on field coach training, coach manual, and online coach license certification training.

- a. Coach Training. SnVYSA provides volunteer coaches with hands-on training for each age group in July and August of each seasonal year. All coaches must pre-register to attend the training. The training dates, times and registration link will be published on the Coach training page of the SnVYSA website and distributed to all registered coaches prior to the training start dates.
- b. Coach Manual. The “Coaching Manual” is an online tool designed to allow the creation and sharing of coaching content. The Coaching Manual allows SnVYSA to share drills and curriculum content with coaches in one place. The Coaching Manual is a great tool for coaches to utilize standard drills and curriculum by age group. The content and login access varies by age group:
 - i. U6-U8 age group. Coach volunteers will have access to the Coach Manual using a single login that is available on the Coach Training page of the SnVYSA website.

- ii. U9-U19 age group. Coaches will be provided with a unique login and password each seasonal year by the Coaching Manual administrator. The SnVYSA Registrar will provide a list of U9-U19 coaches and associated email addresses to the Coaching Manual administrator to give access to. The Coaching Manual administrator will email coaches with the login instructions.
- c. License Certification. SnVYSA encourages all volunteer coaches to take the online U.S. Soccer Learning Center coach certification training for the age group that they are coaching. The training offers foundational knowledge and enhanced coaching skill training to prepare coaches.
 - i. Certificate. After completion of the training, the coach will be issued a certificate of completion. This certificate earns coaches' additional incentive benefits outlined in section 4 below.
 - ii. Reimbursement. The cost of the license training is eligible for reimbursement as outlined in the SnVYSA Fee and Payment policies section 13.1.

3.3 Volunteer Team Managers and Team Treasurers

There are several volunteer roles needed to assist coaches with managing the team each seasonal year. These roles include a team manager and team treasurer depending on the program.

- a. Team Manager. Responsible for managing the organizational and administrative tasks for the team.
 - i. Recreational. A team manager is optional for the recreational program. A volunteer coach may elicit a parent volunteer to be the team manager to assist with administrative duties for the team such as communications, uniforms, and practice or game schedule updates.
 - ii. Cascade FC. A team manager is required for all Cascade FC teams. The team manager works closely with the coach and team treasurer on the team budget, team communications, team practice and games schedule updates in the team app, and manages registration and team check in for all tournaments.
- b. Team Treasurer. Responsible for managing the team finances, working with the coach and team manager to ensure funds are handled responsibly.
 - i. Recreational. Not required. The recreational program does not have a requirement for a team treasurer since there are no team finances to manage.
 - ii. Cascade FC. A team treasurer is required for all Cascade FC teams. The team treasurer works closely with the coach and team manager on the team budget, collects team fees, distributes monthly accounting reports to parents, pays for team expenses, and completes an end of season accounting of the team finances for distribution to the team families. The team treasurer is responsible for returning any unused team funds to individual families in the form of a credit to be applied to next season's team fees, or a cash payment for those players leaving the team.
- c. Training. All Cascade FC team managers and team treasurers are required to attend the team manager and team treasurer training in June of each seasonal year and follow the requirements outlined in the Cascade FC team manager and team treasurer handbooks.
- d. Team Expenses. All team managers and team treasurers must adhere to the SnVYSA Player Participation Policy section 8 - Team purchases, events, and tournaments.
- e. Restrictions. Team Manager and Team Treasurer may not be from the same household, or may not be the coach of the Cascade FC team.

4. Coach and Volunteer Incentives

4.1 Coach Incentive Refund

One of the incentives SnVYSA offers to volunteer coaches each seasonal year is a discount off of the player registration fees if they meet specific criteria. The discount is processed as a refund after the game season begins in September.

- f. Refund Amount. The discount and refund amount is defined in the SnVYSA Fee and Payment policies section 9.1. Volunteer coaches who meet all of the criteria are eligible for a one hundred (100) percent refund of their player's registrations fees for the teams they are coaching.

4.2 "Of the Year" Awards

Every season, SnVYSA enjoys recognizing and celebrating amazing coaches, volunteers and referees by polling families to nominate a coach, referee, or volunteer they feel has demonstrated exceptional leadership and success during the season. The SnVYSA Board reviews the nominations and selects "Of the Year Award" for both a Male and Female category for Coach and Referee of the Year, and a single Volunteer of the year award. The "Of the Year Awards" are published to all SnVYSA families to recognize their accomplishments and are each winner is presented with an award plaque by the SnVYSA Board.

5. Team Communications, Roster, and Events

It is important for coaches and team staff members to connect with and establish player, parent, and coach contact and expectations before practices begin. This will always benefit the coach, team staff members, and the team.

5.1 Team Management System

SnVYSA uses the Sports Engine App for all team management and communications. Coaches and team staff members must download the Sports Engine app from the App Store or Google Play.

5.2 Team Roster

Coaches and team staff members will be rostered to their team once they have completed all the requirements in section 2.5 above and have an approved background check.

- a. Adding or removing players or team staff members. Coaches and team staff members are not authorized to add or remove players or team staff members to a team roster. The only authorized personnel to add or remove players or team staff members to a team roster are the SnVYSA Registrar or the Cascade FC Director of Operations.
- b. Recreational program team rosters. Team rosters will be published in the Sports Engine App by mid-July of each seasonal year.
- c. Cascade FC program team rosters. Team rosters will be published in the Sports Engine App no later than June 1 each seasonal year.

5.3 Team Communications

- a. Initial Communication. When the coach has the team roster, they will communicate with parents and players on their team to introduce themselves and to provide information on practice kickoff

date, time and location. This should be done as soon as the coach and team staff members have received their practice time and location.

- b. Ongoing Communications. It is important for coaches and/or team staff members to continue communication with parents during the season to ensure that they are kept informed of any changes to practice or game schedules. It is also recommended that coaches share with parent's team goals and what they will be working on with the team as they prepare for games.

5.4 Team purchases, events, and tournaments

Coaches and team staff members must follow the rules and requirements of organizing and participating in team purchases and events which are defined by program below:

- a. Recreational program. Reference SnVYSA Player Participation Policies section 8a.
- b. Cascade FC program. Reference SnVYSA Player Participation Policies section 8b.

6. Player Development and Management

Player development and management involves nurturing athletes to reach their full potential, encompassing technical skills, physical conditioning, mental and emotional development, and tactical understanding, while also focusing on their well-being and long-term success. SnVYSA aspires to help youth athletes reach their full potential with the assistance of its volunteer coaches, team staff volunteers, and employed coaches.

6.1 Player Development

SnVYSA provides numerous opportunities for players to continue growth and development during the seasonal year. Coaches can help reinforce these opportunities and encourage players to participate. Player development opportunities by program are outlined in in the SnVYSA League Policies-section 3.

6.2 Player Behavior Management

Effective player behavior management involves establishing clear expectations, promoting positive reinforcement, and creating a safe and respectful environment where players feel valued and can learn and grow. SnVYSA has established Codes of Conduct and policies to provide an established set of expected behaviors as well as policies on Safety and Prohibited Conduct to help with behavior management.

- a. Player Expectations. Both players and parents must review, acknowledge, and sign the Player Code of Conduct at the time of player registration. Coaches and team staff members should become familiar with the Player Code of Conduct and make sure the expectations are reinforced at their first team meeting.
- b. Parent Expectations. Parents must review, acknowledge, and sign the Parent Code of Conduct at the time of player registration. Coaches and team staff members should become familiar with the Parent Code of Conduct and make sure the expectations are reinforced at their first team meeting.
- c. Safety and Prohibited Conduct Policies. Coaches and team members should ensure that the safety policies are understood and reach out to the SnVYSA Board, a Cascade FC Director, or local club representative if they would like further clarification.
- d. Behavior Issues. All Codes of Conduct and policies have a Disciplinary process that SnVYSA will follow and enforce for any violations to the Codes of Conduct or policies.
 - i. Documentation. Coaches must document all disciplinary issues that arise by a player.

- ii. Verbal warning. Coaches may issue a verbal warning to a player for a violation to the Player Code of Conduct and must contact the parent or guardian if the behavior does not discontinue after the verbal warning and becomes disruptive to the team.
- iii. Escalation. Coaches must escalate any violation of the Player Code of Conduct or Parent Code of Conduct that is severe and continuous to the SnVYSA Disciplinary Committee Chair. A verbal warning does not have to occur prior to escalation if the behavior is severe.

7. Illegal Substances

SnVYSA prohibits the use and possession of illegal drugs, alcohol, tobacco, marijuana, and vaping by any member participating or spectating at any SnVYSA supervised or organized practice, game, camp, clinic, or other field event at facilities rented by SnVYSA.