

SPORTING OKLAHOMA

"Raise the Bar"



POLICY AND PROCEDURE MANUAL

MAY 2020

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SECTION I - ORGANIZATION

PURPOSE OF POLICIES AND PROCEDURES MANUAL

The Policy and Procedure Manual of Sporting Oklahoma is a working document intended to reflect, and assist in facilitating the execution of, the mission, vision and core values of the organization. The manual is intended to be updated regularly to reflect the changing conditions of the operations of Sporting Oklahoma. The purpose of the Policy and Procedure Manual of Sporting Oklahoma is to support the bylaws of the organization, serve as a resource for individuals actively engaged in the organization and provide governing guidance to the Administration.

SELECT DEFINITIONS

See Schedule "A" for *Select Definitions*.

OVERVIEW

Sporting Oklahoma is a community-oriented benefit corporation providing recreational, academy and competitive soccer programs, as well as a variety of in-season and off-season player training programs focused on early engagement and individual player development. Sporting Oklahoma is actively engaged in providing services designed and implemented by licensed and certified professionals to ensure the highest level of development for players of all ages and abilities. It is the objective of the club to fulfill all aspects of its mission and vision statements, while remaining true to its core values. More information about the organization may be found at www.SportingOK.com.

MISSION STATEMENT

To provide a positive, safe and professional environment which encourages early engagement and a lifelong interest in soccer by providing quality programs, facilities, staff, education and leadership for youth players of all ages and abilities; to develop character, encourage physical fitness and foster personal growth for all our participants with a focus on learning invaluable life lessons realized through commitment, leadership, teamwork, perseverance and sportsmanship; and to develop and prepare youth players of all ages and abilities for the next level of competition through progressive programming and age appropriate training designed to help each player reach their full potential.

VISION STATEMENT

To be Oklahoma's leading soccer club renowned for a strong association with its community and a long tradition of developing young talent that plays soccer the Sporting Oklahoma way.

CORE VALUES

Sportsmanship. Perseverance. Optimism. Responsibility. Teamwork. Innovation. Next-Level Mindset. Growth.

Sportsmanship

We are passionate about sportsmanship and expect the members of our club to respect the rules, spirit and etiquette of the game. We will respect our teammates, opponents, coaches, officials, and spectators. We will be a positive reflection of ourselves, our team, our club and our community.

Perseverance

We believe that development and growth are greatly influenced by our continued effort to achieve our potential despite any difficulties or failures we may encounter. We will be resilient; viewing adversity as an opportunity to learn and grow as we refocus our effort with a determination and willingness to persevere.

Optimism

We will prepare for and expect outstanding results by setting positive expectations for ourselves and the participants in our programs. We believe optimism is both contagious and inspirational. Our optimism will inspire others to share our positive attitude and our belief that together we can achieve anything.

Responsibility

We are dedicated to ensuring the resources of our benefit corporation are utilized responsibly and efficiently in pursuit of our mission. We will be diligent in our efforts to maintain the highest standards of financial accountability and protect those resources afforded to us by our members, sponsors, partners and community.

Teamwork

We are committed to fostering an environment of unity and belonging for all of those we serve. We promote diversity and inclusion, creating a culture that brings together members of our community through our love for soccer and service to others. We will work together efficiently and effectively to realize our goals.

Innovation

We are advocates for progress and improvement in youth soccer. As such, we will seek out new and innovative programs to improve and further develop our players, teams and club. We will invest the time and resources necessary to assure the success of such programs and demonstrate a willingness to adapt to innovative ways of coaching, training and operating as a club.

Next-Level Mindset

We truly believe our mindset determines our level of success. We are dedicated to creating and maintaining a next-level mindset through which we will strive to be better tomorrow than we are today. Difficulties and failures will not discourage us- they will put us one step closer to success as we learn and evolve. We understand excellence is a habit, not a goal and we will welcome every challenge with enthusiasm, deliver on our commitments and be accountable for our actions.

Growth

We understand growth is the only path to achieving our goals. We are committed to continuous improvement of ourselves and the participants in our programs. We will actively pursue formal and informal learning opportunities to foster growth at the individual, team and club levels.

ADMINISTRATION***Board of Directors***

The Board of Directors shall be responsible for having the authority of managing the affairs, finances and property of the organization directly and/or by delegation.

Advisory Board

The Sporting Oklahoma Advisory Board shall be responsible for providing expertise, unique insight, advice and strategic guidance on a broad range of matters intended to assist in the management, growth and operation of Sporting Oklahoma, including, without limitation those matters related to marketing, sales, fundraising, law, accounting, finance, real estate, human resources and other general business matters the organization may encounter through the course of conducting business.

President of the Organization

At the direction of the Board of Directors, the President of the Organization shall oversee the day-to-day operations of the organization and work with the Advisory Board to develop, maintain and implement the strategic and operational plans necessary to accomplish the long-term missions and objectives of the organization.

Director of Coaching

The Director of Coaching shall be responsible for creating a culture encouraging growth and development of players and coaches. It shall be the duty of the Director of Coaching to establish and implement a methodology of training, philosophy of play, and strategic plan for the recruitment, assignment and development of coaching staff.

ORGANIZATIONAL STRUCTURE CHART

See Schedule "B" for the *Organizational Structure Chart*.

ABBREVIATED ORGANIZATIONAL ROLE RESPONSIBILITIES

See Schedule "C" for *Abbreviated Organization Role Responsibilities*.

SECTION II - PROGRAMMING

OVERVIEW

Sporting Oklahoma is actively engaged in providing programs designed to ensure the highest level of development for players of all ages and abilities. In addition to the programs and services related to them, the club also provides skill clinics, training camps and various other in-season and off-season programs, as well as hosts competitive events, including without limitation tournaments and festival events.

RECREATIONAL PROGRAM (AGES U4 – U10)

The Recreational Program shall be primarily devoted to early engagement, enjoyment and development of the basic foundations of players ages U4 through U10. This program shall provide an opportunity for players to have fun, learn the sport and develop a lifelong interest in the game of soccer. Recreational teams shall be coached by volunteers; however, training curriculum shall be provided by the Director of Coaching.

ACADEMY PROGRAM (AGES U7 – U10)

The Academy Program shall be offered as an alternative to the Recreational Program and shall offer the opportunity for advanced development of players ages U7 through U10. The program shall focus on developing advanced technical and tactical skills in a competitive training and playing environment. This program is designed for the player with a high level of commitment to their soccer development and requires a greater commitment of time and financial resources than the Recreational Program. Academy teams shall be coached by licensed staff coaches working within a club-wide curriculum developed by the Director of Coaching.

COMPETITIVE PROGRAM (AGES U11 – U19)

The Competitive Program shall be offered for players who desire a highly competitive level of play, with a focus on advanced long-term development of players ages U11 through U19 and an emphasis on creating opportunities for players to play collegiately and/or professionally after leaving the club. This program is designed for the player with the highest level of commitment to their soccer development and requires a greater commitment of time and financial resources than the Academy Program. Competitive teams shall be coached by the most experienced and highly licensed staff coaches working within a club-wide curriculum developed by the Director of Coaching.

GOALKEEPING PROGRAM (AGES U9-U19)

The Goalkeeping Program shall be offered to Recreational, Academy and Competitive Program players ages U9 through U19. The program shall be focused on developing the technical, tactical, mental and physical attributes necessary for each player to reach their maximum potential as a goalkeeper. This program shall be designed and implemented by the Director of Goalkeeping, a licensed and experienced coach. The cost of this program shall be included in the fees for Academy and Competitive Program participants, but shall be an additional cost for Recreational Program Participants.

MENTAL TRAINING PROGRAM (AGES U11 – U19)

The Mental Training Program is designed for players ages U11 through U19 and will serve to foster a growth mindset, increase self-esteem and enhance performance of participants. Mental training is a segment of sports psychology focused on providing players the mental skills needed to overcome mental barriers and reach maximum potential. Players participating in this program will be given the opportunity to develop these mental skills through training, repetition and game-time application. The cost of the Mental Training Program shall be included in the fees for Competitive Program participants.

CENTER OF EXCELLENCE PROGRAM (AGES U4 – U19)

The Center of Excellence Program shall provide age appropriate, selective training for the most promising and/or elite players in every age group, with a focus on technical skill training and small group play. The purpose of the Center of Excellence shall be to provide comprehensive training curriculum designed to assist with growth of the individual skillset of each player. This program is intended for the most committed players and shall be offered at an additional cost.

SKILLS CLINICS PROGRAM (U4 – U12)

The Skills Clinics Program is designed for players ages U4 through U12 who wish to further develop an existing skillset through an age appropriate progressive model of training focused on ball mastery, control, passing, receiving, dribbling, shooting and juggling. Skills Clinics shall be staffed by licensed coaches working within a curriculum provided by the Director of Coaching. The cost of in-season programs shall be included in the fees for Academy and Competitive Program participants, but shall be an additional cost for Recreational Program Participants. The cost of the off-season program shall not be included as part of the fees for Academy and Competitive Program participants. Skills Clinics shall be used to identify and recruit advanced Recreational Program participants into the Academy Program.

SPEED, AGILITY AND STRENGTH TRAINING PROGRAM (AGES U9 – U19)

The Speed, Agility and Strength Training Program shall focus on the physical aspects of player development with an emphasis on developing the rhythm, stability and dynamic coordination required for players to put their body into positions of balance, quickness or bursts of power as needed. This program shall be developed by a Certified Speed and Agility Specialist and implemented by licensed staff coaches as an off-season program.

TOURNAMENT AND FESTIVAL PROGRAM (AGES U4-U14)

The Tournament and Festival Program shall serve to promote growth of the club, as well as provide an opportunity for players at the club to showcase their progress. The primary focus of Tournament play shall be to provide players at the club the opportunity to play teams they may not otherwise play, or play as frequently, in a competitive environment. The primary focus of Festival play shall be to further encourage player development and sportsmanship- there are no playoffs and standings shall not be kept.

TRAINING CAMP PROGRAM (AGES U4 – U14)

The Training Camp Program shall consist of four off-season training camps focused on Academy and Recreational Program growth, maintaining player skillsets developed during the season, advancing the technical ability and understanding of the game for players at the club and specialized training, respectively.

PROFESSIONAL CLUB TRAINING CAMP

Through its partnership with a professional club the organization shall host an off-season training camp for players at the club, providing the unique and exciting opportunity to train with an assortment of players and coaches.

ADULT RECREATIONAL PROGRAM (AGES 19 & UP)

The Adult Recreational Program shall provide an opportunity for adult players, age 19 and older, to continue to play the game of soccer.

PROGRAMMING FEE SCHEDULE

See Schedule “D” for *Programming Fee Schedule*.

SECTION III - REGISTRATION

REGISTRATION POLICY

Overview

For individuals choosing to participate in the programs offered by Sporting Oklahoma, there is an annual registration process, managed by the Registrar of the club. Teams are formed by age group for players, ages 3 through 18, according to the year in which the player was born. Players ages U4 through U6 participate in the Recreational Program, players ages U7 through U10 may participate in either the Academy Program or the Recreational Program and players ages U11 through U19 participate in the Competitive Program.

Player Registration Fee

As part of the annual registration process, the club shall charge a one-time per season, non-refundable, Registration Fee in an amount specified by the club based on the program for which the player is to be registered. The Registration Fee is due to be paid at the time of registration. For Competitive and Academy Program participants, the Registration Fee shall cover the upcoming season from August 1st through July 31st. For Recreational Program participants, a separate Registration Fee shall be charged for the fall and spring seasons. Payment of the Registration Fee shall allow players to register with Sporting Oklahoma and accept placement on a team within the programs provided by the club. Players shall only be allowed to participate in the programs provided by Sporting Oklahoma if (i) the Registration Fee has been paid in full, (ii) upon approval by the club, the Registration Fee has been paid in part with a written commitment to pay the remainder of the Registration Fee prior to the first scheduled activity, training session or game of the season or (iii) the club has waived the required Registration Fee.

Player Registration Form

A link to register online, together with information about each program provided by the club, shall be included on the website of the club. Individuals previously registered in a program provided by the club shall receive a link to register online at the email address previously provided by the individual as part of their prior registration with the club. Additionally, hard copies of the forms required for registration shall be available via download from the website and at the offices of the club.

Proof of Age

Sporting Oklahoma is responsible for verifying the age specified on the registration of each participant; however, although Sporting Oklahoma may maintain a record indicating a participant's previously verified date of birth, the club shall not retain a copy of any government issued birth certificate or similar proof of age. Proof of age documentation shall consist of a copy, scan or image of an original and/or certified copy of documentation of the date of birth of the participant in the form of a government issued birth certificate, passport or a certificate of naturalization, alien registration card or board of health record issued by the United States government.

Player Identification Photo

Players participating in the Academy Program provided by Sporting Oklahoma may be required to submit a photo for player identification purposes. Players participating in the Competitive Program provided by Sporting Oklahoma shall be required to submit a photo for player identification card purposes.

Non-Playing Participant Registration.

Any coach, trainer, manager, administrator, official or other non-playing participant of the programs of Sporting Oklahoma, as identified by the club, shall be required to register with the appropriate league, state or national association, federation or organization and shall be responsible for paying any such applicable fee associated with said registration.

Miscellaneous Forms

As part of the registration process, participants may be required to provide additional items beyond those detailed herein, including without limitation, a waiver of liability, consent for medical treatment or similar release.

Term of Registration

For the purposes of this policy, the term of registration for participants of the programs provided by the club shall span from August 1st to July 31st; however, a separate Registration Fee shall be assessed for Recreational Program participants at the beginning of both the recreational fall and spring seasons.

Falsification

The falsification of any records, documents or other items required for registration purposes shall result in the immediate disqualification of the participant in question.

League, State and National Association Requirements

In addition to the terms set forth herein, participants in the programs provided by Sporting Oklahoma are subject to any applicable registration requirements or guidelines set forth by any league, state or national association, federation or organization in which Sporting Oklahoma is a member or participant.

Conditions of Registration

By registering to participate in the programs offered by Sporting Oklahoma, participants, as well as their respective parents and spectators, agree to abide by, and be subject to, the code of conduct, mission, vision, values, policies, procedures, rules, regulations and bylaws of Sporting Oklahoma. Additionally, upon Sporting Oklahoma, and its members, joining or becoming affiliated with any league, state or national association, federation or organization, as required, all members shall abide by and be subject to the constitution, statutes, regulations, directives, bylaws, policies, procedures, rules and regulations of said association, federation or organization, as applicable.

SECTION IV - OPERATIONAL AND ADMINISTRATIVE

OVERVIEW

The following policies have been established to ensure the participants in the programs provided by Sporting Oklahoma, parents and spectators of those participants, coaches, volunteers and staff understand their roles and responsibilities at the club.

RIGHT TO REFUSE PARTICIPATION POLICY

Sporting Oklahoma reserves the right to refuse participation in the programs it provides for any reason, except for reasons related to race, color, age, religion, gender, national origin, citizenship, disability or any other characteristic protected by federal, state or local law.

NON-DISCRIMINATION POLICY

Sporting Oklahoma does not discriminate against its players, coaches, parents, referees or any other person on the basis of race, color, age, religion, gender, national origin, citizenship, disability or any other characteristic protected by federal, state or local law.

CODE OF CONDUCT

It is the mission, in part, of Sporting Oklahoma to provide a positive, safe and professional environment which encourages early engagement and a lifelong interest in soccer by providing quality programs, facilities, staff, education and leadership for youth players of all ages and abilities and to develop character, encourage physical fitness and foster personal growth for all our participants with a focus on learning invaluable life lessons realized through commitment, leadership, teamwork, perseverance and sportsmanship.

To help achieve the mission of the organization, Sporting Oklahoma has provided the following Code of Conduct for all coaches, players, parents and spectators. This Code of Conduct shall be considered a covenant between Sporting Oklahoma and coaches, players, parents and spectators of Sporting Oklahoma to abide by the Rules and Regulations of Sporting Oklahoma, as well as the game of soccer and to support the mission, vision and values of the organization. Any action or behavior considered contradictory to the Code of Conduct, mission, vision, values, policies, procedures, rules or regulations of Sporting Oklahoma, or any organization with which Sporting Oklahoma is affiliated or associated, shall be subject to action by Sporting Oklahoma.

Code of Conduct for Coaches

I understand, as a coach for Sporting Oklahoma, I am held to the highest professional standards and in addition to those standards set forth in the Sporting Oklahoma Code of Ethics for Coaching, I will:

1. Demonstrate and encourage good sportsmanship before, during and after games, training sessions and events.
2. Place the physical and emotional wellbeing of the players ahead of any personal desire to win.
3. Put forth my best effort, at all times, for the benefit of my players.
4. Show respect to coaches, players, parents and spectators of the opposing team at all times.
5. Respect the authority of the referees and refrain from questioning their decisions in an abusive manner.
6. Lead each player, through personal example, to be humble in victory and gracious in defeat.
7. Provide support, care and encouragement for players and create a positive and safe environment.
8. Conduct myself responsibly, professionally and with integrity at all times.
9. Avoid the use of abusive language or profanity, humiliating remarks, gestures of ill temper or other derogatory or threatening behavior towards any coach, player, parent, spectator or referee.
10. Help facilitate a healthy lifestyle for my players, free of drugs, alcohol and tabaco.

Code of Conduct for Players

I understand it is a privilege to play soccer for Sporting Oklahoma and as a player, I will:

1. Demonstrate and encourage good sportsmanship before, during and after games, training sessions and events.
2. Learn the laws of soccer, play the game fairly according to those laws and respect the game of soccer.
3. Arrive promptly at the designated time for all training sessions, games and events.
4. Put forth my best effort, at all times, for the benefit of my team and myself.
5. Be humble in victory and gracious in defeat.
6. Show respect to my coaches, opponents, teammates, parents, spectators and staff members.
7. Show respect for the authority of the referees, regardless of the circumstance.
8. Avoid the use of abusive language or profanity, humiliating remarks, gestures of ill temper or other derogatory or threatening behavior towards any coach, player, parent, spectator or referee.
9. Enjoy my experience as a player and notify my parent or coach if I am not enjoying my experience.
10. Live a healthy lifestyle, free of drugs, alcohol and tobacco.

Code of Conduct for Parents and Spectators

I understand, as a parent or spectator, I am expected to conduct myself as a responsible adult and as such, I will:

1. Demonstrate and encourage good sportsmanship before, during and after games, training sessions and events.
2. Place the physical and emotional wellbeing of my player ahead of any personal desire to win.
3. Support my player by providing encouragement and showing interest in their team.
4. Teach my player their best effort is more important than victory or defeat.
5. Lead my player, through personal example, to be humble in victory and gracious in defeat.
6. Refrain from coaching or yelling instructions from the sidelines.
7. Respect the authority of the referees and refrain from questioning their decisions in an abusive manner.
8. Under no circumstance, including injury, walk onto the field during a game unless requested to by the referee, or other emergency personnel, to assist in medically evaluating or removing an injured player.
9. Avoid the use of abusive language or profanity, humiliating remarks, gestures of ill temper or other derogatory or threatening behavior towards any coach, player, parent, spectator or referee.
10. Help facilitate a healthy lifestyle for my player, free of drugs, alcohol and tobacco.

TOBACCO, ALCOHOL, DRUGS AND OTHER CHEMICAL SUBSTANCES POLICY

Sporting Oklahoma has a zero-tolerance policy regarding the use of tobacco, drugs and other chemical substances at any Sporting Oklahoma training session, game, tournament or event. Additionally, Sporting Oklahoma has a zero-tolerance policy regarding the use of alcohol at any Sporting Oklahoma training session, game, tournament or event involving youth participants under twenty-one (21) years of age. Coaches, players, parents, spectators and staff are expected to refrain from use of tobacco, alcohol, drugs and other chemical substances as outlined in this policy. Violation of this policy may result in immediate disbarment.

CLUB COMMUNICATIONS AND SOCIAL MEDIA POLICY

Chain of Communication

Unless otherwise specified herein, players shall communicate directly with their coach regarding any questions, ideas, concerns, complaints or requests they may have. Parents of players shall communicate any questions, ideas, concerns, complaints or requests involving the team directly to the Team Manager; however, any concerns regarding player safety shall be communicated directly to the coach. Additionally, parents of players with questions, concerns, complaints or requests regarding their player shall communicate directly to the coach, pursuant to the *Parent to Coach Communication Policy*. If a player or parent has communicated a question, idea, concern, complaint or request through the appropriate channels and received no answer or feedback, then an alternate chain of communication may be used; however, it is critical that coaches and Team Managers are given the opportunity to respond in order to reduce the demand upon the Director of Coaching, President and Advisory Board of Directors.

Communication Flow Chart

Player Safety: Coach >>> Director of Coaching >>> President

Player Development: >>> Coach >>> Director of Coaching

Fundraising: >>> Team Manager >>> Coach >>> Advisory Board >>> President

Team Accounting: >>> Team Treasurer >>> Team Manager >>> Coach >>> President

Team Travel: >>> Team Travel Coordinator >>> Team Manager >>> Coach >>> President

Administrative: >>> Team Manager >>> Registrar >>> Director of Coaching >>> President

Town Hall Meetings

From time to time, Sporting Oklahoma may conduct Town Hall Meetings to create a forum for discussion concerning certain questions, ideas, concerns, complaints or suggestions of the players, as well as the parents of players, participating in Sporting Oklahoma programs. Such meetings shall be announced in advance and shall be used primarily to disseminate information or to address any questions, ideas, concerns, complaints or suggestions and not to conduct any business of Sporting Oklahoma.

Website

The Sporting Oklahoma website is the primary tool for advertising and disseminating information covering the programs offered by the club, as well as information about the staff, structure, philosophy and upcoming events of the club. Sporting Oklahoma believes it is important to acknowledge and promote both on-field and off-field accomplishments of participants and teams registered in its programs, as well as the fundraising efforts of the teams competing as part of Sporting Oklahoma. To this end, from time to time, the club may post photos and information concerning the on-field or off-field accomplishment of a participant or team and may grant permission to a team or group wishing to post an announcement regarding its fundraising efforts or recognizing an achievement. Any content posted to the Sporting Oklahoma website must be consistent with the Mission, Vision, Core Values, Policies and Procedures of the club.

Media Release Policy

Sporting Oklahoma, its parent, subsidiary and affiliated companies, agents, licensees and designees, including their successor and assigns, reserves the right to use any photograph, video, voice recording or other similar media, in any media format, as well as any likeness of players, parents, coaches, and referees participating in programs provided by Sporting Oklahoma without compensation, provided (i) the media is taken during an activity, event or competition sponsored by Sporting Oklahoma or in which Sporting Oklahoma is a participant or as otherwise allowed by law, and (ii) the media is used for one or more of the following: media coverage of soccer and soccer-related activities, the Sporting Oklahoma website or social media content, promotional materials, publications, video presentations or for similar purposes related to the activities of Sporting Oklahoma or the organizations in which it is a member. By participating in the programs offered by Sporting Oklahoma, participants, as well as their respective parents and spectators, agree to the following statement:

I hereby grant Sporting Oklahoma, its parent, subsidiary and affiliated companies, agents, licensees and designees, including their successor and assigns, the absolute, royalty-free, irrevocable, worldwide, right and permission, with respect to any testimonial or statement (written or oral), including social media postings, as well as photographs, video, voice recordings or other similar media, taken by me or by Sporting Oklahoma (i) to use, re-use, publish, re-publish, copy, modify, adapt, display and create derivative works in the same in whole or in part, individually or in conjunction with other photographs, images, voice recordings or testimonials in any medium including, without limitation social media, print, and on the internet, and for any purpose allowed by law, including, without limitation in advertising, marketing, publications, electronic distribution, and the internet and for any other business or commercial purpose, and (ii) to use my likeness, image and/or name therewith if Sporting Oklahoma so chooses. I understand I am to receive no compensation for the permitted use of any testimonial or statements (written or oral), photographs, video, voice recordings or other similar media, taken of me by Sporting Oklahoma. Furthermore, I hereby release and discharge Sporting Oklahoma, its employees, licensees, successors, assigns and any designee (including any agency, client, broadcaster, periodical or other publication) from any and all claims and demands arising out of or in connection with the use of such photographs, video, voice recordings or other similar media, statement or testimonial, including but not limited to any claims for defamation, violation of any artist right, invasion of privacy, right of publicity, emotional distress or any similar right.

Social Media and Electronic Communication Guidelines

Online, social media and other electronic communication have become an integral part of modern life and an effective means of personal and professional communication. Sporting Oklahoma adheres strongly to its mission, vision, core values and code of conduct in the online social media community and expects the same commitment from its players, parents, spectators, staff, volunteers and administrators. These guidelines set forth the expectations of Sporting Oklahoma with respect to the use of online, social media and other forms of electronic communication.

Accuracy of Content. Prior to transmitting any online, social media or other form of electronic communication, individuals should be diligent in verifying the accuracy of the content in the message. Additionally, the content should be reviewed for spelling and grammatical errors.

Pause Before You Communicate. Prior to transmitting any online, social media or other form of electronic communication, individuals should check the content of the message or post before sending or sharing, both for accuracy and to ensure the message is in line with the mission, vision, core values and code of conduct, as well as other applicable policies of the club.

Avoid Negative Content. As a player, parent, spectator, staff member, volunteer or administrator of Sporting Oklahoma, it is important your online, social media and other forms of electronic communication convey positive, optimistic and appropriate messages. Be respectful of all individuals and keep in mind that how you conduct yourself not only reflects on you, but also on the club. Do not post comments that may be perceived as harassing, threatening, retaliatory or discriminatory towards other players, parents, spectators, staff members, volunteers, administrators, the club or organizations with which the club is affiliated.

Liability. Individuals are responsible for the content of any online, social media or other form of electronic communication. Individuals may be held liable for content deemed defamatory, proprietary, libel or obscene. Exercise sound judgment and common sense, as content of any communication may be shared with others and archived or saved, even if it has been deleted by its author.

Compliments and Criticisms. Players, parents, spectators, staff, volunteers and administrators are the most vital asset for monitoring online, social media and other forms of electronic communication. If an individual discovers a positive or negative remark about the club online, consider sharing it through the appropriate chain of communication so the club may benefit from the compliment or criticism.

Confidential Information. Do not post confidential or non-public information, including without limitation personal information about players, parents, spectators, staff, volunteers and administrators at the club, financial information, growth strategies, financial forecasts or legal matters.

Social Media and Electronic Communication Policy

Effective communication concerning travel, training sessions, games, tournament or other events, as well as administrative issues is critical to the success of the players participating in the programs provided by the club; however, the use of online, social media, and other forms of electronic communication increases the possibility for improprieties and misunderstandings. The improper use of electronic communication can result in misconduct and is strictly prohibited by Sporting Oklahoma.

Policy for Players. Sporting Oklahoma recognizes the right of its players to actively participate in social media; however, players shall not (i) disseminate racist, obscene, profane or sexist content of any kind, (ii) use online, social media and other electronic communication to demean, degrade, bully or attack any person or group, (iii) disseminate any content that reflects negatively on themselves, their team or the club or (iv) disseminate content relating to any act in violation of any federal or state laws, Sporting Oklahoma Policies or the *Social Media and Electronic Communication Guidelines*. Any violation of this policy shall be subject to disciplinary or other appropriate action, including without limitation the mandatory removal of the content in question, deactivation of the account used to disseminate the content in question and temporary suspension or permanent disbarment from all club-related activities.

Policy for Sporting Oklahoma Staff. Any participant involved in any program provided by the club as a coach, employee, contractor, volunteer or adult participant shall adhere to this policy. Sporting Oklahoma staff shall not (i) disseminate racist, obscene, profane or sexist content of any kind, (ii) use online, social media and other electronic communication to demean, degrade, bully or attack any person or group, (iii) disseminate any content that reflects negatively on themselves, their team or the club or (iv) disseminate content relating to any act in violation of any federal or state laws, Sporting Oklahoma Policies or the *Social Media and Electronic Communication Guidelines*. Any violation of this policy shall be subject to disciplinary or other appropriate action.

Policy for Parents and Spectators. Spectators and Parents of participants in the programs provided by Sporting Oklahoma shall not disseminate content relating to any act in violation of any federal or state laws, Sporting Oklahoma Policies or the *Social Media and Electronic Communication Guidelines*. Any violation of this policy shall be subject to disciplinary or other appropriate action.

Sporting Oklahoma Staff / Player Communication Policy. Any adult individual authorized, approved or appointed to have regular contact with, or influence over, minors participating in the programs of Sporting Oklahoma, including without limitation, volunteer coaches, staff coaches, club administrators, team leadership, sports medicine professionals, health care professionals, athletic trainers, referees, referee assignors and any individual traveling as part of a team delegation, as well as members of the Advisory Board, Advisory Board Committees and Board of Directors shall adhere to this policy. Any online, social media and other electronic communications between any such individual and a player must be professional in nature and for the purpose of communicating information about club-related activities. Communication shall (i) be clear and direct, (ii) be considered a matter of record and available to share with the public or parent of the player (iii) include another coach or parent, even if the communication is to one or more players or the entire team, and (iv) be conducted professionally as a representative of the club, including without limitation appropriate choice of words, tone, grammar and subject matter. Shall any such individual receive an online, social media or other electronic communication, directly from a player without another coach or parent, then any response to the player should include another coach or parent. Furthermore, shall any such individual receive an online, social media or other electronic communication, from a player, considered inappropriate, then the communication in question shall be reported to the parent of the player, as well as the President. Members of the Sporting Oklahoma staff may maintain personal social media pages, but are not permitted to have any player as a “friend” or “connection” on their personal page or account; however, players are permitted to “friend” or make a “connection” with the official social media accounts of Sporting Oklahoma. Sporting Oklahoma strongly encourages limiting electronic communications between any such individuals and players to those hours between 7:00AM and 9:00PM, unless an emergency exists or while traveling for club related competition or other activity. Any violation of this policy shall be subject to disciplinary or other appropriate action.

Discontinuation of Electronic Communication. The parent of any player may request, in writing, their player not be contacted through any form of electronic communications. If such a request is made, then immediate compliance without consequence must be granted.

PRIVACY POLICY

Sporting Oklahoma may be required, from time to time, to gather personal and financial information of the players and parents of players as a matter of conducting business operations. The club understands it is necessary to prevent the unauthorized disclosure of such sensitive information. For this reason, the club shall (i) secure any financial information provided from unauthorized access, (ii) ensure the security, both physically and electronically, of any records maintained by the club and (iii) properly dispose of any such sensitive information by way of shredding either internally or through contract with an outside vendor.

SALE OF PERSONAL INFORMATION POLICY

The sale of personal information acquired by Sporting Oklahoma through the registration process, including without limitation email addresses, mailing addresses and phone numbers, is strictly prohibited by this policy; however, the club cannot prevent, and shall not be held responsible for, the proprietors of the registration platform or the organizations to which the club is responsible for providing such information from selling the same.

RELEASE OF PERSONAL INFORMATION POLICY

It is the policy of Sporting Oklahoma to not release information regarding the participation of any individual in programs provided by the club, including without limitation team assignment, training session dates, training session times, training session locations, game dates, game times, game locations, coach names, coach contact information or any other information relating to participation in programs provided by the club. If necessary, such information shall only be released to the individual or individuals listed on the registration form of the participant.

CLUB LOGO, APPAREL AND MERCHANDISING POLICY

The Sporting Oklahoma logo, name, and any trade name or variation of the same is considered intellectual property and proprietary to Sporting Oklahoma. Only approved vendors are allowed to produce apparel, merchandise or any similar product bearing the logo or name of Sporting Oklahoma. Individuals wishing to use the logo or name of the club on any apparel, merchandise or similar product intended for fundraising purposes must have prior approval of the President.

GENERAL FUNDRAISING POLICY

Club Fundraising Policy

Sporting Oklahoma expects players and/or teams to volunteer time to support certain program-wide fundraising events. Such events typically serve as fundraisers for the club and may or may not directly benefit individual players or teams. Sporting Oklahoma may also provide fundraising events to players and/or teams that may benefit the individual player, team and/or club. Certain fundraising events shall require mandatory participation. If mandatory participation is required, then a "buyout" option shall be available so players or teams that choose not to participate may pay the "buyout" fee up front. If participation in fundraising events is optional, then only those players and/or teams that participated shall benefit from the event.

Team Fundraising Policy

Players and/or teams are expected to volunteer time to support team-level fundraising events. Teams must be granted approval by the Fundraising Committee of the Advisory Board prior to holding a fundraising event. Players and/or teams are required to fill out a Fundraising Event Form (*Schedule "E"*) or submit the required information to the Fundraising Committee of the Advisory Board at least two (2) weeks in advance of the event. The fundraising event shall not be advertised prior to approval by the Fundraising Committee of the Advisory Board. Players and/or teams shall be responsible for determining how funds raised from team-level fundraising events shall be distributed.

PROMOTIONS, SOLICITATIONS AND DISTRIBUTIONS OF MATERIALS POLICY

Any promotions, solicitations, distributions of written and/or other materials or any advertisement not approved by Sporting Oklahoma is strictly prohibited at any training session, game or other activity sponsored by the club.

CONFLICT RESOLUTION POLICY

Sporting Oklahoma is committed to promoting a positive, safe and professional environment for all participants, including without limitation players, coaches, team leadership, referees, parents and spectators. Any action or behavior considered contradictory to the Code of Conduct, mission, vision, values, policies, procedures, rules or regulations of Sporting Oklahoma, or any organization with which the club is affiliated or associated, shall be subject to action by Sporting Oklahoma.

Any individual unable to satisfactorily resolve a conflict or grievance by direct communication, in writing, with any other individual or individuals involved, twenty-four (24) hours or more after the incident, shall contact the next level of authority, in writing, according to the *Communication Flow Chart*. If the conflict lies with the individual to which the conflict is to be reported according to the *Communication Flow Chart*, then the individual with the grievance shall report the conflict to the next person in the chain of communication according to the *Communication Flow Chart*, only after attempting to resolve the conflict by direct communication with the individual or individuals in question. If this course of action is unavailable, ineffective or yields an unsatisfactory result, then the individual with the grievance may request, in writing, a hearing before the Disciplinary Committee of the Advisory Board; however, a genuine, concerted effort shall be made to resolve the conflict prior to any hearing. The Disciplinary Committee of the Advisory Board shall follow the procedures outlined in the policies, procedures, rules and regulations of the club and recommend to the Board of Directors appropriate disciplinary action against the individual or individuals in question. All decisions rendered by the Disciplinary Committee shall be communicated to the affected party, as well as the Board of Directors, within twenty-four (24) hours. It shall be the duty of the Board of Directors to impose disciplinary actions fairly, consistently and in relationship to the wrongdoing within twenty-four (24) hours of receiving the recommendation of the Disciplinary Committee. Any disciplinary action may be appealed to the Protest and Appeals Committee within seventy-two (72) hours of notification of the disciplinary action.

DISCIPLINARY AND MISCONDUCT PROCEDURE POLICY

Regardless of the level at which an incident is resolved, if disciplinary action is warranted, then the determining party shall proceed according to the following guidelines.

Verbal Warning

Should an unwanted behavior believed to lead to an actionable offense be witnessed by a parent, spectator or coach, then the same shall be reported by that witness to the appropriate member of the Sporting Oklahoma staff according to the *Communication Flow Chart*. The member of Sporting Oklahoma Staff to which the report of unwanted behavior was made, at their discretion, may either choose to give the individual displaying the behavior a verbal warning citing the portion of the code of conduct, mission, vision, values, policies, procedures, rules or regulations of which the unwanted behavior is in violation or choose to proceed directly to the *Verbal Counseling I* guideline; however, under no circumstance shall a member of Sporting Oklahoma Soccer staff choose to deliver only a verbal warning for any behavior or incident that involves the safety of the recipient of the unwanted behavior.

Verbal Counseling I

Should an actionable offense occur, A minimum of two (2) of either the coach assigned to the team for which the player, parent or spectator is the source of the grievance or misconduct, Director of Coaching, respective Program Coordinator or the President shall conduct a meeting with the party involved for the purpose of giving a verbal warning to the individual or individuals and notifying them future allegations found to be true shall result in additional action and a possible one (1) game suspension. Written documentation of the verbal counseling shall be provided to the President so it may be kept for future reference.

Verbal Counseling II

Should a second actionable offense occur, a minimum of two (2) of either the Director of Coaching, respective Program Coordinator or the President shall conduct a meeting with the party involved for the purpose of giving a verbal warning to the individual or individuals and notifying them future allegations found to be true shall result in additional action and a possible one game suspension. A written plan for improvement shall be provided to the player, parent or spectator responsible for the misconduct and a one (1) game suspension may be imposed. Written documentation of the verbal counseling shall be provided to the President so it may be kept for future reference.

Written Notice I

Should a third actionable offense occur, the party in question, as well as the Disciplinary Committee of the Advisory Board, shall receive written notice detailing the steps taken as part of Verbal Counseling I and Verbal Counseling II, and the party responsible for the misconduct shall be required to meet with the Disciplinary Committee of the Advisory Board, at which point the committee may recommend an appropriate course of action, the severity of which shall not exceed a temporary suspension of two (2) weeks from all club-related activities and/or up to a three (3) game suspension. If the party accused of the misconduct feels unjustly accused or the severity of disciplinary actions were not warranted, then they may provide notice of their appeal, in writing, to the Chairperson of the Protest and Appeals Committee of the Advisory Board within seventy-two (72) hours of notification of the disciplinary action. If it is determined the party accused of the misconduct was unjustly accused, then those records created as part of the "Written Notice I" procedure shall be removed from the files of the individual and destroyed.

Written Notice II

Should a fourth actionable offense occur, the party in question, as well as the Disciplinary Committee of the Advisory Board, shall receive written notice detailing the steps taken as part of Verbal Counseling I, Verbal Counseling II and Written Notice I, and the party responsible for the misconduct shall be required to meet with the Disciplinary Committee of the Advisory Board, at which point the committee may recommend an appropriate course of action, the severity of which shall not exceed a temporary suspension of six (6) weeks from all club-related activities and/or up to a six (6) game suspension. If the party accused of the misconduct feels unjustly accused or the severity of disciplinary actions were not warranted, then they may provide notice of their appeal, in writing, to the Chairperson of the Protest and Appeals Committee of the Advisory Board within seventy-two (72) hours of notification of the disciplinary action. If it is determined the party accused of the misconduct was unjustly accused, then those records created as part of the "Written Notice II" procedure shall be removed from the files of the individual and destroyed. Upon confirmation of the misconduct, the individual responsible shall be warned that the next actionable offense shall result in debarment from the club.

Final Notice

Should a fifth actionable offense occur, the party in question, as well as the Disciplinary Committee of the Advisory Board, shall receive written notice detailing the steps taken as part of Verbal Counseling I, Verbal Counseling II, Written Notice I and Written Notice II, and the party responsible for the misconduct shall be required to meet with the Disciplinary Committee of the Advisory Board, at which point the committee, upon verification of the accusations, shall recommend permanent debarment from the club. If the party accused of the misconduct feels unjustly accused, then they may provide notice of their appeal, in writing, to the Chairperson of the Protest and Appeals Committee of the Advisory Board within seventy-two (72) hours of notification of the disciplinary action. If it is determined the party accused of the misconduct was unjustly accused, then those records created as part of the "Final Notice" procedure shall be removed from the files of the individual and destroyed. Upon confirmation of the misconduct, the individual responsible shall be permanently barred from the club.

Additional Penalties for Recreational Program Coaches

If actionable offenses are committed by any Recreational Program Coach, then additional penalties may be imposed as follows: (i) the first actionable offense may result in a one (1) game suspension, (ii) a second actionable offense may result in suspension for the remainder of the season or eight (8) games, whichever is greater and (iii) a third actionable offense may result in debarment from the club.

Additional Penalties for Academy and Competitive Program Coaches

If actionable offenses are committed by any Academy Program or Competitive Program Coach, then additional penalties may be imposed as follows: (i) the first actionable offense may result in suspension without pay for up to two (2) games, (ii) a second actionable offense may result in suspension without pay for up to four (4) games, and (iii) a third actionable offense may result in suspension without pay for up to eight (8) games or debarment from the club. Additional consideration shall be given to the severity of the disciplinary action based on the length of time between actionable offenses, the severity of the misconduct and the circumstances of the incident leading to the misconduct.

Red Cards

Any individual, including without limitation any player, parent, spectator, staff member or volunteer who receives a red card or is ejected from any game shall be subject to a one (1) game suspension for the next scheduled game, whether it be a friendly, league or tournament game. Any individual who receives two (2) red cards within the same season shall be subject to up to a two (2) game suspension for the next two (2) scheduled games. Any individual who receives three (3) red cards within the same season must appear before the Disciplinary Committee of the Advisory Board, at which point the committee may impose a disciplinary action, the severity of which shall be no less than a five (5) game suspension, but shall not exceed temporary debarment from the club for the remainder of the season.

Immediate Removal or Disbarment by Board of Directors

The Board of Directors shall have the right to remove any individual, including without limitation any player, parent, spectator, staff member, volunteer or administrator immediately from any Sporting Oklahoma training session, game, tournament or other activity, at their discretion and pursuant to the bylaws of the organization, for violations of the rules, regulations, policies, procedures, bylaws or state or federal laws, which rise to a level in which removing the individual is necessary to investigate an allegation or otherwise keep other players, parents, spectators, staff members, volunteers, administrators or other persons safe. Additionally, the Board of Directors reserves the right to temporarily or permanently disbar any individual, including without limitation any player, parent, spectator, staff member, volunteer or administrator regardless of the *Disciplinary and Misconduct Procedure* set forth herein.

Removal Pending Investigation by Director of Coaching

The Director of Coaching reserves the right to take immediate action to suspend an accused individual pending investigation if the situation is deemed threatening to the legal exposure of the club or safety and well-being of its participants.

DISCIPLINARY COMMITTEE OF THE ADVISORY BOARD GUIDELINES

See Schedule "F" for the *Disciplinary Committee of the Advisory Board Guidelines*.

PROTEST AND APPEALS COMMITTEE OF THE ADVISORY BOARD GUIDELINES

See Schedule "G" for the *Protest and Appeals Committee of the Advisory Board Guidelines*.

MEDICAL RELEASE POLICY

By participating in the programs offered by Sporting Oklahoma, participants, as well as their parents, agree to the following statement:

In considerations for allowing my child to participate in the programs of Sporting Oklahoma, I agree not to sue and forever release, waive and discharge Sporting Oklahoma and their respective employees, affiliates, agents, partners, owners, members, subsidiaries, representatives, officers, attorneys, participants and players (collectively, the "Releasees") from any and all liability to myself, my child and the personal representatives, assigns, heirs, children, dependents, spouse and relatives of my child for any and all claims, causes of action, judgments, liens, costs, losses, demands or damages that are caused by or result from any injury, including death, to my child's person or property, regardless of the cause of such injury. I assume all risks associated with the participation of my child in the programs of Sporting Oklahoma.

I certify that my child is in good physical and mental condition. I understand the inherent risks associated with participation in the programs of Sporting Oklahoma, and I also understand the inherent risks of participating in the sport of soccer at this level on grass, turf and blacktop surfaces. I recognize the possibility of physical injury associated with the sport of soccer, and hereby discharge and otherwise indemnify Sporting Oklahoma, its affiliates and sponsors, its employees and associated personnel, as well as the owners of the fields and/or facilities utilized for the programs of Sporting Oklahoma, against any claim by or on behalf of the registrant as a result of the participation of the registrant in the programs of Sporting Oklahoma.

As the parent or legal guardian of the registrant in the programs of Sporting Oklahoma, I authorize Sporting Oklahoma staff to seek medical treatment for the registrant as they deem necessary at local medical facilities. I understand this authorization is given in advance of any specific diagnosis, treatment or hospital care, and it is given to provide Sporting Oklahoma staff the authority to seek medical treatment as deemed necessary to the aforementioned registrant. I accept responsibility for payment of all services rendered. I understand that whenever possible, Sporting Oklahoma shall make a concerted effort to contact me or other named persons so designated at registration, prior to seeking treatment; however, if this cannot be accomplished, I understand that Sporting Oklahoma staff will notify me, or other named persons so designated at registration, as soon as possible of any and all diagnoses and treatments. I also hereby give consent for emergency medical care prescribed by a duly licensed Doctor of Medicine. This care may be given under whatever conditions are necessary to preserve the life, limb, or well-being of the registrant.

INJURY POLICY

Participants of the programs offered by Sporting Oklahoma shall seek medical attention if an injury results in a temporary discontinuation of their participation. Sporting Oklahoma recommends participants follow the advice of their physician. If possible, injured participants are encouraged to attend team activities during their recovery.

CONCUSSION POLICY

Sporting Oklahoma recognizes the potential danger and long-term health consequences of concussions. This policy is intended to minimize player risk for complications related to concussions and shall be included as part of an overall strategy aimed to educate players, parents, coaches, and athletic trainers. By participating in the programs offered by Sporting Oklahoma, participants, as well as their parents agree to the following statement:

If my child has a prior concussion or is diagnosed with a concussion during a Sporting Oklahoma activity or during any other activity, I will notify the coach of my child of the diagnosis prior to my child returning to training sessions or gameplay.

If a player displays signs of a suspected concussion, including without limitation imbalance, disorientation or vomiting, or complains of onset symptoms after contact, including without limitation headache, dizziness or trouble focusing, the player shall be removed from the field of play or sideline and undergo observation and evaluation by a Physician, Athletic Trainer or member of the staff trained to care for concussions. Any player suspected to have a concussion shall seek the advice of a physician. If a player has been diagnosed with a concussion, then they shall not return to training sessions or gameplay until the player is able to complete the following regiment without any further signs of concussion:

1. Player rests until asymptomatic. No activity.
2. Player may engage in light aerobic exercise.
3. Player may return to individual soccer-specific training, absent of contact.
4. Player may return to training sessions, but only participate in non-contact drills.
5. Player may return to training sessions and participate in full-contact drills.
6. Player may return to full participation, including gameplay.

Only a single task may be completed per day. If the player exhibits any symptoms of a concussion during or after completing a task, then the player must return to the previous step the following day.

MANDATORY CONCUSSION TRAINING COURSE

In an effort to further minimize player risk for complications related to concussions and as part of an overall strategy aimed to educate players, parents, coaches, and athletic trainers, any coach, member of team leadership, referee or other person designated by Sporting Oklahoma shall be required to complete the Online Concussion Training Course, also known as the HEADS UP online training course, through the Centers for Disease Control and Prevention.

RISK MANAGEMENT POLICY

It is a priority of Sporting Oklahoma to provide a positive, safe and professional environment to the participants of its programs, as well as its staff. For this reason, the club has adopted a zero tolerance policy for abuse or misconduct of any kind. In addition to this policy, Sporting Oklahoma has adopted, and all Covered Personnel, as defined herein, shall be subject to any applicable Oklahoma Soccer Association, US Youth Soccer and United States Soccer Federation Risk Management Policies. It is the obligation of all Covered Personnel to familiarize themselves and comply with the aforementioned policies, as well as any applicable federal, state or local law. This policy is based, in part, on the U.S. SafeSport Code for the U.S. Olympic and Paralympic Movements and United States Soccer Federation Bylaws and Risk Management Policies.

Risk Management Coordinator

Sporting Oklahoma shall designate a Risk Management Coordinator responsible for organizing the risk management efforts of the club and coordinating the same with the appropriate officials to ensure compliance with the risk management requirements of any league, state or national association, federation or organization in which Sporting Oklahoma is a member or participant.

Criminal Background Screening Policy

Sporting Oklahoma has a mandatory criminal background screening policy for any adult individual having direct contact with, or influence over, players, referees or coaches who are minors in programs provided by the club, including without limitation, volunteer coaches, staff coaches, club and team administrators, team managers and referee assignors, as well as members of the Advisory Board, Advisory Board Committees, Board of Directors and any other individual who may have access to personally identifiable information. See Schedule "H" for the Sporting Oklahoma *Criminal Background Screening Policy*.

U.S. Center for SafeSport Training and Certification

Sporting Oklahoma shall require SafeSport Core Training and Certification through the U.S. Center for SafeSport for any adult individual having direct contact with, or influence over, players, referees or coaches who are minors in programs provided by the club, including without limitation, volunteer coaches, staff coaches, club and team administrators, team managers and referee assignors, as well as members of the Advisory Board, Advisory Board Committees, Board of Directors or any other individual identified by the club. SafeSport Core Training curriculum includes an in depth analysis of emotional and physical misconduct, sexual misconduct awareness and mandatory reporting responsibilities. Individuals required to complete SafeSport Core Training shall do so prior to having direct contact with, or influence over, players, referees or coaches who are minors in programs provided by the club and shall be required to complete a refresher course on an annual basis. Additionally, Sporting Oklahoma encourages all parents to complete the "Parent's Guide to Misconduct in Sport" course provided at no cost by the U.S. Center for SafeSport.

Prohibited Conduct

Sporting Oklahoma is dedicated to providing a positive, safe and professional environment absent of all forms of (i) child abuse and neglect, (ii) emotional, physical and sexual misconduct, and (iii) bullying, hazing and harassing behavior. The following shall constitute prohibited conduct and such action or behavior by any Covered Personnel or third party conducting business with the club, shall be subject to disciplinary action by the club and, in some cases, shall be punishable under federal, state or local law.

Child Abuse. For the purpose of this policy, Child Abuse shall be defined by Section 203 of the Victims of Child Abuse Act of 1990 and shall include any physical or sexual abuse or neglect of a child, including without limitation sexual contact with a child that is accomplished by deception, manipulation, force or threat of force, regardless of the age of the participants, and all sexual interactions between an adult and a child, regardless of whether there is a deception, or the child understands the sexual nature of the activity.

Emotional Misconduct. For the purpose of this policy, Emotional Misconduct shall be defined as any non-contact behavior with the potential to cause emotional or psychological harm to another. Emotional Misconduct shall be determined by objective behaviors, not whether harm is intended or results from the behavior and shall include (i) repeatedly and excessively attacking someone personally in a manner that serves no training or motivational purpose, (ii) repeated and/or severe physically aggressive behaviors, including without limitation throwing, punching or kicking equipment or other objects at or around participants, (iii) ignoring or isolating a participant for extended periods of time, including routinely or arbitrarily excluding a participant from training sessions, (iv) any act considered emotional abuse or misconduct under federal or state law, or (v) the purposeful engagement in a course of conduct directed at a specific participant intended to cause the participant to fear for their safety, the safety of a third person or to experience substantial emotional distress. Emotional Misconduct shall not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athletic performance, nor shall it include conduct reasonably accepted as part of soccer.

Physical Misconduct. For the purpose of this policy, any intentional contact or non-contact behavior that causes, or threatens to cause, physical harm to another person shall be considered Physical Misconduct and shall include (i) punching, beating, biting, striking, choking, slapping or kicking another (ii) intentionally hitting another with objects, (iii) encouraging or knowingly permitting a participant to return to play prematurely following a serious injury and without the clearance of a medical professional, (iv) isolating a person in a confined space, (v) forcing a participant to assume a painful stance or position for no athletic purpose, (vi) withholding, recommending against or denying adequate hydration, nutrition, medical attention or sleep, (vii) providing alcohol or illegal drugs to a participant, or (viii) any act or conduct described as physical abuse or misconduct under federal or state law. Physical Misconduct shall not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athletic performance, nor shall it include conduct reasonably accepted as part of soccer.

Sexual Misconduct. For the purpose of this policy, Sexual Misconduct shall include without limitation (i) sexual or gender-related harassment, (ii) non-consensual sexual contact or attempts to commit the same, (iii) non-consensual sexual intercourse or attempts to commit the same, (iv) sexual exploitation, or (v) bullying, hazing or other inappropriate conduct of a sexual nature as defined by the U.S. SafeSport Code for the U.S. Olympic and Paralympic Movements.

Bullying. For the purpose of this policy, Bullying shall be defined as ongoing and deliberate abusive behavior through repeated verbal, physical or social actions intended to cause physical, social or psychological harm, including, without limitation, any conduct, gestures, or intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive comments, which create an intimidating or hostile environment, or which negatively affect the physical and/or emotional well-being of an individual or group. Bullying shall include any written, verbal or electronic communication, as well as any physical act or attack, intended to cause pain and distress or control, or diminish, an individual emotionally, physically or sexually. Behavior may not be considered bullying if it is merely rude, mean or arising from conflict between persons who perceive they have incompatible positions and not a pattern of behavior. Bullying shall not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athletic performance.

Hazing. For the purpose of this policy, any conduct which subjects another person either physically, mentally, emotionally or psychologically to anything which may endanger, abuse, humiliate, degrade or intimidate an individual as a condition of joining or being accepted by a group, team or organization shall be considered Hazing and shall include, (i) tying, taping or otherwise restraining another, (ii) beating, paddling or otherwise physically assaulting another, (iii) requiring or forcing the consumption of alcohol, illegal drugs or other substances including participation in drinking or drinking games, (iv) personal servitude or public displays that are illegal or meant to draw ridicule, (v) excessive training requirements demanded of only particular individuals on a team which serve no reasonable training purpose, (vi) sleep deprivation or otherwise unnecessary schedule disruptions, (vii) withholding water and/or food, (viii) restrictions on personal hygiene, (ix) actual or simulated conduct of sexualized acts or (x) any act or conduct considered hazing under federal or state law. Behavior may not be considered hazing if it is merely rude, mean or arising from conflict between persons who perceive they have incompatible positions and not a pattern of behavior. Hazing shall not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athletic performance.

Harassment. For the purpose of this policy, Harassment shall include any repeated, severe or unwelcome verbal, physical or visual conduct which (i) causes fear, humiliation or annoyance, (ii) offends or degrades, (iii) creates a hostile environment in which the harassment is severe, persistent or pervasive enough it interferes, limits or deprives an individual of the opportunity to participate in a program or activity, or interferes unreasonably with performance of duties, (iv) reflects discriminatory bias based on age, race, ethnicity, culture, religion, national origin, mental disability, physical disability or any other characteristic protected by federal, state or local law, or (v) any act or conduct considered harassment under federal or state law. The totality of circumstances, including the nature, frequency, intensity, location, context and duration of behavior shall be considered when determining if the behavior in question is harassment. Behavior may not be considered harassment if it is merely rude, mean or arising from conflict between persons who perceive they have incompatible positions and not a pattern of behavior. Harassment shall not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athletic performance.

Mandatory Reporting of Child Abuse

All Mandatory Reporters, as defined herein, or Other Persons, as defined herein, are required to report suspected child abuse or neglect, including sexual abuse, within twenty-four (24) hours of becoming aware of any fact giving reason to suspect a child under the age of eighteen (18) has suffered an incident of child abuse to the (i) local law enforcement agency in which any alleged incident occurred, to the extent it can be determined and the incident occurred in the United States, (ii) local law enforcement agency in which the victim resides (iii) local Child Protective Services agency in which the victim resides, (iv) Risk Management Coordinator, (v) main office of the Oklahoma Soccer Association, and (vi) U.S. Center for SafeSport or United States Soccer Federation Integrity Hotline. Any individual required to report suspected child abuse or neglect which fails to do so may be subject to criminal penalties. No individual need investigate, evaluate or validate allegations of child abuse as part of the obligation to report the same. Under no circumstance shall a victim be required to self-report abuse. Reports may be made anonymously. Sporting Oklahoma shall not tolerate retaliation or penalty, of any kind, against any individual acting in good faith by reporting child abuse or neglect.

Mandatory Reporting of Prohibited Conduct other than Child Abuse

All Covered Personnel shall be obligated to promptly report any actual, suspected or alleged prohibited conduct of which they are the subject or witness, or of which they have been made aware. Covered Personnel shall report the prohibited conduct to either the (i) immediate supervisor of the individual reporting the prohibited conduct, (ii) Director of Coaching, (iii) President, (iv) Risk Management Coordinator, or (v) U.S. Center for SafeSport. Under no circumstance shall an individual be required to report the prohibited conduct to any individual which is party to the actual, suspected or alleged prohibited conduct, nor shall this policy require self-reporting by a victim of prohibited conduct; however, prohibited conduct must be reported to at least one of the aforementioned parties and, in some cases, federal, state or local law enforcement. All Covered Personnel are expected to fully cooperate in any investigation which may result from a report of prohibited conduct. Failure to cooperate may be considered a violation of policy which may result in disciplinary action. Reports of actual, suspected or alleged prohibited conduct may be made anonymously. Sporting Oklahoma shall not tolerate retaliation or penalty, of any kind, against any individual acting in good faith by reporting prohibited conduct.

Intentionally Filing False Allegations

Intentionally or knowingly filing a false allegation of prohibited conduct shall constitute misconduct and may be subject to disciplinary action. Additionally, any individual intentionally or knowingly filing a false allegation of prohibited conduct may violate federal, state or local criminal and/or civil defamation laws. An allegation shall be considered false if the prohibited conduct reported did not occur and the individual filing the report knows the prohibited conduct in question did not occur. Insufficient supporting evidence, in and of itself, does not constitute a false allegation.

Disciplinary Action for Non-Criminal Prohibited Conduct

Any player participating in the programs of Sporting Oklahoma found to have engaged in Prohibited Conduct, non-criminal in nature, shall be subject to the *Disciplinary and Misconduct Procedure Policy*, as well as other corrective or disciplinary action which may be taken by the club. Consideration shall be given to the age, maturity level and severity of the offense when determining if corrective or disciplinary action other than the measures outlined in the *Disciplinary and Misconduct Procedure Policy* shall be taken. Any adult individual authorized, approved or appointed to have regular contact with, or influence over, minors participating in the programs of Sporting Oklahoma, including without limitation, volunteer coaches, staff coaches, club administrators, team leadership, sports medicine professionals, health care professionals, athletic trainers, referees, referee assignors and any individual traveling as part of a team delegation, as well as members of the Advisory Board, Advisory Board Committees and Board of Directors found to have engaged in Prohibited Conduct, non-criminal in nature, shall be subject to corrective or disciplinary action, and in some instances, termination or debarment from the club.

Disciplinary Action for Prohibited Conduct Criminal in Nature

Any player participating in the programs of Sporting Oklahoma found to have engaged in Prohibited Conduct, criminal in nature, shall be subject to corrective or disciplinary action by the club. Consideration shall be given to the age, maturity level and severity of the offense when determining the corrective or disciplinary action. Any adult individual authorized, approved or appointed to have regular contact with, or influence over, minors participating in the programs of Sporting Oklahoma, including without limitation, volunteer coaches, staff coaches, club administrators, team leadership, sports medicine professionals, health care professionals, athletic trainers, referees, referee assignors and any individual traveling as part of a team delegation, as well as members of the Advisory Board, Advisory Board Committees and Board of Directors found to have engaged in Prohibited Conduct, criminal in nature, shall be subject to immediate termination or debarment from the club.

Additional Disciplinary Action for Bullying, Hazing or Harassing Behavior

In addition to being subject to the *Disciplinary and Misconduct Procedure Policy*, upon the first confirmed offense, any individual participating in the programs of Sporting Oklahoma found to have demonstrated bullying, hazing or harassing behavior shall meet with their respective coach and/or the appropriate Program Director or Director of Coaching, at which point an attempt shall be made to encourage the individual engaged in bullying, hazing or harassing behavior to modify their behavior through either a verbal or written plan of improvement for their benefit, as well as the benefit of the victim and the team. Consideration shall be given to the age, maturity level and severity of the offense. If the bullying, hazing or harassing behavior continues, disciplinary action against the individual displaying the unwanted behavior may be taken by the coach of the individual and/or the appropriate Program Director or the Director of Coaching, including, without limitation suspension from participating in training sessions, games or other club sponsored activities.

Prohibited Misconduct Prevention Policy

In an effort to prevent emotional, physical and sexual misconduct, Sporting Oklahoma has implemented the following and any adult individual authorized, approved or appointed to have regular contact with, or influence over, minors participating in the programs of Sporting Oklahoma, including without limitation, volunteer coaches, staff coaches, club administrators, team leadership, sports medicine professionals, health care professionals, athletic trainers, referees, referee assignors and any individual traveling as part of a team delegation, as well as members of the Advisory Board, Advisory Board Committees and Board of Directors shall be subject to the same.

One-on-One Interactions. One-on-One interactions between minors participating in the programs of Sporting Oklahoma and an adult, other than their parent, at a facility under the jurisdiction of USSF are permitted, if they are observable and interruptible by another adult. Isolated one-on-one interactions between minors participating in the programs of Sporting Oklahoma and an adult, other than their parent, at a facility under the jurisdiction of USSF are strictly prohibited, except under emergency circumstances.

One-on-One Meetings. One-on-one meetings between minors participating in the programs of Sporting Oklahoma and an adult, other than their parent, at a facility under the jurisdiction of USSF are strictly prohibited unless another adult is present or under emergency circumstances. Any such meeting must be observable and interruptible by another adult. If a one-on-one meeting takes place in an office, all doors must remain unlocked and open, with windows, blinds and/or curtains remaining open as well.

Meetings with Mental Health Care Professionals and Health Care Providers. If a mental health care professional or health care provider meets with a minor participating in the programs of Sporting Oklahoma at a facility under the jurisdiction of USSF, a closed-door meeting may be allowed for the purpose of protecting patient privacy, provided (i) the door remains unlocked, (ii) another adult is present at the facility, (iii) the other adult present at the facility is advised that a closed-door meeting is occurring, and (iv) written consent is obtained from the parent of the minor by the mental health care professional or health care provider, and a copy of the same is provided to the club prior to the meeting.

Individual Training Sessions. Individual training sessions are permitted at a facility under the jurisdiction of USSF, if the training session is observable and interruptible by another adult. It is the responsibility of the coach to obtain written permission from the parent of the minor prior to the individual training session if said session is not observable and interruptible by another adult. Written permission for individual training sessions must be obtained at least every six months and parents, or other caretakers, must be allowed to observe the training session.

Monitoring One-on-One Interactions. If one-on-one interactions between an adult and a minor participating in the programs of Sporting Oklahoma occur at a facility under the jurisdiction of USSF, then other adults shall monitor any such interaction. Monitoring shall include (i) knowing the one-on-one interaction is occurring, (ii) knowing the exact location of the one-on-one interaction, (iii) knowing the approximate planned duration of the interaction, and (iv) randomly dropping in on the one-on-one interaction.

Out-of-Program Contact. Any adult is prohibited from interacting one-on-one with an unrelated minor participating in the programs of Sporting Oklahoma in any setting outside of the program which are not observable and interruptible, unless written consent from the parent of the participant is provided for each out-of-program contact, prior to such contact. Out-of-program contact is strongly discouraged.

Massages and Rubdowns. Any massage or rubdown performed by an adult on a minor participating in the programs of Sporting Oklahoma occurring at a facility under the jurisdiction of USSF is prohibited, unless said adult is a licensed massage therapist. Any massage or rubdown must be conducted in an open and interruptible location. Any massage or rubdown must be performed with at least one other adult present and under no circumstance shall a rubdown or massage be performed with only the participant and licensed massage therapist in the room. Under no circumstance shall a coach perform a massage or rubdown of a participant, even if said coach is a licensed massage therapist. Written consent by a parent must be provided to the club prior to each massage or rubdown. Parents must be permitted to be in the room as an observer.

Locker Rooms, Rest Rooms and Changing Areas. Use of any device with recording capabilities, including voice, still photo or video, in locker rooms, rest rooms, changing areas or similar spaces at a facility under the jurisdiction of USSF is strictly prohibited. Under no circumstance shall an unrelated adult at a facility under the jurisdiction of USSF intentionally expose their breasts, buttocks, groin or genitals to a minor participating in the programs of Sporting Oklahoma. At no time are unrelated adults permitted to be alone with a minor athlete in a locker room, rest room or changing area when at a facility under the jurisdiction of USSF, unless under emergency circumstances. Sporting Oklahoma encourages the use of Locker Room Monitors in an effort to minimize bullying, hazing or harassing behavior that may occur if minors are left unattended in locker rooms, rest rooms or changing areas. Adults shall make every effort to recognize when a minor participating in the programs of Sporting Oklahoma goes to a locker room or changing area during a training session, competition or activity and, if the minor does not return in a timely fashion, shall check on the whereabouts of the minor. Parents are discouraged from entering locker rooms or changing areas unless it is necessary and, in those instances, it should be a same-sex parent.

Monitoring Locker Rooms, Rest Rooms and Changing Areas. The use of locker rooms, rest rooms and changing areas at facilities under the jurisdiction of USSF shall be regularly and randomly monitored to ensure compliance with these policies.

Social Media and Electronic Communications. See *Social Media and Electronic Communication Guidelines* and *Social Media and Electronic Communication Policy*.

Local Travel. Unrelated adults shall not ride in a vehicle alone with an unrelated minor participating in the programs of Sporting Oklahoma, unless for emergency purposes, and shall have at least two minor participants or another adult in the vehicle at all times, unless otherwise agreed to, in writing, by the parent of the minor participant, prior to each occurrence. Sporting Oklahoma encourages parents to pick up their player first and drop off their player last in any shared or carpool travel arrangement. Additionally, Sporting Oklahoma encourages parents to seek child abuse prevention education prior to consenting to their minor travelling alone with an unrelated adult.

Team Travel. An unrelated adult shall not ride in a vehicle alone with an unrelated minor participating in the programs of Sporting Oklahoma, except for emergency purposes, unless otherwise agreed to, in writing, by the parent of the minor participant, prior to each occurrence. An unrelated adult shall not share a hotel room or other sleeping arrangement with an unrelated minor participating in programs of Sporting Oklahoma, unless otherwise agreed to, in writing, by the parent of the minor participant, prior to each occurrence. Any Meeting shall be observable, interruptible and conducted consistent with other applicable Sporting Oklahoma policies related to one-on-one interactions and meetings and shall not be conducted in a hotel room. Sporting Oklahoma encourages parents to seek child abuse prevention education prior to consenting to their minor travelling alone with an unrelated adult.

SECTION V - FACILITY AND EQUIPMENT

SEVERE WEATHER POLICY

Overview

Sporting Oklahoma desires to protect players, parents, spectators, coaches, referees and any other individual attending activities of the club. The severe weather policies that follow are to be used as guidelines to promote the safety of all individuals when the area is experiencing severe weather. These guidelines are not intended to be a substitute for good judgment and ultimately the primary responsibility to ensure the safety of individuals attending activities of the club rests with each individual separately or for players, it rests with the parent. For this reason, parents shall take appropriate action to protect their player and at the request of the parent, any player shall be allowed to withdraw from any activity without repercussion or penalty. Individuals are encouraged to develop a plan for severe weather regarding shelter and carpools home from canceled activities.

Games and Events

Severe weather in the area may involve the suspension or cancellation of games or other Sporting Oklahoma sponsored activities. All individuals should know and heed community warning systems and general rules of severe weather safety.

Inclement Weather Policy. Sporting Oklahoma shall monitor the weather in an effort to ensure the safety of its players, coaches, referees, staff or any other individual attending activities of the club during times of severe weather; however, each individual shall take responsibility for their own safety at all times. Sporting Oklahoma reserves the right to cancel, suspend or end any club sponsored activity due to the presence or threat of severe weather, including without limitation lightning, heavy rain, flash flood, hail, tornado, snow, sleet, freezing rain and extreme heat or cold.

Cancellation of Games and Events. The Facility Director, Director of Coaching and President, together, may cancel all or a portion of any scheduled activities, including without limitation games and events, due to the threat or presence of severe weather or field conditions. Sporting Oklahoma shall provide information regarding cancellations as early as possible and shall provide the status of the fields on the home page of the club website.

Suspension of Games. The referee shall suspend play if (i) a warning of severe weather, including without limitation severe thunderstorms, flash floods or tornados, is issued by the National Weather Service for the facility, (ii) severe weather is sighted at the field (iii) lightning is detected within ten (10) miles or less of the facility, or (iv) snow, freezing rain or sleet covers field markings or causes the field conditions to deteriorate to a point in which play is no longer safe. Upon suspension of the game, all players, parents and spectators shall go to their vehicles as quickly and orderly as possible and follow their severe weather safety plan. After thirty (30) minutes, the referee shall determine whether the game may resume. If the referee determines the game shall not resume, then coaches shall be informed the game has been abandoned and those participants remaining at the facility shall be instructed to leave. Those games which are abandoned during the first half of play shall be rescheduled; however, those games which are abandoned during the second half, or later, of play shall be considered final as if play had been completed at the time of suspension. If play is abandoned during the second half of play, the game shall be considered played complete. A referee canceling a game due to inclement weather shall report such a decision to the Referee Coordinator within twenty-four hours of the cancellation. Coaches shall notify the Director of Coaching of the cancellation due to severe weather, so the game may be rescheduled.

Training Sessions

Sporting Oklahoma shall monitor the weather in an effort to ensure the safety of its players, coaches or any other individual attending training sessions at the club during times of severe or extreme weather. Exact weather conditions, time of training session, individual player fitness, and prior exposure to weather shall be considered when contemplating the cancellation of training sessions. Players are expected to dress appropriately and bring plenty of fluids.

Inclement Weather Policy. Sporting Oklahoma shall monitor the weather in an effort to ensure the safety of its players, coaches, referees, staff or any other individual attending activities of the club during times of severe weather; however, each individual shall take responsibility for their own safety at all times. Sporting Oklahoma reserves the right to cancel, suspend or end any training session due to the presence or threat of severe weather, including without limitation lightning, heavy rain, flash flood, hail, tornado, snow, sleet, freezing rain and extreme heat or cold.

Hot Weather Policy. As temperatures increase above 85°F, the risk of heat-related illness increases. For the purpose of this policy, hot weather shall be considered any point at or above 90°F on the Heat Index. Based on both relative humidity and the air temperature, the Heat Index gauges the apparent temperature that the body feels in hot weather. The Heat Index accounts for shade and without shade, the Heat Index may be as much as 15°F higher. Coaches are expected to use the following guidelines when establishing training schedules, but there is no substitute for good judgment and coaches are expected to err on the side of caution:

1. If the Heat Index is at or below 89°F at the beginning of the training session, then the training session may be routine with regular hydration breaks.
2. If the Heat Index is at or between 90°F and 95°F at the beginning of the training session, then the training session may be routine with hydration breaks every 20-25 minutes.
3. If the Heat Index is at or between 96°F and 103°F at the beginning of the training session, then the training session may be shorter or lower intensity, with hydration breaks every 10-15 minutes.
4. If the Heat Index is at or between 104°F and 109°F at the beginning of the training session, then training sessions should be moved indoors or cancelled for players ages U14 and younger, with Players U15 and older training only if they have become acclimatized to the heat and the training session is shorter and lower intensity, with hydration breaks in the shade every 10-15 minutes, otherwise the training session should be moved indoors or cancelled.
5. If the Heat Index is 110°F or higher at the beginning of the training session, then the training session should be moved indoors or cancelled.

Players may become acclimatized after approximately ten (10) to fourteen (14) days of exposure to hot weather conditions and coaches may consider such a factor when establishing training schedules for players ages U13 and older; however, during periods of hot weather, coaches are encouraged to move training session times to cooler parts of the day and request that players hydrate in the days leading up to training sessions.

If any player is displaying signs or symptoms of heat exhaustion, including without limitation weakness, dizziness or fainting, pale skin, nausea or headache, then the player should (i) be removed from the training session to a cooler environment, preferably an air-conditioned environment, (ii) drink cool fluids, with electrolytes if possible, (iii) be sponged with cool water (iv) change into lightweight clothing that will allow perspiration to evaporate and (v) seek the care of a physician immediately. If the player is unable to follow commands or is vomiting, then call 9-1-1 immediately.

Cold Weather Policy. As temperatures drop in the cooler months of the year, the risk of frostnip, chilblain, frostbite, hypothermia and muscle-related injuries increase. Coaches are expected to use the following guidelines when establishing training schedules, but there is no substitute for good judgment and coaches are expected to err on the side of caution:

1. If the Wind Chill Temperature is at or over 36°F at the beginning of the training session, then the training session may be routine.
2. If the Wind Chill Temperature is at or between 33°F and 35°F, without precipitation, at the beginning of the training session, then training session should be moved indoors or limited to 60 minutes.
3. If the Wind Chill Temperature is at or between 26°F and 32°F, without precipitation, at the beginning of the training session, then training session should be moved indoors or cancelled for players U10 and younger, moved indoors, limited to 30 minutes or cancelled for players ages U11 and U12, and moved indoors, limited to two thirty (30) minute sessions separated by a fifteen (15) minute warm up period indoors or cancelled for players U13 and older.
4. If the Wind Chill Temperature is at or below 25°F, without precipitation, at the beginning of the training session, then the training session should be moved indoors or cancelled.
5. If the Wind Chill Temperature is at or below 35°F, with precipitation, at the beginning of the training session, then the training session should be moved indoors or cancelled.

During periods of cold weather, coaches are encouraged to move training session times to warmer parts of the day and require players to wear the proper gear for training. In cold weather, several layers around the core of the body to insulate, full-length pants or tights designed to insulate, long sleeve shirts designed to insulate and/or sweatshirts designed to block wind, proper gloves, stocking cap or beanie and moisture wicking socks should be worn.

If any player is displaying signs of cold stress, frostbite or hypothermia, including without limitation, excessive shivering, numbness, pain, swelling or redness in fingers and toes, burning sensation on any exposed skin, pale or blue skin, mental or motor impairment, slurred speech, abnormal fatigue, decreased heart rate and slow or shallow breathing, then the player should be removed from the training session to a warmer environment, preferably indoors to a heated room and contact 9-1-1, if needed.

LIGHTNING POLICY

Overview

Lightning is the most frequent weather hazard impacting outdoor sports safety. Due to the significant risks and possibility of fatal injury from lightning strikes, it is imperative Sporting Oklahoma has a policy designed to help reduce the risk of lightning related threats through improved preparedness.

Weather Observer

In advance of any scheduled activities, the Facility Director shall review available forecasts, National Weather Service advisories, watches and warnings, as well as monitor thunderstorm and severe weather forecasts through the National Weather Service Storm Prediction Center and notify the Director of Coaching, President and Referee Coordinator of the predicted weather hazards. The Facility Director shall continue to monitor the weather leading up to, and through the duration of, any scheduled activities utilizing all available tools and resources, including without limitation a NOAA weather radio, on-site lightning detector, mobile device equipped with a lightning detection application, commercial notification subscription and the "Flash-to-Bang Rule". In the absence of the Facility Director, another individual shall be appointed as the Weather Observer.

Lightning Detection

In addition to any on-site hardware and/or software or other resource which may be utilized by the facility or Facility Director, the following measures are recommended to assist in the detection of lightning.

Coaches and Sporting Oklahoma Staff. The mobile devices of coaches and certain other members of the Sporting Oklahoma staff shall be equipped with lightning detection and notification applications, which shall provide notification of any lightning strike within a twenty (20) mile radius of the area. Coaches and members of the Sporting Oklahoma staff are also encouraged to use the “Flash-to-Bang Rule” and notify the appropriate Sporting Oklahoma staff member of any lightning strikes reported or estimated to be within a ten (10) mile radius of the area.

Players, Parents and Spectators. Players, parents and spectators shall be encouraged to equip their mobile devices with the same, or similar, lightning detection and notification applications, which shall provide notification of any lightning strike within a twenty (20) mile radius of the area. Players, parents and spectators are also encouraged to use the “Flash-to-Bang Rule” and notify the appropriate Sporting Oklahoma staff member of any lightning strikes reported or estimated to be within a ten (10) mile radius of the area.

Flash-to-Bang Rule. The “Flash-to-Bang Rule” states the observer should begin counting once a lightning flash has been sighted, then stop counting once the sound of related thunder is detected, at which point the count is divided by five (5) to determine the proximity, in miles, of the lightning strike. For example, an observer witnesses a flash of lightning, then begins counting from one (1) and stops counting at thirty (30), at which point the observer takes the number thirty (30) and divides it by five (5), which equals six (6), so the observer may now estimate the lightning strike occurred approximately six (6) miles away from the location of the observer.

Threat Level and Emergency Action Plans

The following Threat Levels and Emergency Action Plans have been established to help assist Sporting Oklahoma in reducing the risk of lightning related threats through improved preparedness. Every emergency involves unique circumstances and thoughtful actions based on situational assessment are expected by all individuals, as safety and health should be the priority in any emergency.

Threat Level 1. If lightning is detected within a twenty (20) mile radius of the facility, then the facility shall be at Threat Level 1. If it appears the storm responsible for the lightning is moving toward the facility, or if severe weather is moving toward the facility, then the Weather Observer shall attempt to estimate the speed and direction of the storm movement in order to determine if, or when, the storm will enter within a ten (10) mile radius of the facility.

Threat Level 2. If lightning is detected within a fifteen (15) mile radius of the facility, then the facility shall be at Threat Level 2. If it appears the storm responsible for the lightning is moving toward the facility, or if severe weather is moving toward the facility, then the Weather Observer shall attempt to estimate the speed and direction of the storm movement in order to determine if, or when, the storm will enter within a ten (10) mile radius of the facility.

Threat Level 3. If lightning is detected within a ten (10) mile radius of the facility, then the facility shall be at Threat Level 3 and immediate evacuation of all individuals from the facility shall be required.

Emergency Action Plan for Threat Level 1. The Weather Observer shall notify the Referee Coordinator, Director of Coaching and President of the proximity of the lightning and possible path of the storm. Individuals shall be prepared to leave and find appropriate shelter on short notice. Members of Sporting Oklahoma staff shall begin making sure all individuals at the facility are aware of the conditions and preparing to leave and find appropriate shelter on short notice.

Emergency Action Plan for Threat Level 2. The Weather Observer shall notify the Referee Coordinator, Director of Coaching and President of the proximity of the lightning and possible path of the storm. Individuals shall prepare to leave and find appropriate shelter on short notice. Members of Sporting Oklahoma staff shall make sure all individuals at the facility are aware of the conditions and preparing to leave and find appropriate shelter on short notice. If the Weather Observer estimates the danger from lightning produced by the storm is imminent based on its current path, then immediate evacuation of all individuals from the facility may be required. If immediate evacuation of the facility is ordered, then follow the procedures set forth in the *Emergency Action Plan for Threat Level 3* portion of this policy.

Emergency Action Plan for Threat Level 3. The Weather Observer shall notify the Referee Coordinator, Director of Coaching and President of the proximity of the lightning and possible path of the storm. A ten (10) second horn shall be sounded indicating the need for immediate evacuation of all individuals from the facility to an appropriate shelter for safety. No place outside is safe if lightning is in the vicinity. Partially enclosed shelters are not safe. If a permanent, substantial building is not available, then fully-enclosed motor vehicles can provide shelter as long as occupants do not touch the metal framework during the storm. During evacuation, prior to reaching an appropriate shelter, individuals should remain clear of tall or metal objects, standing pools of water and open areas, if possible.

Injury from Lightning

If an individual is struck by lightning, then resuscitation efforts should begin immediately. Individuals struck by lightning do not carry an electrical charge, if necessary and possible, the injured individual should be moved to a safer location and emergency measures should be initiated. Emergency Medical Services should be activated by calling 9-1-1, if appropriate, an automatic external defibrillator (AED) may be applied and cardiopulmonary resuscitation (CPR) may be performed, in that order.

Return to Activity

Activities shall be resumed thirty (30) minutes following the last lightning strike within a ten (10) mile radius of the facility. The last lightning strike will be determined either by visual confirmation by the Weather Observer or by a detection system. The thirty (30) minute delay shall reset with each additional lightning strike within a ten (10) mile radius of the facility. A five (5) second horn shall be sounded to indicate individuals may return to the playing fields.

FACILITY COMMUNICATIONS POLICY

In addition to any club-wide, social media or other communication by Sporting Oklahoma regarding the closure of the facility, severe weather information, suspension, postponement or cancellation of activities or institution of any emergency action plan, all coaches, Team Managers and other individuals responsible for disseminating information to participants in the programs of Sporting Oklahoma, shall make a concerted effort to relay the contents of the communication of the club to all players, as well as their parents. Coaches and Team Managers receiving communications regarding any of the above-mentioned topics shall communicate the same to the team they coach or manage via the platform used by the team for team-related communications.

FACILITY LOCKDOWN PROCEDURE

A horn sounded five (5) times, in short consecutive blasts, shall indicate facility lockdown. At the sound of the horn indicating facility lockdown, all members of the Sporting Oklahoma staff shall position themselves at the entrances and exits of the facility and shall prohibit any individual from entering or leaving the facility. If an individual or vehicle refuses to comply, then the name of the person, vehicle tag, make, model and other descriptive traits of the vehicle shall be recorded for the purpose of reporting the same to local law enforcement, if needed. Upon termination of the facility lockdown, a member of the Sporting Oklahoma staff shall sound a horn one (1) time, in a long blast, indicating activities may resume as scheduled.

MISSING CHILD POLICY

If at any time a child is reported missing to a member of the Sporting Oklahoma staff, any such individual should obtain the name, gender, height, weight and appearance, including clothing, of the missing child, then immediately report the same to the Director of Coaching and President. Local law enforcement shall be notified immediately by either the Director of Coaching or President. A member of the Sporting Oklahoma staff shall sound a horn five (5) times, in short consecutive blasts, indicating the facility is on lockdown and a child is missing. At the sound of the horn indicating facility lockdown, all members of the Sporting Oklahoma staff shall position themselves at the entrances and exits of the facility and shall prohibit any individual from entering or leaving the facility. If an individual or vehicle refuses to comply, then the name of the person, vehicle tag, make, model and other descriptive traits of the vehicle should be recorded and reported to the appropriate party, as needed. Sporting Oklahoma encourages all adult individuals at the facility to assist in searching the facility for any missing child. Upon completion of the search efforts, a member of the Sporting Oklahoma staff shall sound a horn one (1) time, in a long blast, indicating activities may resume as scheduled. If at any time a child locates a member of the Sporting Oklahoma staff and indicates they cannot find their parent or family, any such individual should obtain the name of the child and immediately notify the Director of Coaching and President. Said child shall be taken to a designated safe space at the facility and monitored until the parent or family can be located.

INSPECTION OF GOALS AND PLAYING FIELD

Prior to any competition, referees shall inspect all goals to insure (i) any open hooks used to attach nets have been removed, (ii) there are no rusted or weak areas on the posts or crossbar, (iii) there are no jagged or sharp points or edges on any post, (iv) each goal has a goal safety sticker attached. Additionally, prior to any competition, referees shall inspect the playing field to insure (i) any sprinkler head or buried water line is safely covered, and (ii) all fixed objects such as bleachers, benches, trash cans or portable toilets are a safe distance from the playing field and are properly maintained. Coaches shall have the same responsibilities prior to any training session and Field Maintenance Staff shall have the same responsibilities after movement of any goal or prior to any field maintenance and mowing. Furthermore, the Facility Director shall insure storage sheds and equipment, including chemicals, are safely secured and pose no danger to unsupervised children, as well as periodically, but no less frequently than monthly, perform surveys on goal and playing field condition. All soccer goals in use shall be properly secured and anchored at all times so they will not fall over when excessive weight is applied to the crossbar. All goals not presently in use shall be stored safely and in such a manner that they cannot be moved, tipped over or pose any immediate danger.

FACILITY USE POLICY

The facility utilized by Sporting Oklahoma is a private facility and only those registered as participants in the programs offered by Sporting Oklahoma shall be allowed use of the facility during such times and for such purposes as specified by the club. If a participant wishes to use the facility beyond those times allotted for training, gameplay or other club-sponsored activities, then written permission must be acquired from the club. A written request for use of the facility beyond those times allotted for training, gameplay or other club-related sponsored activities is not one and the same as, and does not constitute, written permission.

FACILITY AND FIELD ASSIGNMENT POLICY

The Sporting Oklahoma Registrar, in coordination with the Referee Coordinator, Recreational Program Director, Academy Program Director, Competitive Program Directors and Director of Coaching, shall be responsible for facility and field assignments for all club-sponsored activities, including training sessions.

PET POLICY

For the safety of the participants of the programs of Sporting Oklahoma, no dogs, cats or other animals are permitted on the premises of any Sporting Oklahoma sponsored activity.

SECTION VI - RECREATIONAL PROGRAM POLICIES

OVERVIEW

The Sporting Oklahoma Recreational Program was created to encourage early engagement and a lifelong interest in the sport of soccer. The Recreational Program is designed to develop character, encourage physical fitness and foster personal growth for participants in the U4 through U10 age divisions.

TEAM POLICIES

Naming Policy

Each team within a division shall have a distinctive name.

Uniform Policy

The club shall designate an exclusive provider of official apparel, including "Recreational Player Kits" for players, which shall consist of the following:

Home Jersey

Away Jersey

Players shall arrive to games wearing the specified jersey. All players are responsible for bringing both Home and Away jerseys to games.

Numbering Policy. The cost of Recreational Player Kits shall be the responsibility of the player. Recreational Player Kits shall be purchased in advance of the season. Recreational players are not required to have a distinct jersey number and may choose from any number one (1) through ninety-nine (99), regardless of any duplication.

Alteration of Uniform. Recreational Player Kits shall only have the Sporting Oklahoma logo and name, player number or other addition as designated by the club. Players are not permitted to modify, decorate or otherwise personalize any item of their Recreational Player Kit. Any jersey with unapproved alterations shall be replaced at the cost of the individual, prior to the individual being allowed to participate in club-sponsored activities.

Playing Format

The following playing formats shall apply to teams formed as part of the Recreational Program:

1. U4 and U5 Age Divisions shall play 3 v 3.
2. U6, U7 and U8 Age Divisions shall play 4 v 4.
3. U9 and U10 Age Divisions shall play 7 v 7.

Roster Size Guidelines

The following represent the minimum, maximum and preferred number of players for each division:

1. Teams participating in the U4 and U5 Age Divisions shall have a minimum of five (5) players and a maximum of six (6) players, with five (5) being the preferred number of players.
2. U6, U7 and U8 Age Divisions shall have a minimum of six (6) players and a maximum of eight (8) players, with seven (7) being the preferred number of players.
3. U9 and U10 Age Divisions shall have a minimum of nine (9) players and a maximum of eleven (11) players, with ten (10) being the preferred number of players.

Team Formation

Participants registered in the Sporting Oklahoma Recreational Program shall be placed on teams by the Registrar according to age, gender and one or more of the following:

1. Geographical location based on elementary school district, then zip code as provided at registration.
2. Submission of a Team Form, which shall require the signature of a volunteer willing to coach the team. Team Forms are not required to meet the minimum roster size as detailed in the *Roster Size Guidelines*; however, additional players shall be added to the roster if the submitted Team Form does not meet minimum roster requirements.
3. Submission of a Soccer Buddy Form, which shall guarantee the placement of the two players on the form onto the same team. The signature of the parents of both players listed on the Soccer Buddy Form shall be required for the request to be considered.

Coach Assignment

Sporting Oklahoma Recreational Program coaches are volunteers. Typically, these volunteers are the parent or family member of a player on the team. If a team is formed without a volunteer coach, then the Registrar shall contact the parents of the players assigned to the team in order to find a volunteer coach. If the Registrar is unable to find a volunteer coach for the team, then the team shall be disbanded and players shall be reassigned to other teams.

Team Training Policy

U4 and U5 Age Divisions. Teams participating in the U4 and U5 age divisions shall train only once per week, during the time allotted for training immediately prior to each scheduled competition.

U6 through U10 Age Divisions. Sporting Oklahoma encourages teams participating in the U6 through U10 age divisions to train once per week. Training Sessions may not occur prior to the *Recreational Program Coach Meeting* or after the completion of the regular season schedule.

Training Facilities. Teams participating in the Sporting Oklahoma Recreational Program shall be responsible for finding and reserving an appropriate location for training.

Heading Prohibited. Participants registered in the Recreational Program of Sporting Oklahoma are prohibited from deliberately heading the ball in any training session.

RULES OF PLAY

The rules of play shall be the Laws of the Game as established by FIFA, except for those rules modified by the United States Soccer Federation for the benefit of youth soccer or any other league or organization with which Sporting Oklahoma is affiliated or of which it is a member, as well as those rules modified herein.

Player Eligibility Requirements

All players participating in the Recreational Program of Sporting Oklahoma must be registered with Sporting Oklahoma in order to be considered for eligibility. Furthermore, the following eligibility criteria must be satisfied prior to participating in any club-sponsored competition:

1. Player must be wearing shin guards, covered by socks.
2. Player must be wearing the proper jersey.
3. Any jewelry, watch, bracelet or similar item must be removed.
4. Only hair ties and soft headbands may be worn.
5. If a player is wearing a cast, splint or brace, padding must be in place to prevent injury to other players.

Playing Time Policy

Sporting Oklahoma believes in-game competition plays a major role in the development of its players. Limited opportunities to participate in games may eventually inhibit the ability of a player to develop the necessary technical and tactical skills required to compete at the next level. This policy has been established to assist coaches in determining playing time. Players participating in the Recreational Program shall play a number of minutes approximately equal to that of their teammates and, at a minimum, approximately one-half (1/2) of each competition.

Field Size Guidelines

Participants in the Sporting Oklahoma Recreational Program shall play on a modified sized field, as provided in the *Rule Modifications* herein.

Ball Size Guidelines

Players participating in the U4, U5, U6, U7 and U8 age divisions shall use a size three (3) ball. Players participating in the U9 and U10 shall use a size four (4) ball.

Goal Size Guidelines

Players participating in the U4, U5, U6, U7 and U8 age divisions shall use a goal four (4) feet in height, by six (6) feet in width. Players participating in the U9 and U10 shall use a goal six and one-half (6 1/2) feet in height, by eighteen and one-half (18 1/2) feet in width.

Duration of Games

Any regularly scheduled game shall be played in two equal halves with a break at halftime, except for those games scheduled for the U4, U5 and U6 age divisions, which shall be played in four equal quarters with a break at halftime. Timing shall be as follows.

U4 and U5 Age Divisions. U4, U5 and U6 games shall consist of four (4) quarters, six (6) minutes each, and a halftime break of five (5) minutes.

U6 Age Division. U6 games shall consist of four (4) quarters, eight (8) minutes each, and a halftime break of five (5) minutes.

U7 and U8 Age Divisions. U7 and U8 games shall consist of two (2) halves, twenty (20) minutes each, and a halftime break of no less than five (5) minutes, but no more than ten (10) minutes.

U9 and U10 Age Divisions. U9 and U10 games shall consist of two (2) halves, twenty-five (25) minutes each, and a halftime break of no less than five (5) minutes, but no more than ten (10) minutes.

Rule Modifications

The following modifications have been implemented by Sporting Oklahoma in an effort to maximize player development, with an emphasis on recreational play.

U4 and U5 Age Divisions. The following modifications shall apply to all regularly scheduled games of the U4, U5, and U6 age divisions:

1. Field Dimensions shall be a maximum of 25 yards in width, by 35 yards in length.
2. There shall be no Goalkeepers or players acting as Goalkeepers.
3. There shall be no certified referee. Coaches shall assist in enforcing the rules of the game.
4. The score shall not be tracked or recorded for regularly scheduled games.
5. Standings shall not be tracked for these age divisions.

U6, U7 and U8 Age Divisions. The following modifications shall apply to all regularly scheduled games of the U6, U7, and U8 age divisions:

1. Field Dimensions shall be a maximum of 25 yards in width, by 35 yards in length.
2. There shall be no Goalkeepers or players acting as Goalkeepers.
3. Referees shall be assigned to games, but games may serve as training for entry-level referees.

U9 and U10 Age Divisions. The following modifications shall apply to all regularly scheduled games of the U9 and U10 age divisions:

1. Field Dimensions shall be a maximum of 45 yards in width, by 65 yards in length.
2. Players shall be provided the opportunity to play multiple positions throughout the season.
3. Referees shall be assigned to games, but games may serve as training for entry-level referees.

Heading Prohibited. Deliberate heading of the ball is prohibited. If a referee determines a ball has been deliberately headed, an indirect free kick shall be awarded to the opposing team from the spot of the offense. Offenses that occur in the goal area shall be treated like any other indirect free kick offense occurring in the goal area.

Official Team Roster

Each team participating in the Sporting Oklahoma Recreational Program shall have available, upon request by a referee or coach, a valid roster for the purpose of confirming player eligibility. Inquiries regarding player eligibility shall be brought to the attention of the referee and if resolved, shall not be cause for any further protest. If unresolved, then coaches shall follow the procedures set forth for addressing and resolving protests with the Protests and Appeals Committee.

Duties of Referees

Referees shall be in complete charge of the players, coaches, spectators and field from the time they enter the field of play until the time they leave the field of play. Referees, with the assistance of the coaches, shall determine the condition of the field and satisfy themselves the field conditions are safe and playable according to the standards set by Sporting Oklahoma. Referees are responsible for ensuring all players are eligible to enter the field of play as set forth herein. If applicable, referees shall complete a Referee Card for each game, indicating the inspection of players for eligibility, noting any protest related to the game, recording the score of the game and any other reportable specifics, including incidents of misconduct, including all instances of player and/or coach cautions or ejections.

LEAGUE POLICIES

Scheduling of Games

The Sporting Oklahoma Recreational Program Director shall schedule all games prior to the beginning of each season and shall be responsible for rescheduling games, as needed. Schedules or a link to schedules shall be made available on the club website.

Attendance and Penalty

All teams participating in the Recreational Program of Sporting Oklahoma are expected to attend any and all games scheduled for them. Rules dictating the required number of players for the game to take place may prevent or delay the start of the game, but such an occurrence shall not prohibit teams from attempting to attend the game as scheduled. Shall a game need to be rescheduled, then the team requiring the rescheduling shall follow the *Game Cancellation, Postponement and Rescheduling Policy*. Cancellations on short notice or failure to appear shall be considered a violation of this policy. Teams may be assessed a \$50.00 per game penalty by the club for violation of this policy. Teams in violation of this policy for three (3) or more games within a single season, or four (4) or more games over two (2) consecutive seasons, may be subject to suspension and possible debarment from play for the following season or indefinitely.

Game Cancellation, Postponement and Rescheduling

Sporting Oklahoma Recreational League games may be cancelled or postponed, and may later be rescheduled, in any of the following circumstances:

1. Inclement weather or unsafe field conditions.
2. Assigned referee or game official cancels or postpones the game.
3. Illness, absence of coach or conflict with school-sponsored activity, only if approved in advance by the Recreational Program Director.

Requests to cancel and reschedule a game based on illness, absence of coach or conflict with a school-sponsored activity shall be emailed directly to the Recreational Program Director as far in advance as possible. The request shall include three (3) proposed reschedule dates. If a game is rescheduled, regardless of which team requested the reschedule, any team not in attendance at the rescheduled game shall forfeit the game. If a reschedule date for a cancelled game cannot be set, then the game may be cancelled resulting in a forfeiture by the team requesting the reschedule.

League Champion

Team standings shall be maintained for the U6 through U10 age divisions for the purpose of identifying a league champion in each age division, as well as assisting the Recreational Program Director in placing teams in the proper division the following season. 3 points shall be awarded for a win, 1 point shall be awarded for a tie and 0 points shall be awarded for a loss. At the end of the season, the team with the most accumulated points shall be considered the league champion. In the event there is a tie in accumulated points at the end of the season, then the following shall be considered in order to determine the champion:

1. Head-to-head record among teams involved in the tie.
2. Goal differential of teams involved in the tie, with a maximum of a +3 or -3 goal differential per game.
3. Most goals scored by teams involved in the tie, with a maximum of five (5) goals per game.
4. Goals allowed by teams involved in the tie.

If three (3) or more teams are tied, then the above sequence shall be followed until a team is eliminated, at which point the sequence shall be repeated for the remaining teams until the tie is broken. In the event the tie cannot be broken, then the remaining teams shall be considered co-champions.

Tournaments and Competitions Outside of League Play

Teams registered in the Recreational Program of Sporting Oklahoma shall participate in the league provided by the club. Shall any such recreational team choose to participate in any tournament or competition outside of league play, then such team is required to enter the recreational division of any such tournament or competition, unless otherwise approved by the Recreational Program Director, Director of Coaching and President.

Protests

Violations of the policies, procedures, rules and regulations of Sporting Oklahoma and/or the misapplication of the laws of the game may be grounds for a protest. Any protest must be made by the coach of the team, pursuant to the following procedure:

1. The game must be completed, having been played in its entirety or ended early by the referee.
2. The coach shall submit a written protest to the Recreational Program Director within twenty-four (24) hours of the end of the game being protested, as well as a detailed description of why the game is being protested.
3. The Referee Coordinator, as well as the center referee for the game under protest shall be notified of the protest by the Recreational Program Director, at which point the referee shall file a report accounting for any issues related to the game under protest.
4. Upon submittal of the report of the center referee, the Recreational Program Director and Referee Coordinator shall coordinate with one another to promptly issue a ruling on the protested game.
5. If the parties involved in the protest are unsatisfied with the ruling issued by the Recreational Program Director, then they may appeal the decision to the Protests and Appeals Committee of the Advisory Board. Any decision made by the Protests and Appeals Committee shall be considered final.

Game Misconduct Policy

Any player or coach issued two (2) yellow cards or one (1) red card in a league game shall be subject to a one (1) game suspension, to be served during the next scheduled league game. Any player or coach issued two (2) red cards in a single season shall be subject to a two (2) game suspension, to be served during the next two (2) scheduled league games, as well as possible debarment by the Recreational Program Director for the remainder of the season. Any player or coach issued three (3) red cards in a season, or calendar year, shall be subject to action by the Disciplinary Committee of the Advisory Board.

Enjoyment of All Participants

The Sporting Oklahoma Recreational Program was created to encourage early engagement and a lifelong interest in the sport of soccer. The Recreational Program is designed to develop character, encourage physical fitness and foster personal growth for participants in the U4 through U10 age divisions. The enjoyment of all players is paramount in accomplishing these objectives. To this end, Sporting Oklahoma encourages coaches to show sportsmanship when a lead begins to appear insurmountable. The center referee shall have the authority to make players and coaches pull back in order to keep the result of the game respectable.

COACH BACKGROUND CHECK POLICY

Pursuant to the Sporting Oklahoma Risk Management Policy, any coach or assistant coach, volunteer or otherwise, participating in the Recreational Program shall be subject to a mandatory criminal background screening as detailed in *Schedule "H"* of this manual.

SECTION VI - ACADEMY PROGRAM

TEAM POLICIES

Naming Standard Policy

Academy Teams shall identify themselves, for any level or form of competition, with an abbreviated form of Sporting Oklahoma, "Sporting OK", followed by birth year, gender and team designation. For example:

Sporting OK 2013 Boys

Sporting OK 2013 Boys Blue

Sporting OK 2013 Boys White

Sporting OK 2013 Boys Red

Sporting OK 2013 Boys Gray

Uniform Policy

The club shall designate an exclusive provider of official apparel, including "Academy Player Kits" for players, which shall consist of the following:

Home Uniform (Jersey, Shorts and Socks)

Away Uniform (Jersey, Shorts and Socks)

Backpack or Duffle

Players are required to wear the designated portions of Academy Player Kits to each training session and game. Players shall arrive to games wearing the specified uniform. All players are responsible for bringing both Home and Away Uniforms to games.

Numbering Policy. The cost of Academy Player Kits shall be the responsibility of the player. Academy Player Kits shall be purchased in advance of the season and utilized on a two (2) year cycle. Academy players are not required to have a distinct jersey number and may choose from any number one (1) through ninety-nine (99), regardless of any duplication.

Alteration of Uniform. Academy Player Kits shall only have the Sporting Oklahoma logo and name, player number or other addition as designated by the club. Players are not permitted to modify, decorate or otherwise personalize any item of their Academy Player Kit. Additionally, teams shall not be permitted to produce team-specific apparel, without permission of the club. Any uniform with unapproved alterations shall be replaced at the cost of the individual, prior to the individual being allowed to participate in club-sponsored activities.

Permitted Undergarment. Any compression, insulated, or other type of undergarment worn beneath the jersey of a uniform must match, or closely resemble, the primary color of the jersey worn over the top of the undergarment. Any compression, insulated, or other type of undergarment worn beneath the shorts of a uniform must match the primary color of the shorts worn over the top of the undergarment.

TRAINING FACILITIES

Sporting Oklahoma is dedicated to providing quality facilities for the participants of its programs. The following policies have been established as part of that commitment.

Field Usage Fee

Each team may be charged a "Field Usage Fee" to offset the cost associated with the operation, maintenance or rental of fields for training purposes. The fee shall be assessed bi-annually, prior to the beginning of the season and again mid-season. The fee shall be calculated on a per-player basis; however, payment shall be rendered on a team basis. Team Managers shall be provided the amount due and shall be responsible for collecting and paying the fee in a timely manner.

Facility & Equipment Fee

Each team may be charged a "Facility and Equipment Fee" to offset the cost associated with equipment used for training or gameplay purposes, as well as capital improvements intended to improve the facilities utilized by the participants in the programs provided by the club. The fee shall be assessed bi-annually, prior to the beginning of the season and again mid-season. The fee shall be calculated on a per-player basis; however, payment shall be rendered on a team basis. Team Managers shall be provided the amount due and shall be responsible for collecting and paying the fee in a timely manner.

TEAM FORMATION

It is the desire of Sporting Oklahoma to place participants of its programs in the most developmentally appropriate level of play available in order to maximize the growth of the participant. To help facilitate this desire, the club has developed a unique policy for team formation intended to reduce the anxiety, stress, and other complications associated with more traditional team formation methods.

Player Placement for U7 and U8 Divisions

Players participating in the U7 and U8 age divisions of the Academy Program shall be not be assigned to a specific team for the entirety of the season; instead, participants shall train in a large group setting, with a low player-to-coach ratio and participate in festival-style intraclub small-sided play. Exact dates and times for all aspects of the U7 and U8 age divisions of the Academy Program shall be posted on the website and social media platforms of the club.

Player Placement for U9 and U10 Divisions

Teams competing in the U9 and U10 age divisions of the Academy Program shall be formed annually, in the summer proceeding the season in which participants will be competing. Exact dates and times for all aspects of the team formation procedure for the U9 and U10 age divisions shall be posted on the website and social media platforms of the club. Players participating in the U9 and U10 age divisions of the Academy Program shall participate in a series of player identification training sessions to begin each season. The purpose of these training sessions shall be to assist staff coaches, as well as the Academy Program Director, in assigning players to a training group and team. Player identification training sessions are not a club-wide tryout for participants, returning players shall be evaluated throughout the prior season, and only those participants new to the program shall be evaluated during the player identification training sessions. Coaches, as well as the Academy Program Director and other Sporting Oklahoma staff members shall evaluate specific qualities in each participant to ensure they are placed at the appropriate level of play.

Returning Players

Players returning to participate in the Academy Program shall be evaluated and placed at the appropriate level of play based on the technical, tactical and physical skill development displayed throughout the prior season. The following shall be used to assist in the assessment and placement of returning players:

Training Sessions. Players shall be informally evaluated throughout the season to gauge the technical, tactical and physical skill development of the player.

Games. Participation in games, both league and tournament, shall be part of the informal evaluation process taking place throughout the season. League and tournament play shall assist in evaluating players on a local, state, and regional context.

Guest Training and Playing. From time-to-time players may be asked to train or play with a team other than their assigned team for the purpose of evaluating the progress of a player.

Player Evaluation and Development Meetings. Coaches shall meet with players and provide a formal evaluation and plan of development two (2) times per season. Meetings shall occur mid-season and post season which are intended to provide the player with an assessment of their progress to-date, as well as a development plan focused on the future growth of the player.

Director of Coaching and Academy Program Director Observation and Feedback. From time to time throughout the season, the Academy Program Director, as well as the Director of Coaching, shall observe players and teams in their routine environment, including training sessions, games and other events, for the purpose of creating a dialog between coaches and directors intended to communicate the strengths and weaknesses of each team. These encounters shall be treated as a collaboration between the directors and coaches, in which the coaches receive feedback from the directors regarding possible revisions to the routine of the players or teams intended to focus on improving on weaknesses and the directors receive feedback from the coaches regarding potential revisions to the overall developmental curriculum for the Academy Program which may benefit players or teams.

TEAM LEADERSHIP

Sporting Oklahoma Academy Program Team Leadership members are paramount to the success of the club. Members of Team Leadership handle the financial, operational and organizational needs of each team. The coach, together with the input of the Academy Program Director, shall be responsible for selecting Team Leadership members. Each of the following Team Leadership positions may be occupied by the same individual.

Team Manager

The Sporting Oklahoma Academy Program Team Managers shall act as the primary administrator and communicator for the team. Team Managers shall act as the primary point of contact between coaches, parents and the club. The Team Manager has multiple responsibilities, including without limitation coordinating training and game schedules, organizing registration, assembling Player ID Cards and official team rosters, reporting game results, planning team activities, league and tournament registration, organizing and overseeing fundraising activities, coordinating efforts of Team Leadership and assisting coaches in any way needed to support the team. The Team Manager shall willingly listen to the complaints, concerns and suggestions of parents and relay the same to the coach at an appropriate time, as well as keep private any information provided in confidence. Sporting Oklahoma encourages the Team Manager to be familiar with the policies, procedures, rules and regulations of the club, as well as the rules of the game for the age division in which the team is competing, so they may provide explanation of the same to any interested parent. Additionally, if needed, the Team Manager shall make lodging reservations for players, parents and coaches as necessary, provide confirmation numbers or rooming block summaries, sign or cause to be signed the necessary hotel contracts or agreements, provide check-in and check-out times, disseminate information covering hotel amenities and policies, assist in enforcing the hotel conduct policy.

Team Treasurer

The Sporting Oklahoma Academy Program Team Treasurers are responsible for managing the budget and finances of the team. The Team Treasure shall work directly with the Team Manager and coach to establish an annual budget, determine team-specific expenses incurred throughout the course of the season, collect any fees or other monies due from players, maintain and reconcile the team bank account, make deposits and withdrawals from the bank account as needed, provide financial reports as requested and make payments on behalf of the team or players as required. Additionally, the Team Treasurer is responsible for submitting the end of season Account Summary to the President.

Team Social Media Coordinator

The Sporting Oklahoma Academy Program Team Social Media Coordinators shall maintain a social media presence for each team by posting team-related content including without limitation images, video content and text. Sporting Oklahoma encourages the Team Social Media Coordinator to provide content related to community outreach, team activities, fundraising events, league and tournament competition and individual accomplishments.

TEAM SOCIAL MEDIA GUIDELINES

Each Sporting Oklahoma team shall maintain an account on at least one social media platform, designated by the club, for the purpose of promoting the community outreach, team activities, fundraising events, league and tournament competition and individual accomplishments of the team. The Team Social Media Coordinator should refrain from publishing negative comments of any kind, including without limitation comments regarding players, teams, clubs, leagues, tournaments, referees, Sporting Oklahoma staff or any other controversial or inflammatory subject. Any content produced by the Team Social Media Coordinator shall be honest, accurate, professional, positive and courteous. Sporting Oklahoma reserves the right to delete or cause to be deleted any content believed to be contrary to, or in violation of, its rules, regulations, policies, procedures, mission, vision or core values.

ROSTERING POLICIES

Playing Up Policy

Due to the long-term benefits provided to the player, team and program, Sporting Oklahoma requires players participating in its Academy Program to register within the appropriate age group based on their date of birth; however, an exception may be made for those players demonstrating a unique level of talent. No player shall play up without the evaluation and recommendation of the Director of Coaching and Academy Program Director, as well as the approval by the coach of the team for which the player would play on in the older age group. Prior to making any such recommendation, consideration shall be given to the following factors:

1. Uniqueness of Talent.
2. Effect on individual development.
3. Physical, emotional and mental maturity of player.
4. Proximity of age and/or grade of player.
5. Effect on roster size of age appropriate and older age rosters.
6. Role and impact of the player playing up on the older team.

If a player is given the opportunity to play up, then the above factors shall be reconsidered annually.

Rostering Up Policy

If an opportunity does not exist for a player to participate on an age-appropriate team due to roster size, then a player may be provided the opportunity to roster with a team in an older age group to provide the player with a chance to participate in the Academy Program regardless of the determining factors outlined in the *Playing Up Policy*; however, any such opportunity must be approved by the Director of Coaching and Academy Program Director.

Dual-Rostered Player Policy

In limited circumstances, a player may register for two (2), or more, intraclub teams with approval of the Director of Coaching and Academy Program Director; however, the player must designate a team as their primary team at registration. A dual-rostered player may not compete on more than one team in the same age group at the same event. Additionally, no Academy Program participant shall be allowed to register in a recreational program or participate in a recreational event without prior written permission from the Academy Program Director, Director of Coaching and President. In rare cases, with the permission of the Academy Program Director and Director of Coaching, a player may be allowed to register with another club, as well as Sporting Oklahoma; however, in any such instance, Sporting Oklahoma shall be considered the primary club of the player. Any dual-rostered player whose primary club is Sporting Oklahoma shall be expected to give priority to all Sporting Oklahoma related activities, including without limitation training sessions, games, tournaments and other activities.

Guest Play Policy

Intraclub Guest Play. Guest playing, or temporary rostering, of players registered in the Academy Program of the club on another team within the club is permitted; however, a “guest player” is not to be utilized for the purpose of replacing a player on the existing roster of the team for which the guest player will be playing. Preferably, a guest player should be utilized to fill a shortage of available players from an existing roster. Permission of either the Director of Coaching or the Academy Program Director, as well as the coach of the guest player is required to approve any intraclub guest play. The following procedure shall be followed when selecting a guest player from within the club:

1. Intraclub players within the same age group who would be considered an appropriate selection shall be given priority.
2. A coach wishing to add a player for intraclub guest play must contact the coach of the player prior to contacting the player regarding the opportunity. If coaches agree to the participation of the player as a “Guest Player”, then the same must be approved by the Academy Program Director or Director of Coaching prior to contacting the player.
3. Players chosen to participate in intraclub guest play are required to attend all activities of the team in which they are rostered for the season, unless they are excused from such activities by the coach of the team in which they are rostered for the season.
4. Any conflict that may arise as a result of either requests for intraclub guest play or interclub guest play, including without limitation, selection, availability or scheduling, shall be resolved by the Academy Program Director and Director of Coaching.

Interclub Guest Play. Guest playing, or temporary rostering, of players not registered in the Academy Program of the club is permitted; however, unless otherwise approved by the Academy Program Director or Director of Coaching, priority shall be given to intraclub “guest players” from the same age group. A coach wishing to add a player for interclub guest play must be granted approval by the Academy Program Director or Director of Coaching prior to contacting the player. A guest player is not to be utilized for the purpose of replacing a player on the existing roster of the team for which the guest player will be playing. Preferably, a guest player should be utilized to fill a shortage of available players from an existing roster.

Financial Requirement for Intraclub and Interclub Guest Play. Any individual participating as a “guest player” in an activity in which an additional cost is incurred by the team on which the guest player is temporarily rostered, shall share equally in any such cost incurred by the team.

Interclub Guest Play for Sporting Oklahoma Players. A player registered in the Academy Program of Sporting Oklahoma may not participate as a “guest player” for a team outside of the club without the approval of their coach, as well as the Academy Program Director and Director of Coaching. Players are expected to give priority to the activities of their Sporting Oklahoma team over the activities of the team on which they will be guest playing, including without limitation, training sessions, games and other team activities. Prior to granting permission to guest play, consideration shall be given to the current training and playing schedule of the player, specifically as it relates to the health and safety of the player. Under no circumstance shall a Sporting Oklahoma player participate as a guest player in any event or other activity in which their Sporting Oklahoma team is participating.

Player Movement Policy

Sporting Oklahoma believes player movement is a necessary part of player development and shall be used as a tool to maximize the potential of players participating in the Academy Program. The club is committed to ensuring players are adequately challenged in the proper environment and participating at an appropriate level in order to maximize their potential and performance. Player movement may be fluid throughout the season and shall occur at the discretion of the Academy Program Director and/or Director of Coaching.

PLAYER POLICIES

Playing Time Policy

Sporting Oklahoma believes in-game competition plays a major role in the development of its players. Training sessions are utilized to simulate in-game competition, but actual playing conditions of a game cannot truly be replicated. Limited opportunities to participate in games may eventually inhibit the ability of a player to develop the necessary technical and tactical skills required to compete at the next level. Sporting Oklahoma expects coaches to consider the development of both the player and team when determining playing time. The following guidelines have been established to assist coaches in determining playing time.

U7 and U8 Participation Guidelines. Players participating in the U7 and U8 age divisions of the Academy Program shall play a number of minutes equal to that of their teammates and, at a minimum, approximately one-half (1/2) of each competition, subject to the *Reduction in Playing Time Guideline*.

U9 and U10 Participation Guidelines. Players participating in the U9 and U10 age divisions of the Academy Program shall play, at a minimum, approximately one-half (1/2) of each of each competition, subject to the *Reduction in Playing Time Guideline*.

Reduction in Playing Time Guideline. Coaches, at their discretion, may reduce playing time for any player due to one, or more, of the following:

1. Poor effort, attitude or behavior.
2. Poor attendance or punctuality at training sessions, games or other club-sponsored activities.
3. Inadequate fitness level, including injury.

Any decision to reduce playing time, as well as a verbal plan for improvement to reclaim the lost playing time, shall be communicated by the coach to both the player and parent of the player. Players with questions regarding playing time may discuss the same directly with the coach at a time deemed appropriate by the coach. Parents with questions regarding playing time shall follow the *Parent to Coach Communication Policy*.

Player Attendance Policy

Players are expected to regularly attend, and be on time to, club-sponsored activities, including without limitation training sessions, games, events and other team obligations considered mandatory by the coach; however, Sporting Oklahoma acknowledges that certain circumstances may arise which prevent a player from attending or arriving on time to these activities. In such instances, players are required to notify the coach or Team Manager of the absence or delay as far in advance as possible. Poor attendance or punctuality may result in reduced playing time. Prior to reducing playing time, the coach shall consider the age of the player, as well as any other extenuating circumstances which may have resulted in poor attendance or punctuality.

Multi-Sport Participation Policy

Sporting Oklahoma encourages the participants in its programs to participate in multiple sports. It is the policy of the club to be as flexible as possible with players participating in multiple sports. The club shall make a concerted effort to work with other local youth sports organizations to assist in avoiding scheduling conflicts of major club-sponsored events with events hosted by other local youth sports organizations. Players are required to notify the coach or Team Manager, as far in advance as possible, of any absence or delay resulting from the participation of a player in another sport. Sporting Oklahoma shall not penalize any player for playing multiple sports.

Make Up Training Session Policy

Players with routinely poor attendance or punctuality, regardless of the circumstance and including participating in multiple sports, may be required by the coach to make up all or a portion of the training sessions not attended by the player. At the discretion of the coach, attending the training sessions of other teams, training in a private or small group session, participating in a supplementary program of the club or completing an individual training program may be recommended as a suitable make up for missed training sessions. If any such course of action is recommended as a suitable makeup for missed training sessions and the player does not follow the recommendation of the coach, then the player may be subject to the penalties referenced in the *Playing Time Policy Guidelines* and *Player Attendance Policy*.

Player Position Policy

Players are expected to play the position assigned to them by the coach; however, to further assist players in reaching maximum potential, Sporting Oklahoma encourages coaches to rotate players in the Academy Program age divisions into various positions throughout training sessions, games and tournaments so players may better understand the responsibilities of each position on the field. The manner in which the coach rotates players may differ from division to division, game to game or training session to training session. Player rotation should occur over the course of the season and not necessarily over the course of a single training session, game or tournament.

Player Appearance Policy

Sporting Oklahoma is a professional organization and players are expected to dress appropriately and according to the following guidelines. Under no circumstance shall players be allowed to dress in the apparel of another youth soccer organization while attending club-sponsored activities of any type.

Arrival, Pregame and Warm Up:

Applicable Home or Away Uniform

Other apparel, as needed, featuring the club name or logo

Home Uniform:

Home Jersey

Home Shorts

Home Socks

Away Uniform:

Away Jersey

Away Shorts

Away Socks

Training Session:

Training Jersey

Training Shorts

Training Socks

Goalkeepers shall follow the *Arrival, Pregame and Warm Up*, as well as the *Postgame or Spectating* guidelines, but shall otherwise wear their respective home, away or alternate goalkeeping uniforms as identified by the coach.

Player Release Policy

Upon placement and registration in the Academy Program of Sporting Oklahoma, a player is considered to have committed to a team or teams within the club and is obligated financially to the club for the entire season, which shall run from August 1st of the current year to July 31st of the following year. Sporting Oklahoma shall not consider a request for a player release from the Academy Program at any point during the season, unless the annual financial obligation of the player has been met in its entirety and permission has been given by the Director of Coaching and President. In certain circumstances, a player may also be asked to pay coach expenses, fees or other costs, estimated or actual, shared with the team prior to being granted a release from the club. Players receiving any form of financial assistance shall not be released during the season unless the annual financial obligation of the player has been met in its entirety, including any portion of granted assistance.

FINANCIAL POLICIES***Academy Program Annual Dues Policy***

Sporting Oklahoma requires participants of its Academy Program to pay annual dues to offset the costs of the program. Dues may be paid annually, bi-annually or monthly over a ten (10) month period from August to May, due on the first day of each month. If a player from outside of the club registers in the Academy Program at any mid-point of the season, then the player shall be responsible for paying the portion of the annual dues owed, prorated to the fraction of the season remaining at the time the player registers in the Academy Program.

Financial Assistance with Club Dues

A limited number of scholarships are available to help cover the cost of Academy Program annual dues for players who are able to demonstrate a financial need. Scholarships are awarded on a full or partial basis. Players seeking financial assistance are required to complete a Scholarship Application Form.

Payment In-Kind

In certain situations, Sporting Oklahoma may approve the use of a good or service as payment toward Academy Program annual dues. Such an arrangement must be approved by the President. Consideration for approval shall include a demonstrated financial need for the player and a recognized financial benefit to the club. A Scholarship Application Form and contract for payment in-kind must be completed prior to approval of such an arrangement.

Outstanding Dues or Fees

Any player participating in the Academy Program may be suspended from all club-sponsored activities and may not be allowed to participate in training sessions, games or other events if an annual, bi-annual or monthly payment of dues is more than fifteen (15) days past due.

Coach Expense Reimbursement Policy

Certain expenses, incurred by a coach, related to the cost of travel outside of the Greater Oklahoma City Metropolitan Area for any game, tournament, event or other club-related team activity shall be the responsibility of the team or teams for which the coach is traveling. Sporting Oklahoma encourages teams to calculate and pay the expenses expected to be incurred by the coach prior to travel. If the coach is traveling for more than one team, than all teams for which the coach is traveling shall share in the expenses of the coach proportionately. To avoid placing an unreasonable or excessive financial burden on the team, Sporting Oklahoma has established the following *Coach Expense Reimbursement Guidelines*.

Lodging Expense. Each team shall be responsible for its proportionate share of any lodging for activities requiring an overnight stay by a coach. Such rooms shall be limited to a standard king or double queen room. If possible, Team Travel Coordinators and Team Managers shall try to secure a complimentary or discounted room for the coach.

Meals and Incidental Expenses. Each team shall be responsible for its proportionate share of a per diem rate owed to each coach for meals and incidental expenses. The per diem rate for meals and incidental expenses shall be \$45; however, if a coach does not begin travel to the destination prior to 1:00PM, then the per diem rate for meals and incidental expenses for the day shall be \$25. Similarly, if a coach arrives home from the destination prior to 1:00PM, then the per diem rate for meals and incidental expenses for the day shall be \$20.00. Meals and incidental expenses per diem rates shall only be paid for days either requiring, or immediately following, an overnight stay.

Automobile Expense. Each team shall be responsible for its proportionate share of a mileage per diem rate owed to each coach to cover the cost of operating their automobile for the purpose of travel outside of the Greater Oklahoma City Metropolitan Area. The per mile cost of operating the automobile shall be based on the annual Standard Mileage Rate as established by the Internal Revenue Service each calendar year. As applicable, distances shall be calculated using the home address of the coach, facility address at which the activity is scheduled, address of the location at which the coach is lodging and/or the address of any other relevant and reasonable destination. If travel requires the rental of an automobile, then each team shall be responsible for its proportionate share of the rental fee, equal to the cost of a standard-size automobile; however, a team or teams shall not be subject to any mileage per diem rate for any travel in a rented automobile.

The preceding are guidelines and shall be treated as such, implying any or all of them may need to be adapted based on a specific situation or circumstance; however, in general, no team shall incur expenses that greatly exceed these guidelines. Additionally, Sporting Oklahoma encourages its coaches to assist in alleviating some of the financial burden associated with expense reimbursement related to travel by working with other coaches to share transportation and lodging, if necessary.

Team Accounting Policy

Each team formed as part of the Academy Program may maintain a team bank account at the bank of their choice. The Team Manager and Team Treasurer shall be listed as authorized signers on the account. If necessary, the Team Treasurer may use the team and player account template provided by Sporting Oklahoma to track the finances of the team. The following standards are recommended, but not required, to assist the Team Treasurer in their duties managing team finances.

Bank Account. If they so choose, the Team Treasurer may setup a single checking account, which shall be separate of any personal checking account and used to manage both the team and player accounts of each Academy Program team. Subaccounts for restricted, unrestricted and player funds shall be maintained as part of the larger account and other such subaccounts may be established as needed; however, each team shall maintain only a single checking account.

Account Name. The account name to be printed on checks shall be consistent with the *Naming Standard Policy* for academy teams. Accounts shall be named with an abbreviated form of Sporting Oklahoma, "Sporting OK", followed by the birth year, gender and team designation (Ex: Sporting OK 2014 Boys Blue).

Confidentiality. The Team Treasurers is required to keep *ALL* financial information confidential. The Team Treasurer may not discuss the financial affairs of any player, parent or other family member of the player, with the coach, Team Manager or any other individual, without the express written consent of the parent of the player.

Records. The Team Treasurer shall keep accurate records of all team transactions.

Ownership of Records. The records maintained by the Team Treasurer detailing the financial transactions of a team shall be considered the property of Sporting Oklahoma and, therefore, subject to review by the club.

Account Reconciliation. The Team Treasurer shall reconcile the team bank account on a monthly basis.

Annual Budget. The Team Treasurer is encouraged to work with Coaches and Team Managers to create an annual budget for each team, so that fundraising targets may be set as early as possible. It shall be the goal of each team to carry over to the next season no more than \$500.00 in the team account and no more than \$25.00 in any player account. Fundraising efforts shall be based on the annual budget and attempt to raise no more funds than required to cover costs outlined in the budget.

Restricted Funds Subaccounts. All donations made to the team shall be classified either as restricted or unrestricted funds. Those funds that are restricted shall be designated as either temporarily or permanently restricted, tracked in separate subaccounts and used only pursuant to the stipulations placed upon them.

Unrestricted Funds Subaccount. All donations made to the team shall be classified either as restricted or unrestricted funds. Unrestricted funds shall be tracked in a separate subaccount and shall be available for use at the discretion of the team, subject to the *Fundraising Policy*.

Player Account Subaccounts. Each player shall have a dedicated player account subaccount. All donations received through individual fundraising efforts performed as a representative of Sporting Oklahoma shall be credited to the respective subaccount of each player accordingly; however, the funds raised as a representative of Sporting Oklahoma shall remain in the subaccount to be drawn against as needed, subject to the standards, guidelines and policies of the *Team Accounting Policy*. Any payments made by a player or private donations made to a player shall be credited to the subaccount of each player accordingly and reflected on the Statement of Player Account. If a private donation to a player has restrictions associated with it, then it shall be tracked as a restricted fund of the player for which it was intended and reflected as such on the Player Account Summary. Players may withdrawal cash against donations received through individual fundraising efforts performed as a representative of Oklahoma Celtic, subject to the *Fundraising Policy*.

Guest Player Account Subaccounts. “Guest players” required to pay a portion of any coach expense, fee or other cost related to an event are not required to have a player subaccount or be considered a member of the team for accounting purposes; however, guest players are expected to share proportionately in any cost incurred by the team for any activity in which the guest player is a participant and an expense, fee or other cost is incurred. At the discretion of the Team Treasurer, a player subaccount may be created for a guest player; however, the guest player shall not be subject to, nor benefit from, any *Team Accounting Policy*, guideline or standard.

Priority for Utilization of Funds. Any withdrawal, expenditure or disbursement shall be made from the appropriate subaccount. Any improper withdrawal, expenditure or disbursement from the incorrect subaccount may be subject to reimbursement. The Team Treasurer shall utilize the funds appropriately, and as needed, from the account with the following priority:

1. Restricted Team Funds
2. Unrestricted Team Funds
3. Individual Fundraiser Funds
4. Restricted Private Donations
5. Unrestricted Private Donations
6. Player Payments

Statement of Player Account. Sporting Oklahoma encourages the Team Treasurer to provide a Statement of Player Account for each player no less than bi-annually, on December 1 and June 1, or as requested.

Delinquent Payments to the Team. From time to time, a player may become delinquent on payments due to the Team Treasurer; however, Team Treasurers are not expected to act as a collection agency on behalf of the team. Instead, if a player is delinquent on payments due to the Team Treasurer and reasonable efforts to collect such payments have been unsuccessful, then the club shall assist the Team Treasurer in the collection effort. In an effort to collect the delinquent payments, the club may impose penalties on the player, including without limitation, suspension from training sessions, games or other club-sponsored activities until the account in question has been returned to good standing. Any Team Treasurer seeking assistance from the club in these matters shall contact the Registrar.

Delinquent Payments to the Club. The Team Treasurers is responsible for making timely payments to Sporting Oklahoma for any cost or fee, including without limitation field usage fees, facility and equipment fees or coach expenses, which may be billed to a team. Any team delinquent in any such payment due may incur penalties, deemed appropriate by the club, until payment is made.

Player Movement. If intraclub player movement occurs either preseason, midseason or postseason, the balance of the respective player account shall be transferred to a new player account for the team on which the player will be rostered.

Player Account Refund. If a player departs the club, regardless of circumstance, at the request of the player a refund of the funds in the player account shall be given to the player, only if the player is in good standing with both the team and club; however, any portion of the player account attributable to fundraising efforts relating exclusively to Sporting Oklahoma sponsored activities shall not be refunded and shall instead be credited accordingly to either the unrestricted or restricted funds subaccount of the team account. If any outstanding amount is owed by the player to either the club or team, then the player shall not be given a refund until the remaining balance of the account is first applied toward payment of any outstanding club dues or fees and then toward payment of any outstanding amount owed to the team. Any funds remaining in a player account thirty (30) or more days after a player departs the club shall be first applied toward payment of any outstanding club dues or fees and then toward payment of any outstanding amount owed to the team, with any remaining amount being credited accordingly to either the unrestricted or restricted funds subaccount of the team account.

Final Accounting. Upon completion of the season, the Team Treasurer shall collect any amounts due, pay any outstanding balances and provide each player a final Statement of Player Account. Upon completion of those items, the Team Treasurer shall close out the records for the current season and create a new record for the upcoming season. If the individual currently serving as Team Treasurer will not be returning to the same role the following season, then the team bank account shall be transferred to the individual designated as Team Treasurer for the following season. Any funds remaining in the team account shall be carried forward to the new record. Any funds remaining in a player account shall be carried forward to the new record, subject to the *Player Movement* and *Player Account Refund* standards.

Academy Team Fundraising Policy

Sporting Oklahoma encourages fundraising activities to help promote team-building, as well as offset the cost of travel, equipment, fees and dues associated with the Academy Program. The following policies, guidelines and standards are intended to guide each team in their fundraising efforts.

Approval of Fundraising Activities. All fundraising efforts must be approved by the Fundraising Committee of the Advisory Board and the President in order to ensure fundraising efforts do not violate any existing agreements the club may have with any existing or potential affiliate, partner or sponsor. Players and/or teams are required to fill out a Fundraising Event Form (*Schedule "E"*) or submit the required information to the Fundraising Committee of the Advisory Board at least two (2) weeks in advance of the event. The fundraising event shall not be advertised prior to approval by the Fundraising Committee of the Advisory Board.

Commencement of Fundraising. Fundraising efforts for the upcoming season shall not commence until the end of the current season. In some instances, teams may be granted permission to begin fundraising for the upcoming season during the current season. Such permission must be granted by the Fundraising Committee of the Advisory Board and the President.

Classification of Funds. If the Team Treasurer decides to setup a team bank account, then donations made to team accounts must be classified as one of the following:

Unrestricted Team Funds. Funds donated or collected, for the benefit of a team, which carry no stipulation regarding the use of the funds shall be considered Unrestricted Team Funds. Unrestricted Team Funds may be used for any *Eligible Team Expense*.

Temporarily Restricted Team Funds. Funds donated or collected, for the benefit of a team, which carry a period-based stipulation regarding the use of the funds shall be considered Temporarily Restricted Team Funds. Such a restriction may include a condition to be satisfied in the future, a condition to be satisfied within a certain time period or a condition that exists only for a certain time period before the funds become unrestricted. Temporarily Restricted Team Funds may be used for any *Eligible Team Expense*, subject to the restriction placed on the funds.

Permanently Restricted Team Funds. Funds donated or collected, for the benefit of a team, which carry a stipulation, indefinitely, regarding the use of the funds shall be considered Restricted Team Funds. Permanently Restricted Team Funds may be used for any *Eligible Team Expense*, subject to the restriction placed on the funds.

Unrestricted Player Funds. Funds donated or collected, for the benefit of a player, which carry no stipulation regarding the use of the funds shall be considered Unrestricted Player Funds. Deposits made to player accounts for the purpose of paying costs incurred by the team shall be considered unrestricted player funds. Unrestricted Player Funds may be used for any *Eligible Player Expense*.

Temporarily Restricted Player Funds. Funds donated or collected, for the benefit of a player, which carry a period-based stipulation regarding the use of the funds shall be considered Temporarily Restricted Player Funds. Such a restriction may include a condition to be satisfied in the future, a condition to be satisfied within a certain time period or a condition that exists only for a certain time period before the funds become unrestricted. Temporarily Restricted Player Funds may be used for any *Eligible Player Expense*, subject to the restriction placed on the funds.

Permanently Restricted Player Funds. Funds donated or collected, for the benefit of a player, which carry a stipulation, indefinitely, regarding the use of the funds shall be considered Restricted Team Funds. Permanently Restricted Team Funds may be used for any *Eligible Player Expense*, subject to the restriction placed on the funds.

Eligible Team Expenses. Unless otherwise stipulated at the time such funds were donated or collected, any Funds donated or collected, for the benefit of a team, may be used to help offset the cost of the following:

Team Activities. Funds may be used to finance team activities, including without limitation team meals, team-building activities and team parties.

Team Fees. Funds may be used to offset or cover the cost of various fees charged to the team, including without limitation, tournament or other event registration, field usage, facility and equipment fees or any other such fee; however, team funds may not be used to pay player registration fees.

Academy Player Kit. Funds may be used to purchase or reimburse players for the cost of all or a portion of the cost of Academy Player Kits for the team. All players shall be reimbursed an equal amount unless otherwise approved by a vote of two-thirds (2/3) or more of the team.

Equipment. Funds may be used to purchase equipment utilized by the entire team, including without limitation, training equipment, benches and canopies.

Coach Expense Reimbursement. Funds may be used to reimburse a coach as outlined in the *Coach Expense Reimbursement Policy*.

Player Travel Expense Reimbursement. Funds may be used to reimburse certain expenses, incurred by players, related to the cost of travel outside of the Greater Oklahoma City Metropolitan Area for any game, tournament, event or other club-related team activity. Any such reimbursement must be reasonable, to the benefit of the team and approved by a vote of two-thirds (2/3) or more of the team.

Eligible Player Expenses. Unless otherwise stipulated at the time such funds were donated or collected, any funds donated or collected, for the benefit of a player, may be used to help offset the cost of the following:

Team Activities. Funds may be used to offset a player's proportionate share of any team activity, including without limitation team meals, team-building activities and team parties.

Team Fees. Funds may be used to offset or cover a player's proportionate share of various fees charged to the team, including without limitation, tournament or other event registration, field usage, facility and equipment or any other such fee; however, player funds may not be used to pay player registration fees.

Academy Player Kits. Funds may be used to purchase, or offset a portion of the cost of, Academy Player Kits.

Equipment. Funds may be used to cover a player's proportionate share of the purchase of any equipment utilized by the entire team, including without limitation, training equipment, benches and canopies.

Coach Expense Reimbursement. Funds may be used to pay a player's proportionate share of any reimbursement of a coach as outlined in the *Coach Expense Reimbursement Policy*.

Player Travel Expense Reimbursement. Funds may be used to cover certain expenses, incurred by players, related to the cost of travel outside of the Greater Oklahoma City Metropolitan Area for any game, tournament, event or other club-related team activity. Any such reimbursement may only occur if the player is in good standing with the club, as well as the team, and a receipt is provided for each expense for which the player is seeking reimbursement.

COACH AND COACHING POLICIES

Coach Placement Policy

The Director of Coaching, in coordination with the Academy Program Director, shall be responsible for assigning coaches to all Sporting Oklahoma Academy Program teams.

Tenure of Coach with Team

It is the goal of Sporting Oklahoma to place a coach with a team for two (2) consecutive seasons. The club believes exposure to different coaches and coaching styles is key to maximizing the potential of each player. Along with new coaches or coaching styles often comes new challenges and goals for each player.

Role of Coaches

Sporting Oklahoma believes every coach has a considerable impact on the overall development of the player, as well as the success of the team. Players look to coaches for leadership and guidance, which makes the role of the coach critical in the development of the player both on and off the field. Commitment, leadership, teamwork, perseverance and sportsmanship are lifelong values players should learn from Sporting Oklahoma coaches. The conduct of coaches shall be in harmony with the mission, vision and core values of the club, as well as consistent with the Code of Conduct and Code of Ethics established by the club for coaches.

Responsibilities of Coaches

Sporting Oklahoma Academy Program coaches are expected to adhere to the policies and procedures of the club. The Director of Coaching, in coordination with the Academy Program Director, shall determine the specific responsibilities of each coach from season to season. In addition to the aforementioned, Academy Program coaches shall, at a minimum, be expected to (i) conduct the appropriate number of routine training sessions and scrimmages to effectively prepare teams for all forms of competition, (ii) analyze the performance of both the players and team for the purpose of providing constructive feedback, (iii) provide encouragement to players and foster an environment of personal growth and early engagement, (iv) properly maintain and return all equipment purchased by the club and provided for use by the team, (v) take the appropriate steps to ensure player safety and minimize risk, (vi) assist Team Managers in the management of the affairs of the team, (vii) communicate with parents consistently, clearly, professionally and timely, (viii) attend all staff meetings scheduled by the Director of Coaching or President, (xi) adhere to the curriculum, culture and philosophy established by the club and (x) follow the Code of Conduct and Code of Ethics for Coaching at all times.

Code of Ethics for Coaching

Sporting Oklahoma has established a Code of Ethics for Coaching intended to clarify and distinguish approved and accepted professional, ethical and moral behavior from that which is detrimental to the mission, vision and values of the club. All Academy Program coaches are required to agree to the code of ethics prior to being assigned a team. See Schedule "I" for the Sporting Oklahoma *Code of Ethics for Coaching*.

Preseason Parent Meeting

Sporting Oklahoma Academy Program coaches shall have a coach-parent meeting within fifteen (15) days of the formation of the team slated to compete in the upcoming season. All parents are encouraged to attend, but players need not attend. Additional coach-parent meetings shall be scheduled accordingly. The purpose of this meeting shall be to communicate club and coach philosophies as they relate to the players individually and team as a whole, to establish expectations for parent and spectator conduct, provide scheduling information, structure and important dates for the upcoming season, outline player and team goals, discuss player commitment expectations and any other item a coach or parent may need to address.

Player Evaluation and Development Meetings

Sporting Oklahoma Academy Program coaches shall meet with players and provide a formal evaluation and plan of development two (2) times per season. Meetings shall occur mid-season and post season. These meetings are intended to provide the player with an assessment of their progress to date, as well as a development plan focused on the future growth of the player.

Parent to Coach Communication Policy

Parents and coaches need time to reflect and process player performances and in-game decisions following a game. For this reason, Sporting Oklahoma has a mandatory twenty-four (24) hour zero communication policy between parents and coaches regarding any issues or concerns parents may have related to a game. Parents are asked to refrain from approaching coaches or communicating via email, phone or other device for at least twenty-four (24) hours. Additionally, parents are asked to avoid approaching coaches prior to, during the course of, or immediately after training sessions unless a meeting has been setup in advance with the coach. Coaches must be allowed to properly prepare for or reflect upon training sessions.

Coach to Parent Communication Policy

Sporting Oklahoma Academy Program coaches shall make themselves readily available to parents, provide parents with a preferable form of communication and communicate clearly and professionally with parents. Coaches shall ensure parents are notified of schedule changes or any other essential information in a timely manner. If a coach chooses to communicate with the team through a Team Manager, then it is the responsibility of the coach to ensure the Team Manager is communicating with the team in a timely manner.

Game Misconduct Policy

Any Academy Program coach who receives a red card or is ejected from any game shall be subject to a one (1) game suspension for the next scheduled game, whether it be a friendly, league or tournament game. Any coach who receives two (2) red cards within the same season shall be subject to up to a two (2) game suspension for the next two (2) scheduled games. Any coach who receives three (3) red cards within the same season must appear before the Disciplinary Committee of the Advisory Board, at which point the committee may impose a disciplinary action, the severity of which shall be no less than a five (5) game suspension, but shall not exceed temporary debarment from the club for the remainder of the season.

Licensing Reimbursement Policy

Sporting Oklahoma believes the primary factor in player development is the standard of coaching. For this reason, this policy has been established to encourage Sporting Oklahoma Academy Program coaches to pursue continuing education and further their professional licensing level. To this end, the club shall reimburse Sporting Oklahoma Academy Program coaches for any approved associated coursework or training for coaches pursuing a USSF D license or higher. Reimbursement shall occur upon receipt of proof of payment for the course, a copy of the certificate or license achieved and a minimum two (2) year commitment to the club.

SECTION VIII - COMPETITIVE PROGRAM

TEAM POLICIES

Naming Standard Policy

Teams ages U11 and older shall identify themselves, for any level or form of competition, with an abbreviated form of Sporting Oklahoma, "Sporting OK", followed by the birth year, gender and team designation. For example:

Sporting OK 2010 Boys

Sporting OK 2010 Boys Blue

Sporting OK 2010 Boys White

Sporting OK 2010 Boys Red

Uniform Policy

The club shall designate an exclusive provider of official apparel, including "Competitive Player Kits" for players, which shall consist of the following:

Home Uniform (Jersey, Shorts and Socks)

Away Uniform (Jersey, Shorts and Socks)

Training Uniform (Jersey, Shorts and Socks)

Warm-Up (Jacket and Pants)

Backpack or Duffle

Players are required to wear the designated portions of Competitive Player Kits to each training session and game. Players shall arrive to games wearing the specified uniform and/or warm-up. All players are responsible for bringing both Home and Away Uniforms to games.

Numbering Policy. The cost of Competitive Player Kits shall be the responsibility of the player. Competitive Player Kits shall be purchased in advance of the season and utilized on a two (2) year cycle. Each player within an age group shall have a distinct jersey number, which shall be chosen from the following assigned number ranges:

Players placed on Blue level teams shall wear numbers 0 through 19.

Players placed on White level teams shall wear numbers 20 through 39.

Players placed on Red level teams shall wear numbers 40 through 59.

Alteration of Uniform. Competitive Players Kits shall only have the Sporting Oklahoma Soccer logo and name, player number or other addition as designated by the club. Players are not permitted to modify, decorate or otherwise personalize any item of their Competitive Player Kit. Additionally, teams shall not be permitted to produce team-specific apparel, without permission of the club. Any uniform with unapproved alterations shall be replaced at the cost of the individual, prior to the individual being allowed to participate in club-sponsored activities.

Permitted Undergarment. Any compression, insulated, or other type of undergarment worn beneath the jersey of a uniform must match the primary color of the jersey worn over the top of the undergarment. Any compression, insulated, or other type of undergarment worn beneath the shorts of a uniform must match the primary color of the shorts worn over the top of the undergarment.

TRAINING FACILITIES

Sporting Oklahoma is dedicated to providing quality facilities for the participants of its programs. The following policies have been established as part of that commitment.

Field Usage Fee

Each team may be charged a “Field Usage Fee” to offset the cost associated with the operation, maintenance or rental of fields for training purposes. The fee shall be assessed bi-annually, prior to the beginning of the season and again mid-season. The fee shall be calculated on a per-player basis; however, payment shall be rendered on a team basis. Team Managers shall be provided the amount due and shall be responsible for collecting and paying the fee in a timely manner.

Facility & Equipment Fee

Each team may be charged a “Facility and Equipment Fee” to offset the cost associated with equipment used for training or gameplay purposes, as well as capital improvements intended to improve the facilities utilized by the participants in the programs provided by the club. The fee shall be assessed bi-annually, prior to the beginning of the season and again mid-season. The fee shall be calculated on a per-player basis; however, payment shall be rendered on a team basis. Team Managers shall be provided the amount due and shall be responsible for collecting and paying the fee in a timely manner.

TEAM FORMATION

It is the desire of Sporting Oklahoma to place participants of its programs in the most developmentally appropriate level of play available in order to maximize the growth of the participant. To help facilitate this desire, the club has developed a unique policy for team formation intended to reduce the anxiety, stress, and other complications associated with more traditional team formation methods. In place of club-wide tryouts for all participants, returning players shall be evaluated throughout the prior season, with only prospective participants attending tryouts.

Timeline

Teams competing in the Competitive Program shall be formed annually, in the spring proceeding the season in which participants will be competing. Exact dates and times for all aspects of the team formation procedure shall be posted on the website and social media platforms of the club.

Returning Players

Players returning to participate in the Competitive Program shall be evaluated and placed at the appropriate level of play based on the technical, tactical and physical skill development displayed throughout the prior season. The following shall be used to assist in the assessment and placement of returning players:

Training Sessions. Players shall be informally evaluated throughout the season to gauge the technical, tactical and physical skill development of the player.

Games. Participation in games, both league and tournament, shall be part of the informal evaluation process taking place throughout the season. League and tournament play shall assist in evaluating players on a local, state, regional and national context.

Guest Training and Playing. From time-to-time players may be asked to train or play with a team other than their assigned team for the purpose of evaluating the progress of a player.

Player Evaluation and Development Meetings. Coaches shall meet with players and provide a formal evaluation and plan of development two (2) times per season. Meetings shall occur mid-season and post season which are intended to provide the player with an assessment of their progress to-date, as well as a development plan focused on the future growth of the player.

Director of Coaching and Program Director Observation and Feedback. From time to time throughout the season, Competitive Program Directors, as well as the Director of Coaching, shall observe players and teams in their routine environment, including training sessions, games and other events, for the purpose of creating a dialog between coaches and directors intended to communicate the strengths and weaknesses of each team. These encounters shall be treated as a collaboration between the directors and coaches, in which the coaches receive feedback from the directors regarding possible revisions to the routine of the players or teams intended to focus on improving on weaknesses and the directors receive feedback from the coaches regarding potential revisions to the overall developmental curriculum for the Competitive Program which may benefit players or teams.

Letter of Intent

Current Sporting Oklahoma Competitive Program participants not required to tryout as part of the Team Formation process are required to submit a Letter of Intent by pre-registering for the Competitive Program. The Letter of Intent indicates the intention of the player currently participating in the Competitive Program to return for the following season. Upon submission of the Letter of Intent, the player shall be placed at the appropriate level of play based on the team formation procedure for returning players. The individual shall receive a written offer at the primary email address listed on the existing player registration account, at which point the individual shall have twenty-four (24) hours to accept the offer.

Prospective Player Tryouts

Tryouts for Sporting Oklahoma shall be limited to any individual wishing to register for the Competitive Program, without having participated in the Competitive Program the season immediately prior to the season for which the participant wishes to register, as well as any individual wishing to play Goalkeeper. The purpose of tryouts shall be to evaluate all players entering the U11 Competitive Program, as well as any prospective participant from outside the club. Coaches, Program Directors and other Sporting Oklahoma staff members shall evaluate specific qualities in each participant to ensure they are placed at the appropriate level of play. Occasionally, participants of the Competitive Program which have already been placed on a team shall be asked to assist in the tryout process by participating in an effort to gauge the potential of an individual not previously registered in the Competitive Program; however, any such participant shall have previously committed to a team through the Team Formation Process. Upon completion of tryouts, any individual wishing to participate in the Competitive Program shall be placed at the appropriate level of play, subject to the *Failure to Place Policy* of Sporting Oklahoma.

Failure to Place Policy

Registration of a participant for the Competitive Program does not in itself guarantee placement in the program. Sporting Oklahoma shall make every effort to place players on teams within the Competitive Program; however, there are certain situations in which a player may not be placed on a team, such as late registration or inability to form enough teams within an age group to accommodate all registered players.

TEAM LEADERSHIP

Sporting Oklahoma Competitive Program Team Leadership members are paramount to the success of the club. Members of Team Leadership handle the financial, operational and organizational needs of each team. The coach, together with the input of the Director of Coaching and Competitive Program Director, shall be responsible for selecting Team Leadership members. Each of the following Team Leadership positions may be occupied by the same individual; however, the scope of tasks performed by Team Leadership is often too broad for a single individual to perform and the club recommends each position be held by a separate individual. At a minimum, the club encourages teams to enlist the assistance of separate individuals for the positions of Team Manager and Team Treasurer.

Team Manager

The Sporting Oklahoma Competitive Program Team Managers shall act as the primary administrator and communicator for the team. The Team Manager shall act as the primary point of contact between coaches, parents and the club. The Team Manager has multiple responsibilities, including without limitation coordinating training sessions and game schedules, organizing registration, assembling Player ID Cards and official team rosters, reporting game results, planning team activities, league and tournament registration, organizing and overseeing fundraising activities, coordinating efforts of Team Leadership and assisting coaches in any way needed to support the team. The Team Manager shall willingly listen to the complaints, concerns and suggestions of parents and relay the same to the coach at an appropriate time, as well as keep private any information provided in confidence. Sporting Oklahoma encourages the Team Managers to be familiar with the policies, procedures, rules and regulations of the club, as well as the rules of the game for the age division in which the team is competing, so they may provide explanation of the same to any interested parent.

Team Treasurer

The Sporting Oklahoma Competitive Program Team Treasurers are responsible for managing the budget and finances of the team. The Team Treasure shall work directly with the Team Manager and coach to establish an annual budget, determine team-specific expenses incurred throughout the course of the season, collect any fees or other monies due from players, maintain and reconcile the team bank account, make deposits and withdrawals from the bank account as needed, provide financial reports as requested and make payments on behalf of the team or players as required. Additionally, the Team Treasurer is responsible for submitting the end of season Account Summary to the President.

Team Travel Coordinator

The Sporting Oklahoma Competitive Program Team Travel Coordinators are responsible for making travel arrangements for the coach, players and parents of the team. The Team Travel Coordinator shall make reservations for players, parents and coaches as necessary, provide confirmation numbers or rooming block summaries, sign or cause to be signed the necessary hotel contracts or agreements, provide check-in and check-out times, disseminate information covering hotel amenities and policies, assist the Team Manager in enforcing the hotel conduct policy and coordinating with hotel staff and the Team Manager to reserve hotel facilities for team meetings or activities.

Team Social Media Coordinator

The Sporting Oklahoma Competitive Program Team Social Media Coordinators shall maintain a social media presence for each team by posting team-related content including without limitation images, video content and text. Sporting Oklahoma encourages the Team Social Media Coordinator to provide content related to community outreach, team activities, fundraising events, league and tournament competition and individual accomplishments.

TEAM SOCIAL MEDIA GUIDELINES

Each Sporting Oklahoma team shall maintain an account on at least one social media platform, designated by the club, for the purpose of promoting the community outreach, team activities, fundraising events, league and tournament competition and individual accomplishments of the team. The Team Social Media Coordinator should refrain from publishing negative comments of any kind, including without limitation comments regarding players, teams, clubs, leagues, tournaments, referees, Sporting Oklahoma staff or any other controversial or inflammatory subject. Any content produced by the Team Social Media Coordinator shall be honest, accurate, professional, positive and courteous. Sporting Oklahoma reserves the right to delete or cause to be deleted any content believed to be contrary to, or in violation of, its rules, regulations, policies, procedures, mission, vision or core values.

ROSTERING POLICIES

Playing Up Policy

Due to the long-term benefits provided to the player, team and program, Sporting Oklahoma requires players participating in its Competitive Program to register within the appropriate age group based on their date of birth; however, an exception may be made for those players demonstrating a unique level of talent. No player shall play up without the evaluation and recommendation of the Director of Coaching and approval by the coach of the team for which the player would play on in the older age group. Prior to making any such recommendation, consideration shall be given to the following factors:

1. Uniqueness of Talent.
2. Effect on individual development.
3. Physical, emotional and mental maturity of player.
4. Proximity of age and/or grade of player.
5. Effect on roster size of age appropriate and older age rosters.
6. Role and impact of the player playing up on the older team.

Under no circumstance shall a player be allowed to play up more than two (2) years above their age group. Furthermore, if a player is given the opportunity to play up, then the above factors shall be reconsidered annually.

Rostering Up Policy

If an opportunity does not exist for a player to participate on an age-appropriate team due to roster size, then a player may be provided the opportunity to roster with a team in an older age group to provide the player with a chance to participate in the Competitive Program regardless of the determining factors outlined in the *Playing Up Policy*; however, any such opportunity must be approved by the Director of Coaching.

Dual-Rostered Player Policy

In limited circumstances, a player may register for (2) two, or more, intraclub teams with approval of the Director of Coaching and Competitive Program Director; however, the player must designate a team as their primary team at registration. A dual-rostered player may not compete on more than one team in the same age group at the same event. Additionally, no Competitive Program participant shall be allowed to register for in a recreational program or participate in a recreational event. In rare cases, with the permission of the Competitive Director and Director of Coaching, a player may be allowed to register with another club, as well as Sporting Oklahoma; however, in any such instance, Sporting Oklahoma shall be considered the primary club of the player. Any dual-rostered player whose primary club is Sporting Oklahoma shall be expected to give priority to all Sporting Oklahoma related activities, including without limitation training sessions, games, tournaments and other activities.

Guest Play Policy

Intraclub Guest Play. Guest playing, or temporary rostering, of players registered in the Competitive Program of the club on another team within the club is permitted; however, a “guest player” is not to be utilized for the purpose of replacing a player on the existing roster of the team for which the guest player will be playing. Preferably, a guest player should be utilized to fill a shortage of available players from an existing roster. Permission of either the Director of Coaching or the Competitive Program Director, as well as the coach of the guest player is required to approve any intraclub guest play. The following procedure shall be followed when selecting a guest player from within the club:

1. Intraclub players within the same age group who would be considered an appropriate selection shall be given priority.
2. A coach wishing to add a player for intraclub guest play must contact the coach of the player prior to contacting the player regarding the opportunity. If coaches agree to the participation of the player as a “Guest Player”, then the same must be approved by the Program Director or Director of Coaching prior to contacting the player.
3. Players chosen to participate in intraclub guest play are required to attend all activities of the team in which they are rostered for the season, unless they are excused from such activities by the coach of the team in which they are rostered for the season.
4. Any conflict that may arise as a result of either requests for intraclub guest play or interclub guest play, including without limitation, selection, availability or scheduling, shall be resolved by the Competitive Program Director and Director of Coaching.

Interclub Guest Play. Guest playing, or temporary rostering, of players not registered in the Competitive Program of the club is permitted; however, unless otherwise approved by the Program Director or Director of Coaching, priority shall be given to intraclub “guest players” from the same age group. A coach wishing to add a player for interclub guest play must be granted approval by the Competitive Program Director or Director of Coaching prior to contacting the player. A guest player is not to be utilized for the purpose of replacing a player on the existing roster of the team for which the guest player will be playing. Preferably, a guest player should be utilized to fill a shortage of available players from an existing roster.

Financial Requirement for Intraclub and Interclub Guest Play. Any individual participating as a “guest player” in an activity in which an additional cost is incurred by the team on which the guest player is temporarily rostered, shall share equally in any such cost incurred by the team.

Interclub Guest Play for Sporting Oklahoma Players. A player registered in the Competitive Program of Sporting Oklahoma may not participate as a “guest player” for a team outside of the club without the approval of their coach, as well as the Competitive Program Director and Director of Coaching. Players are expected to give priority to the activities of their Sporting Oklahoma team over the activities of the team on which they will be guest playing, including without limitation, training sessions, games and other team activities. Prior to granting permission to guest play, consideration shall be given to the current training and playing schedule of the player, specifically as it relates to the health and safety of the player. Under no circumstance shall a Sporting Oklahoma player participate in an event or other activity in which their Sporting Oklahoma team is participating. This policy does not apply to players wishing to participate on secondary school teams.

Player Movement Policy

Sporting Oklahoma believes player movement is a necessary part of player development and shall be used as a tool to maximize the potential of players participating in the Competitive Program. The club is committed to ensuring players are adequately challenged in the proper environment and participating at an appropriate level in order to maximize their potential and performance. Player movement may be fluid throughout the season and shall occur at the discretion of the Competitive Program Director or Director of Coaching.

PLAYER POLICIES

Playing Time Policy

Sporting Oklahoma believes in-game competition plays a major role in the development of its players. Training sessions are utilized to simulate in-game competition, but actual playing conditions of a game cannot truly be replicated. Limited opportunities to participate in games may eventually inhibit the ability of a player to develop the necessary technical and tactical skills required to compete at the next level. Players participating in the Competitive Program are not guaranteed equal playing time; however, they are guaranteed meaningful playing time, which may vary from division-to-division, player-to-player or game-to-game. Sporting Oklahoma expects coaches to consider the development of both the player and team when determining playing time. The following guidelines have been established to assist coaches in determining playing time.

U11 and U12 Participation Guidelines. Players participating in the U11 and U12 age divisions of the Competitive Program shall play, at a minimum, approximately one-third (1/3) to one-half (1/2) of each competition, subject to the *Reduction in Playing Time Guideline*.

U13 and U14 Participation Guidelines. Players participating in the U13 and U14 age divisions of the Competitive Program shall play, at a minimum, approximately one-fourth (1/4) to one-third (1/3) of each competition, subject to the *Reduction in Playing Time Guideline*.

U15 and Older Participation Guidelines. Players participating in the U15 and older age divisions shall have no expectation of a minimum amount of playing time; however, at the discretion of the coach, players should expect to receive playing time throughout the course of each competition, subject to the *Reduction in Playing Time Guideline*.

Reduction in Playing Time Guideline. Coaches, at their discretion, may reduce playing time for any player due to one, or more, of the following:

1. Poor effort, attitude or behavior.
2. Poor attendance or punctuality at training sessions, games or other club-sponsored activities.
3. Inadequate fitness level, including injury.
4. Unwillingness or inability to work together with teammates.
5. For ages U13 and older, a lack of technical or tactical ability.

Any decision to reduce playing time, as well as a verbal plan for improvement to reclaim the lost playing time, shall be communicated by the coach to both the player and parent of the player. Players with questions regarding playing time may discuss the same directly with the coach at a time deemed appropriate by the coach. Parents with questions regarding playing time shall follow the *Parent to Coach Communication Policy*.

Player Attendance Policy

Players are expected to regularly attend, and be on time to, club-sponsored activities, including without limitation training sessions, games, events and other team obligations considered mandatory by the coach; however, Sporting Oklahoma acknowledges that certain circumstances may arise which prevent a player from attending or arriving on time to these activities. In such instances, players are required to notify the coach or Team Manager of the absence or delay as far in advance as possible. Poor attendance or punctuality may result in reduced playing time. Prior to reducing playing time, the coach shall consider the age of the player, as well as any other extenuating circumstances which may have resulted in poor attendance or punctuality.

Multi-Sport Participation Policy

Sporting Oklahoma encourages the participants in its programs to participate in multiple sports. It is the policy of the club to be as flexible as possible with players participating in multiple sports. The club shall make a concerted effort to work with other local youth sports organizations to assist in avoiding scheduling conflicts of major club-sponsored events with events hosted by other local youth sports organizations. Players are required to notify the coach or Team Manager, as far in advance as possible, of any absence or delay resulting from the participation of a player in another sport. Sporting Oklahoma shall not penalize any player for playing multiple sports.

Make Up Training Session Policy

Players with routinely poor attendance or punctuality, regardless of the circumstance and including participating in multiple sports, may be required by the coach to make up all or a portion of the training sessions not attended by the player. At the discretion of the coach, attending the training sessions of other teams, training in a private or small group session, participating in a supplementary program of the club or completing an individual training program may be recommended as a suitable make up for missed training sessions. If any such course of action is recommended by the coach as a suitable makeup for missed training sessions and the player does not follow the recommendation of the coach, then the player may be subject to the penalties referenced in the *Playing Time Policy Guidelines* and *Player Attendance Policy*.

Player Position Policy

Players are expected to play the position chosen for them by the coach; however, to further assist players in reaching maximum potential, Sporting Oklahoma encourages coaches to rotate players in the U11 and U12 age divisions into various positions throughout training sessions, games and tournaments. The club also encourages coaches to rotate players in the U13 and U14 age divisions into various positions throughout training sessions so players may better understand the responsibilities of each position on the field. The manner in which the coach rotates players may differ from division to division, game to game or training session to training session. Player rotation shall occur over the course of the season and not necessarily over the course of a single training session, game or tournament.

Player Appearance Policy

Sporting Oklahoma is a professional organization and players are expected to dress appropriately and according to the following guidelines. Under no circumstance shall players be allowed to dress in the apparel of another youth soccer organization while attending club-sponsored activities of any type.

Arrival, Pregame and Warm Up:

Sporting Oklahoma Pregame / Warm Up Jersey
If below 60°F, Sporting Oklahoma Warm Up Jacket
If below 50°F, Sporting Oklahoma Warm Up Pant
Applicable Home or Away Uniform

Home Uniform:

Home Jersey
Home Shorts
Home Socks

Away Uniform:

Away Jersey
Away Shorts
Away Socks

Postgame or Spectating:

Sporting Oklahoma Pregame / Warm Up Jersey
If below 60°F, Sporting Oklahoma Warm Up Jacket
If below 50°F, Sporting Oklahoma Warm Up Pant

Training Session:

Training Jersey
Training Shorts
Training Socks

Goalkeepers shall follow the *Arrival, Pregame and Warm Up*, as well as the *Postgame or Spectating* guidelines, but shall otherwise wear their respective home, away or alternate goalkeeping uniforms as identified by the coach.

Player Release Policy

Upon placement and registration in the Competitive Program of Sporting Oklahoma, a player is considered to have committed to a team or teams within the club and is obligated financially to the club for the entire season, which shall run from August 1st of the current year to July 31st of the following year. Sporting Oklahoma shall not consider a request for a player release from the Competitive Program at any point during the season, unless the annual financial obligation of the player has been met in its entirety and permission has been given by the Director of Coaching and the President. In certain circumstances, a player may also be asked to pay coach expenses, fees or other costs, estimated or actual, shared with the team prior to being granted a release from the club. Players receiving any form of financial assistance shall not be released during the season unless the annual financial obligation of the player has been met in its entirety, including any portion of granted assistance.

FINANCIAL POLICIES

Competitive Program Annual Dues Policy

Sporting Oklahoma requires participants of its Competitive Program to pay annual dues to offset the costs of the program. Dues may be paid annually, bi-annually or monthly over a ten (10) month period from August to May, due on the first day of each month. If a player from outside of the club registers in the Competitive Program at any mid-point of the season, then the player shall be responsible for paying the portion of the annual dues owed, prorated to the fraction of the season remaining at the time the player registers in the Competitive Program.

Financial Assistance with Club Dues

A limited number of scholarships are available to help cover the cost of Competitive Program annual dues for players who are able to demonstrate a financial need. Scholarships are awarded on a full or partial basis. Players seeking financial assistance are required to complete a Scholarship Application Form.

Payment In-Kind

In certain situations, Sporting Oklahoma may approve the use of a good or service as payment toward Competitive Program annual dues. Such an arrangement must be approved by the President. Consideration for approval shall include a demonstrated financial need for the player and a recognized financial benefit to the club. A Scholarship Application Form and contract for payment in-kind must be completed prior to approval of such an arrangement.

Outstanding Dues or Fees

Any player participating in the Competitive Program may be suspended from all club-sponsored activities and may not be allowed to participate in training sessions, games or other activities if an annual, bi-annual or monthly payment of dues is more than fifteen (15) days past due.

Coach Expense Reimbursement Policy

Certain expenses, incurred by a coach, related to the cost of travel outside of the Greater Oklahoma City Metropolitan Area for any game, tournament, event or other club-related team activity shall be the responsibility of the team or teams for which the coach is traveling. Sporting Oklahoma encourages teams to calculate and pay the expenses expected to be incurred by the coach prior to travel. If the coach is traveling for more than one team, than all teams for which the coach is traveling shall share in the expenses of the coach proportionately. To avoid placing an unreasonable or excessive financial burden on the team, Sporting Oklahoma has established the following *Coach Expense Reimbursement Guidelines*.

Lodging Expense. Each team shall be responsible for its proportionate share of any lodging for activities requiring an overnight stay by a coach. Such rooms shall be limited to a standard king or double queen room. If possible, Team Travel Coordinators and Team Managers shall try to secure a complimentary or discounted room for the coach.

Meals and Incidental Expenses. Each team shall be responsible for its proportionate share of a per diem rate owed to each coach for meals and incidental expenses. The per diem rate for meals and incidental expenses shall be \$45; however, if a coach does not begin travel to the destination prior to 1:00PM, then the per diem rate for meals and incidental expenses for the day shall be \$25. Similarly, if a coach arrives home from the destination prior to 1:00PM, then the per diem rate for meals and incidental expenses for the day shall be \$20.00. Meals and incidental expenses per diem rates shall only be paid for days either requiring, or immediately following, an overnight stay.

Automobile Expense. Each team shall be responsible for its proportionate share of a mileage per diem rate owed to each coach to cover the cost of operating their automobile for the purpose of travel outside of the Greater Oklahoma City Metropolitan Area. The per mile cost of operating the automobile shall be based on the annual Standard Mileage Rate as established by the Internal Revenue Service each calendar year. As applicable, distances shall be calculated using the home address of the coach, facility address at which the activity is scheduled, address of the location at which the coach is lodging and/or the address of any other relevant and reasonable destination. If travel requires the rental of an automobile, then each team shall be responsible for its proportionate share of the rental fee, equal to the cost of a standard-size automobile; however, a team or teams shall not be subject to any mileage per diem rate for any travel in a rented automobile.

The preceding are guidelines and shall be treated as such, implying any or all of them may need to be adapted based on a specific situation or circumstance; however, in general, no team shall incur expenses that greatly exceed the guidelines. Additionally, Sporting Oklahoma encourages its coaches to assist in alleviating some of the financial burden associated with expense reimbursement related to travel by working with other coaches to share transportation and lodging, if necessary.

Team Accounting Policy

Each team formed as part of the Competitive Program is required to maintain a team bank account at the bank of their choice. The Team Treasurer, Team Manager and/or Team Travel Coordinator shall be listed as authorized signers on the account. The Team Treasurer shall use the team and player account template provided by Sporting Oklahoma to track the finances of the team. The following standards are intended to assist the Team Treasurer in their duties managing team finances.

Bank Account. The Team Treasurer shall setup a single checking account, which shall be separate of any personal checking account and used to manage both the team and player accounts of each Competitive Program team. Subaccounts for unrestricted, restricted and player funds shall be maintained as part of the larger account and other such subaccounts may be established as needed; however, each team shall maintain only a single checking account.

Account Name. The account name to be printed on checks shall be consistent with the *Naming Standard Policy* for competitive teams. Accounts shall be named with an abbreviated form of Sporting Oklahoma, "Sporting OK", followed by the birth year, gender and team designation (Ex: Sporting OK 2010 Boys Blue).

Confidentiality. The Team Treasurer shall keep *ALL* financial information confidential. Team Treasurers may not discuss the financial affairs of any player, parent or other family member of the player, with the coach, Team Manager or any other individual, without the express written consent of the parent of the player.

Records. The Team Treasurer shall keep accurate records of all team transactions using the template, standards and guidelines provided by Sporting Oklahoma.

Ownership of Records. The records maintained by the Team Treasurer detailing the financial transactions of a team shall be considered the property of Sporting Oklahoma and, therefore, subject to review by the club.

Account Reconciliation. The Team Treasurer shall reconcile the team bank account on a monthly basis.

Minimum Balance. Sporting Oklahoma encourages teams to have a \$750.00 minimum account balance to avoid complications from any unforeseen expenses which may arise. Additionally, the club encourages each player to have a \$50.00 minimum account balance to avoid complications from any unforeseen expenses which may arise.

Annual Budget. The Team Treasurer is encouraged to work with Coaches, Team Managers and Team Travel Coordinators to create an annual budget for each team, so that fundraising targets may be set as early as possible. It shall be the goal of each team to carry over to the next season no more than \$2,500.00 in the team account and no more than \$250.00 in any player account. Fundraising efforts shall be based on the annual budget and attempt to raise no more funds than required to cover costs outlined in the budget.

Restricted Funds Subaccounts. All donations made to the team shall be classified either as restricted or unrestricted funds. Those funds that are restricted shall be designated as either temporarily or permanently restricted, tracked in separate subaccounts and used only pursuant to the stipulations placed upon them.

Unrestricted Funds Subaccount. All donations made to the team shall be classified either as restricted or unrestricted funds. Unrestricted funds shall be tracked in a separate subaccount and shall be available for use at the discretion of the team, subject to the *Fundraising Policy*.

Player Account Subaccounts. Each player shall have a dedicated player account subaccount. All donations received through individual fundraising efforts performed as a representative of Sporting Oklahoma shall be credited to the respective subaccount of each player accordingly; however, the funds raised as a representative of Sporting Oklahoma shall remain in the subaccount to be drawn against as needed, subject to the standards, guidelines and policies of the *Team Accounting Policy*. Any payments made by a player or private donations made to a player shall be credited to the subaccount of each player accordingly and reflected on the Statement of Player Account. If a private donation to a player has restrictions associated with it, then it shall be tracked as a restricted fund of the player for which it was intended and reflected as such on the Player Account Summary. Players may withdrawal cash against donations received through individual fundraising efforts performed as a representative of Oklahoma Celtic, subject to the *Fundraising Policy*.

Guest Player Account Subaccounts. “Guest players” required to pay a portion of any coach expense, fee or other cost related to an event are not required to have a player subaccount or be considered a member of the team for accounting purposes; however, guest players are expected to share proportionately in any cost incurred by the team for any activity in which the guest player is a participant and an expense, fee or other cost is incurred. At the discretion of the Team Treasurer, a player subaccount may be created for a guest player; however, the guest player shall not be subject to, nor benefit from, any *Team Accounting Policy*, guideline or standard.

Priority for Utilization of Funds. Any withdrawal, expenditure or disbursement shall be made from the appropriate subaccount. Any improper withdrawal, expenditure or disbursement from the incorrect subaccount may be subject to reimbursement. The Team Treasurer shall utilize the funds appropriately, and as needed, from the account with the following priority:

1. Restricted Team Funds
2. Unrestricted Team Funds
3. Individual Fundraiser Funds
4. Restricted Private Donations
5. Unrestricted Private Donations
6. Player Payments

Statement of Player Account. Sporting Oklahoma encourages the Team Treasurer to provide a monthly Statement of Player Account for each player, but requires the Team Treasurer to provide a Statement of Player Account for each player no less than bi-annually, on December 1 and June 1, or as requested.

Delinquent Payments to the Team. From time to time, a player may become delinquent on payments due to the Team Treasurer; however, the Team Treasurer is not expected to act as a collection agency on behalf of the team. Instead, if a player is delinquent on payments due to the Team Treasurer and reasonable efforts to collect such payments have been unsuccessful, then the club shall assist the Team Treasurer in the collection effort. In an effort to collect the delinquent payments, the club may impose penalties on the player, including without limitation, suspension from training sessions, games or other club-sponsored activities until the account in question has been returned to good standing. Any Team Treasurer seeking assistance from the club in these matters shall contact the Registrar.

Delinquent Payments to the Club. The Team Treasurer is responsible for making timely payments to Sporting Oklahoma for any cost or fee, including without limitation field usage fees, facility and equipment fees or coach expenses, which may be billed to a team. Any team delinquent in any such payment due may incur penalties, deemed appropriate by the club, until payment is made.

Player Movement. If intraclub player movement occurs either preseason, midseason or postseason, the balance of the respective player account shall be transferred to a new player account for the team on which the player will be rostered.

Player Account Refund. If a player departs the club, regardless of circumstance, at the request of the player a refund of the funds in the player account shall be given to the player, only if the player is in good standing with both the team and club; however, any portion of the player account attributable to fundraising efforts relating exclusively to Sporting Oklahoma sponsored activities shall not be refunded and shall instead be credited accordingly to either the unrestricted or restricted funds subaccount of the team account. If any outstanding amount is owed by the player to either the club or team, then the player shall not be given a refund until the remaining balance of the account is first applied toward payment of any outstanding club dues or fees and then toward payment of any outstanding amount owed to the team. Any funds remaining in a player account thirty (30) or more days after a player departs the club shall be first applied toward payment of any outstanding club dues or fees and then toward payment of any outstanding amount owed to the team, with any remaining amount being credited accordingly to either the unrestricted or restricted funds subaccount of the team account.

Final Accounting. Upon completion of the season, the Team Treasurer shall prepare a final accounting for the team, collect any amounts due, pay any outstanding balances and provide each player a final Statement of Player Account. Upon completion of those items, the Team Treasurer shall close out the records for the current season and create a new record for the upcoming season. After closing out the records for the current season, the Team Treasurer shall forward the Account Summary, provided in the template used for recordkeeping, for the prior season to the President. If the individual currently serving as Team Treasurer will not be returning to the same role the following season, then the team bank account shall be transferred to the individual designated as Team Treasurer for the following season. Any funds remaining in the team account shall be carried forward to the new record. Any funds remaining in a player account shall be carried forward to the new record, subject to the *Player Movement* and *Player Account Refund* standards.

Final Accounting for Dissolved Teams. Upon dissolution of a Competitive Program team, the Team Treasurer shall prepare a final accounting for the team, collect any amounts due, pay any outstanding balances and donate the remaining funds, in their entirety, to a team or teams participating in the Competitive Program of Sporting Oklahoma. Donations are subject to the approval of the President and the Competitive Program Coordinator.

Competitive Team Fundraising Policy

Sporting Oklahoma encourages fundraising activities to help promote team-building, as well as offset the cost of travel, equipment, fees and dues associated with the Competitive Program. The following policies, guidelines and standards are intended to guide each team in their fundraising efforts.

Approval of Fundraising Activities. All fundraising efforts must be approved by the Fundraising Committee of the Advisory Board and President in order to ensure fundraising efforts do not violate any existing agreements the club may have with any existing or potential affiliate, partner or sponsor. Players and/or teams are required to fill out a Fundraising Event Form (*Schedule "E"*) or submit the required information to the Fundraising Committee of the Advisory Board at least two (2) weeks in advance of the event. The fundraising event shall not be advertised prior to approval by the Fundraising Committee of the Advisory Board.

Commencement of Fundraising. Fundraising efforts for the upcoming season shall not commence until the end of season Account Summary has been submitted to the President. In some instances, teams may be granted permission to begin fundraising for the upcoming season during the current season. Such permission must be granted by the Fundraising Committee of the Advisory Board and President.

Classification of Funds. Donations made to team accounts must be classified as one of the following:

Unrestricted Team Funds. Funds donated or collected, for the benefit of a team, which carry no stipulation regarding the use of the funds shall be considered Unrestricted Team Funds. Unrestricted Team Funds may be used for any *Eligible Team Expense*.

Temporarily Restricted Team Funds. Funds donated or collected, for the benefit of a team, which carry a period-based stipulation regarding the use of the funds shall be considered Temporarily Restricted Team Funds. Such a restriction may include a condition to be satisfied in the future, a condition to be satisfied within a certain time period or a condition that exists only for a certain time period before the funds become unrestricted. Temporarily Restricted Team Funds may be used for any *Eligible Team Expense*, subject to the restriction placed on the funds.

Permanently Restricted Team Funds. Funds donated or collected, for the benefit of a team, which carry a stipulation, indefinitely, regarding the use of the funds shall be considered Restricted Team Funds. Permanently Restricted Team Funds may be used for any *Eligible Team Expense*, subject to the restriction placed on the funds.

Unrestricted Player Funds. Funds donated or collected, for the benefit of a player, which carry no stipulation regarding the use of the funds shall be considered Unrestricted Player Funds. Deposits made to player accounts for the purpose of paying costs incurred by the team shall be considered unrestricted player funds. Unrestricted Player Funds may be used for any *Eligible Player Expense*.

Temporarily Restricted Player Funds. Funds donated or collected, for the benefit of a player, which carry a period-based stipulation regarding the use of the funds shall be considered Temporarily Restricted Player Funds. Such a restriction may include a condition to be satisfied in the future, a condition to be satisfied within a certain time period or a condition that exists only for a certain time period before the funds become unrestricted. Temporarily Restricted Player Funds may be used for any *Eligible Player Expense*, subject to the restriction placed on the funds.

Permanently Restricted Player Funds. Funds donated or collected, for the benefit of a player, which carry a stipulation, indefinitely, regarding the use of the funds shall be considered Restricted Team Funds. Permanently Restricted Team Funds may be used for any *Eligible Player Expense*, subject to the restriction placed on the funds.

Eligible Team Expenses. Unless otherwise stipulated at the time such funds were donated or collected, any Funds donated or collected, for the benefit of a team, may be used to help offset the cost of the following:

Team Activities. Funds may be used to finance team activities, including without limitation team meals, team-building activities and team parties.

Team Fees. Funds may be used to offset or cover the cost of various fees charged to the team, including without limitation, tournament or other event registration, field usage, facility and equipment fees or any other such fee; however, team funds may not be used to pay player registration fees.

Competitive Player Kit. Funds may be used to purchase or reimburse players for the cost of all or a portion of the cost of competitive player kits for the team. All players shall be reimbursed an equal amount unless otherwise approved by a vote of two-thirds (2/3) or more of the team.

Equipment. Funds may be used to purchase equipment utilized by the entire team, including without limitation, training equipment, benches and canopies.

Coach Expense Reimbursement. Funds may be used to reimburse a coach as outlined in the *Coach Expense Reimbursement Policy*.

Player Travel Expense Reimbursement. Funds may be used to reimburse certain expenses, incurred by players, related to the cost of travel outside of the Greater Oklahoma City Metropolitan Area for any game, tournament, event or other club-related team activity. Any such reimbursement must be reasonable, to the benefit of the team and approved by a vote of two-thirds (2/3) or more of the team.

Miscellaneous Expenses. Funds may be used to offset or cover the cost of miscellaneous expenses incurred by the team; however, any such use of funds must be approved by a vote of two-thirds (2/3) or more of the team.

Eligible Player Expenses. Unless otherwise stipulated at the time such funds were donated or collected, any funds donated or collected, for the benefit of a player, may be used to help offset the cost of the following:

Team Activities. Funds may be used to offset a player's proportionate share of any team activities, including without limitation team meals, team-building activities and team parties.

Team Fees. Funds may be used to offset or cover a player's proportionate share of various fees charged to the team, including without limitation, tournament or other event registration, field usage, facility and equipment or any other such fee; however, player funds may not be used to pay player registration fees.

Competitive Player Kits. Funds may be used to purchase, or offset a portion of the cost of, competitive player kits.

Equipment. Funds may be used to cover a player's proportionate share of the purchase of any equipment utilized by the entire team, including without limitation, training equipment, benches and canopies.

Coach Expense Reimbursement. Funds may be used to pay a player's proportionate share of any reimbursement of a coach as outlined in the *Coach Expense Reimbursement Policy*.

Player Travel Expense Reimbursement. Funds may be used to cover certain expenses, incurred by players, related to the cost of travel outside of the Greater Oklahoma City Metropolitan Area for any game, tournament, event or other club-related team activity. Any such reimbursement may only occur if the player is in good standing with the club, as well as the team, and a receipt is provided for each expense for which the player is seeking reimbursement.

COACH AND COACHING POLICIES

Coach Placement Policy

The Director of Coaching, in coordination with the Competitive Program Director, shall be responsible for assigning coaches to all Sporting Oklahoma Competitive Program teams.

Tenure of Coach with Team

It is the goal of Sporting Oklahoma to place a coach with a team for two (2) consecutive seasons. The club believes exposure to different coaches and coaching styles is key to maximizing the potential of each player. Along with new coaches or coaching styles often comes new challenges and goals for each player.

Role of Coaches

Sporting Oklahoma believes every coach has a considerable impact on the overall development of the player, as well as the success of the team. Players look to coaches for leadership and guidance, which makes the role of the coach critical in the development of the player both on and off the field. Commitment, leadership, teamwork, perseverance and sportsmanship are lifelong values players should learn from Sporting Oklahoma coaches. The conduct of coaches shall be in harmony with the mission, vision and core values of the club, as well as consistent with the Code of Conduct and Code of Ethics established by the club for coaches.

Responsibilities of Coaches

Sporting Oklahoma Competitive Program coaches are expected to adhere to the policies and procedures of the club. The Director of Coaching, in coordination with the Competitive Program Director, shall determine the specific responsibilities of each coach from season to season. In addition to the aforementioned, Competitive Program coaches shall, at a minimum, be expected to (i) conduct the appropriate number of routine training sessions and scrimmages to effectively prepare teams for all forms of competition, (ii) analyze the performance of both the players and team for the purpose of providing constructive feedback, (iii) provide encouragement to players and foster an environment of personal growth, (iv) properly maintain and return all equipment purchased by the club and provided for use by the team, (v) take the appropriate steps to ensure player safety and minimize risk, (vi) assist Team Managers in the management of the affairs of the team, (vii) communicate with parents consistently, clearly, professionally and timely, (viii) attend all staff meetings scheduled by the Director of Coaching or President, (xi) adhere to the curriculum, culture and philosophy established by the club and (x) follow the Code of Conduct and Code of Ethics for Coaching at all times.

Code of Ethics for Coaching

Sporting Oklahoma has established a Code of Ethics for Coaching intended to clarify and distinguish approved and accepted professional, ethical and moral behavior from that which is detrimental to the mission, vision and values of the club. All Competitive Program coaches are required to agree to the code of ethics prior to being assigned a team. See Schedule "I" for the Sporting Oklahoma *Code of Ethics for Coaching*.

Preseason Parent Meeting

Sporting Oklahoma Competitive Program coaches shall have a coach-parent meeting within fifteen (15) days of the formation of the team slated to compete in the upcoming season. All parents are encouraged to attend, but players need not attend. Additional coach-parent meetings shall be scheduled accordingly. The purpose of this meeting shall be to communicate club and coach philosophies as they relate to the players individually and team as a whole, to establish expectations for parent and spectator conduct, provide scheduling information, structure and important dates for the upcoming season, outline player and team goals, discuss player commitment expectations and any other item a coach or parent may need to address.

Player Evaluation and Development Meetings

Sporting Oklahoma Competitive Program coaches shall meet with players and provide a formal evaluation and plan of development two (2) times per season. Meetings shall occur mid-season and post season. These meetings are intended to provide the player with an assessment of their progress to date, as well as a development plan focused on the future growth of the player.

Parent to Coach Communication Policy

Parents and coaches need time to reflect and process player performances and in-game decisions following a game. For this reason, Sporting Oklahoma has a mandatory twenty-four (24) hour zero communication policy between parents and coaches regarding any issues or concerns parents may have related to a game. Parents are asked to refrain from approaching coaches or communicating via email, phone or other device for at least twenty-four (24) hours. Additionally, parents are asked to avoid approaching coaches prior to, during the course of, or immediately after training sessions unless a meeting has been setup in advance with the coach. Coaches must be allowed to properly prepare for or reflect upon training sessions.

Coach to Parent Communication Policy

Sporting Oklahoma Competitive Program coaches shall make themselves readily available to parents, provide parents with a preferable form of communication and communicate clearly and professionally with parents. Coaches shall ensure parents are notified of schedule changes or any other essential information in a timely manner. If a coach chooses to communicate with the team through a Team Manager, then it is the responsibility of the coach to ensure the Team Manager is communicating with the team in a timely manner.

Game Misconduct Policy

Any Competitive Program coach who receives a red card or is ejected from any game shall be subject to a one (1) game suspension for the next scheduled game, whether it be a friendly, league or tournament game. Any coach who receives two (2) red cards within the same season shall be subject to up to a two (2) game suspension for the next two (2) scheduled games. Any coach who receives three (3) red cards within the same season must appear before the Disciplinary Committee of the Advisory Board, at which point the committee may impose a disciplinary action, the severity of which shall be no less than a five (5) game suspension, but shall not exceed temporary debarment from the club for the remainder of the season.

Licensing Reimbursement Policy

Sporting Oklahoma believes the primary factor in player development is the standard of coaching. For this reason, this policy has been established to encourage Sporting Oklahoma Competitive Program coaches to pursue continuing education and further their professional licensing level. To this end, the club shall reimburse Sporting Oklahoma Competitive Program coaches for any approved associated coursework or training for coaches pursuing a USSF C license or higher. Reimbursement shall occur upon receipt of proof of payment for the course and a copy of the certificate or license achieved.

SELECT DEFINITIONS

The following select definitions are intended to assist in understanding select terms and concepts for the purpose of interpreting and evaluating the policies, procedures, rules and regulations herein. Without limiting the generality of the policies, procedures, rules and regulations herein, the masculine gender includes the feminine and neuter, the singular number includes the plural and the plural number includes the singular and “in writing” may include an electronic transmission.

Administration. As referenced herein, “Administration” shall include, collectively, all members of leadership responsible for the day-to-day operation of Sporting Oklahoma.

Age Division. As referenced herein, age divisions shall be defined as follows:

U4 Division. Players considered eligible to participate in this division shall not reach the age of four (4) on or before December 31st of the Seasonal Year in which they are to be registered.

U5 Division. Players considered eligible to participate in this division shall not reach the age of five (5) on or before December 31st of the Seasonal Year in which they are to be registered.

U6 Division. Players considered eligible to participate in this division shall not reach the age of six (6) on or before December 31st of the Seasonal Year in which they are to be registered.

U7 Division. Players considered eligible to participate in this division shall not reach the age of seven (7) on or before December 31st of the Seasonal Year in which they are to be registered.

U8 Division. Players considered eligible to participate in this division shall not reach the age of eight (8) on or before December 31st of the Seasonal Year in which they are to be registered.

U9 Division. Players considered eligible to participate in this division shall not reach the age of nine (9) on or before December 31st of the Seasonal Year in which they are to be registered.

U10 Division. Players considered eligible to participate in this division shall not reach the age of ten (10) on or before December 31st of the Seasonal Year in which they are to be registered.

U11 Division. Players considered eligible to participate in this division shall not reach the age of eleven (11) on or before December 31st of the Seasonal Year in which they are to be registered.

U12 Division. Players considered eligible to participate in this division shall not reach the age of twelve (12) on or before December 31st of the Seasonal Year in which they are to be registered.

U13 Division. Players considered eligible to participate in this division shall not reach the age of thirteen (13) on or before December 31st of the Seasonal Year in which they are to be registered.

U14 Division. Players considered eligible to participate in this division shall not reach the age of fourteen (14) on or before December 31st of the Seasonal Year in which they are to be registered.

U15 Division. Players considered eligible to participate in this division shall not reach the age of fifteen (15) on or before December 31st of the Seasonal Year in which they are to be registered.

U16 Division. Players considered eligible to participate in this division shall not reach the age of sixteen (16) on or before December 31st of the Seasonal Year in which they are to be registered.

U17 Division. Players considered eligible to participate in this division shall not reach the age of seventeen (17) on or before December 31st of the Seasonal Year in which they are to be registered.

U18 Division. Players considered eligible to participate in this division shall not reach the age of eighteen (18) on or before December 31st of the Seasonal Year in which they are to be registered.

U19 Division. Players considered eligible to participate in this division shall not reach the age of nineteen (19) on or before December 31st of the Seasonal Year in which they are to be registered.

Covered Personnel. As referenced herein, “Covered Personnel” shall include any adult individual authorized, approved or appointed to have regular contact with, or influence over, minors participating in the programs of Sporting Oklahoma, including without limitation, volunteer coaches, staff coaches, club administrators, team leadership, sports medicine professionals, health care professionals, athletic trainers, referees, referee assignors and any individual traveling as part of a team delegation, as well as members of the Advisory Board, Advisory Board Committees and Board of Directors. Additionally, all amateur athletes, referees and coaches who are minors participating in the programs of Sporting Oklahoma shall be considered “Covered Personnel”.

Family. As referenced herein, “family” shall include any sibling, parent, grandparent or other family member related by blood or marriage to any individual participating in the programs of Sporting Oklahoma. Family shall be subject to the rules, regulations, policies and procedures of the club.

Member. As referenced herein, from time-to-time, the term “member” is intended to characterize a person, or persons, involvement or association with the organization of Sporting Oklahoma and under no circumstance is such a term to be construed as implying ownership or possession, of any kind, of Sporting Oklahoma. In this context, from time-to-time, “member” may include participants registered in the programs of Sporting Oklahoma, along with their respective family and/or spectators, as well as Sporting Oklahoma Staff.

Seasonal Year. The twelve-month period beginning August 1st and ending July 31st.

Spectators. As referenced herein, “spectators” shall include any guest, family or other individual attending any game, event or activity sponsored by Sporting Oklahoma. Spectators shall be subject to the rules, regulations, policies and procedures of the club.

Mandatory Reporter. As referenced herein, “Mandatory Reporter” shall include all persons, including without limitation all Covered Personnel, as defined herein, and any adult who is authorized, by a national governing body, a member of a national governing body, or an amateur sports organization that participates in interstate or international amateur athletic competition, to interact with a minor or amateur athlete at an amateur sport organization facility or at any event sanctioned by a national governing body, a member of a national governing body, or such an amateur sports organization.

SOK. Sporting Oklahoma; also referred to herein as “organization”, “club”, “Sporting” and/or “Sporting OK”.

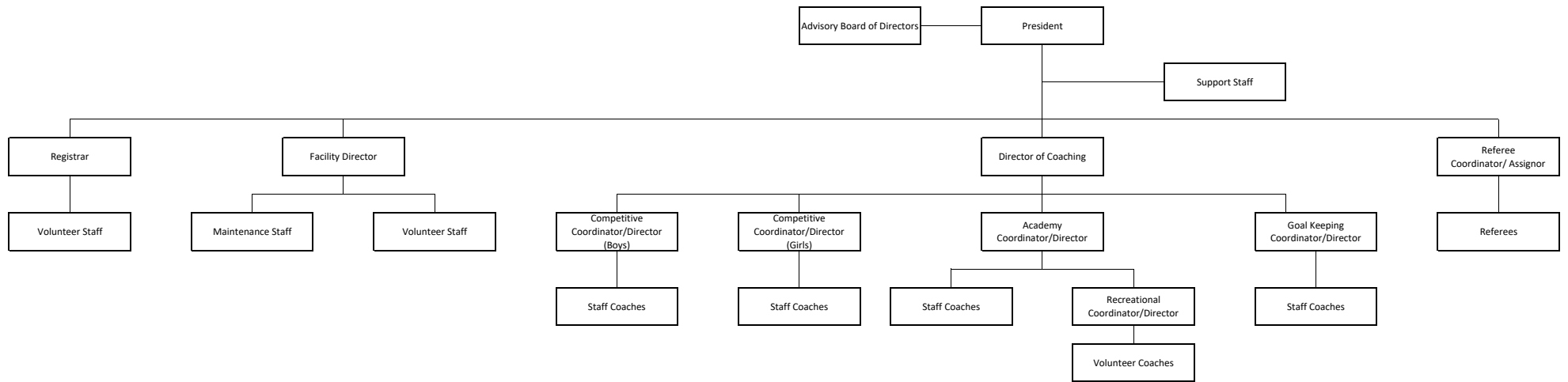
Other Persons. As referenced herein, “Other Persons” shall include every person who has reason to believe that a child is a victim of abuse or neglect.

Parent. As referenced herein, “parent” shall include the mother, father or legal guardian(s) of any individual participating in the programs of Sporting Oklahoma.

Player. Any amateur individual participating in the programs of Sporting Oklahoma who will not reach the age of nineteen (19) on or before December 31st of the Seasonal Year in which the individual is to be registered.

Team. As referenced herein, “team” shall be a group of players formed for the purpose of participating in the programs of Sporting Oklahoma.

Organizational Structure Chart



ABBREVIATED ORGANIZATIONAL ROLE RESPONSIBILITIES

President of the Organization. The President of the Organization shall oversee the day-to-day operations of the organization and work with the Advisory Board to develop, maintain and implement the strategic and operational plans necessary to accomplish the long-term missions and objectives of the organization. The President shall attend and participate in all meetings of the Advisory Board.

Director of Coaching. The Director of Coaching shall be responsible for creating a culture encouraging growth and development of players and coaches. It shall be the duty of the Director of Coaching to establish and implement a methodology of training, philosophy of play, and strategic plan for the recruitment, assignment and development of coaching staff. The President shall be the immediate supervisor of the Director of Coaching. The Director of Coaching shall attend and participate in all meetings of the Advisory Board, with the exception of any Executive Session.

Registrar. The Registrar shall maintain complete registration records pursuant to the rules, regulations, policies and procedures of the organization, as well as any organization with which the organization is affiliated or associated. The President shall be the immediate supervisor of the Registrar. At the request of the President, the Registrar shall attend and participate in meetings of the Advisory Board.

Director of Goalkeeping. The Director of Goalkeeping shall be responsible for the development and evaluation of goalkeepers. It shall be the duty of the Director of Goalkeeping to devise, implement and evaluate a training program for all goalkeepers, as well as to develop a long-term strategy to ensure the successful recruitment and development of goalkeepers. The Director of Coaching shall be the immediate supervisor of the Director of Goalkeeping. At the request of the President, the Director of Goalkeeping shall attend and participate in meetings of the Advisory Board.

Competitive Program Coordinator. The Competitive Program Coordinator shall be responsible for coordinating with the various league administrators and directors of the leagues in which the organization's competitive teams age U11-U19 play. It shall be the duty of the Competitive Program Coordinator to act as a liaison between league administrators and the Organization regarding scheduling, programming and events. The Director of Coaching shall be the immediate supervisor of the Competitive Program Coordinator, who shall occupy the position of Staff Coach concurrently. At the request of the President, the Competitive Program Coordinator shall attend and participate in meetings of the Advisory Board.

Academy Program Coordinator. The Academy Program Coordinator shall be responsible for all aspects of the U7-U10 academy programming. Under the supervision of the Director of Coaching, it shall be the duty of the Academy Program Coordinator to assist in planning, implementing and evaluating training programs designed to develop the technical, tactical, physical and psychological skills necessary for U7-U10 players to succeed at the next level. The Academy Program Coordinator shall be responsible for scheduling, parent education and assisting the Director of Coaching in promoting the organization's methodology of training, philosophy of play, mission, vision and core values. The Director of Coaching shall be the immediate supervisor of the Academy Program Coordinator, who shall occupy the position of Staff Coach concurrently. At the request of the President, the Academy Program Coordinator shall attend and participate in meetings of the Advisory Board.

Recreational Program Coordinator. The Recreational Program Coordinator shall be responsible for all aspects of the U4-U10 recreational programming. Under the supervision of the Academy Program Director, it shall be the duty of the Recreational Program Coordinator to assist in planning, implementing and evaluating training programs designed to develop the technical, tactical, physical and psychological skills necessary for U4-U10 recreational players to succeed at the next level. The Recreational Program Coordinator shall be responsible for scheduling, parent education and assisting the Academy Program Coordinator in promoting the organization's mission, vision and core values. The Academy Program Coordinator shall be the immediate supervisor of the Recreational Program Coordinator, who shall occupy the position of Staff Coach concurrently. At the request of the President, the Recreational Program Coordinator shall attend and participate in meetings of the Advisory Board.

Staff Coach. The Staff Coach shall be responsible for developing players and teams through routine training sessions emphasizing the methodology of training and philosophy of play established by the Director of Coaching. It shall be the duty of the Staff Coach to ensure the health and safety of each player, while focusing on developing age appropriate technical, tactical, physical and psychological skills and emphasizing the core values of the Organization. The Director of Coaching shall be the immediate supervisor of the Staff Coach.

Referee Coordinator. The Referee Coordinator shall oversee the officiating for all games played within the organization and shall be responsible for the education, training, assessment, qualification records and scheduling of referees of the organization. The President shall be the immediate supervisor of the Referee Coordinator. The Referee Coordinator shall attend and participate in all meetings of the Advisory Board, with the exception of any Executive Session.

Facility Director. The Facility Director shall oversee all aspects of the preparation, maintenance and security of the equipment and facilities of the organization. The President shall be the immediate supervisor of the Facility Director. The Facility Director shall attend and participate in all meetings of the Advisory Board, with the exception of any Executive Session.

Maintenance Staff. Under the supervision of the Facility Director, the Maintenance Staff will prepare and maintain the facility for use, including without limitation, the fields, common areas and structures. It shall be the duty of the Maintenance Staff to ensure safe field conditions for players and spectators. The Facility Director shall be the immediate supervisor of any Maintenance Staff.

PROGRAMMING FEE SCHEDULE

Program Description	Registration Fee (Annual)	Monthly Fee (10 Payments)	Total Player Fee (Annual)
Recreational			
U4 - U5 (Fall)	\$75.00		
U4 - U5 (Spring)	\$75.00		
U6 - U8 (Fall)	\$80.00		
U6 - U8 (Spring)	\$80.00		
U9 - U10 (Fall)	\$85.00		
U9 - U10 (Spring)	\$85.00		
Academy			
U7 - U8	\$145.00	\$85.00	\$995.00
U9 - U10	\$145.00	\$95.00	\$1,095.00
Competitive OPL			
U11 - U12 (All-Inclusive Player Fee w/ 4 Events)	\$175.00	\$150.00	\$1,675.00
U13 - U18/19 (All-Inclusive Player Fee w/ 4 Events)	\$175.00	\$175.00	\$1,925.00
Competitive FCL			
U13 - U18/19 (All-Inclusive Player Fee w/ 4 Events)	\$175.00	\$195.00	\$2,125.00
Goalkeeper Program (8 Sessions)*			
U9 - U10 Recreational (Fall / Spring / Summer)	\$125.00		
U9 - U10 Academy (Fall / Spring)	Included in Dues		
U9 - U10 Academy (Summer)	\$125.00		
U11 - U18/19 Competitive (Fall / Spring)	Included in Dues		
U11 - U18/19 Competitive (Summer)	\$150.00		
Center of Excellence (8 Sessions)*			
U4 - U5 Recreational (Fall / Spring / Summer)	\$100.00		
U6 - U8 Recreational (Fall / Spring / Summer)	\$125.00		
U9 - U10 Recreational (Fall / Spring / Summer)	\$150.00		
U7 - U8 Academy (Fall / Spring / Summer)	\$125.00		
U9 - U10 Academy (Fall / Spring / Summer)	\$150.00		
U11 - U12 Competitive (Fall / Spring / Summer)	\$175.00		
U13 - U18/19 Competitive (Fall / Spring / Summer)	\$200.00		
Skills Clinic (8 Sessions)*			
U4 - U5 Recreational (Fall / Spring / Summer)	\$100.00		
U6 - U8 Recreational (Fall / Spring / Summer)	\$125.00		
U9 - U10 Recreational (Fall / Spring / Summer)	\$150.00		
U7 - U8 Academy (Fall / Spring)	Included in Dues		
U7 - U8 Academy (Summer)	\$125.00		
U9 - U10 Academy (Fall / Spring)	Included in Dues		
U9 - U10 Academy (Summer)	\$150.00		
U11 - U12 Competitive (Fall / Spring)	Included in Dues		
U11 - U12 Competitive (Summer)	\$150.00		
Speed, Agility & Strength (10 Sessions)*			
U4 - U8 Recreation (Fall / Spring / Summer)	\$100.00		
U9 - U10 Recreation (Fall / Spring / Summer)	\$125.00		
U7 - U8 Academy (Fall / Spring / Summer)	\$100.00		
U9 - U10 Academy (Fall / Spring / Summer)	\$125.00		
U11 - U12 Competitive (Fall / Spring / Summer)	\$125.00		
U13 - U18/19 Competitive (Fall / Spring / Summer)	\$150.00		
*Sessions will be offered at a separate cost for each season (fall, spring or summer).			

Program Description	Registration Fee (Annual)	Monthly Fee (10 Payments)	Total Player Fee (Annual)
Training Camp			
Camp 1 (<i>Juniors Camp</i>)			
U4 - U5 Recreational	\$75.00		
U6 - U8 Recreational / Academy	\$85.00		
U9 - U10 Recreational / Academy	\$95.00		
Camp 2 (<i>Academy Camp</i>)			
U7 - U8 Academy	\$95.00		
U9 - U10 Academy	\$115.00		
Camp 3 (<i>Competitive Camp</i>)			
U11 - U12 Competitive	\$135.00		
U13 - U15 Competitive	\$155.00		
U16 - U18/19 Competitive	\$175.00		
Camp 4 (<i>Mini-Camp</i>)			
U7 - U10 Academy	\$95.00		
U11 - U18/19 Competitive	\$95.00		
Mental Training Program			
U13 - U18/19 Competitive (<i>Fall / Spring / Summer</i>)	Included in Dues		
Adult Recreational Program			
19 & Up (<i>Fall</i>)	\$85.00		
19 & Up (<i>Spring</i>)	\$85.00		
Tournaments and Festivals			
<i>To Be Determined</i>			
International/Domestic Pro Training Camp			
<i>To Be Determined</i>			



FUNDRAISING EVENT FORM

Individuals must be granted approval by the Fundraising Committee of the Advisory Board prior to holding a fundraising event or engaging in any fundraising activity. All Fundraising Event Forms shall be reviewed for approval at the monthly meetings of the Fundraising Committee of the Advisory Board, as well as by the Director of Operations upon approval by the Fundraising Committee. Please submit this form to Fundraising@SportingOK.com, no less than two (2) weeks prior to the proposed start date of the activity or event. No proposed fundraising activity or event shall be advertised or promoted, nor shall any advertising or promotional material be utilized, prior to approval.

Fundraising Coordinator Contact Information

Team: _____ Name: _____
Phone: _____ Address: _____
Email: _____

Proposed Fundraising Activity or Event Information

Title: _____
Start Date: _____ End Date: _____
Time(s): _____ Location: _____

Please provide a brief description of the proposed fundraising activity or event.

Please provide a brief explanation of how the funds will be raised.

Please provide a brief explanation of how the funds will be utilized.

Please briefly describe your target market or audience.

If a raffle will be held as part of this activity, please indicate the total value of the prizes.

Please provide any additional information about your proposed fundraising activity or event.

Financial Information

Approximate Fundraising Goal: \$ _____

Current Team Account Balance: \$ _____

Advertising and Promotional Materials

Please attach any proposed advertising or promotional materials you intend to use to publicize your fundraising activity or event. Should you wish to utilize the club logo or name for your fundraising activity, please attach any proposed designs.

Certification and Signature

By submitting this form, I hereby certify the information provided is true and accurate, to the best of my knowledge. Furthermore, I understand false or misleading information contained herein may result in the cancellation of my proposed fundraising activity or event, should this form be approved.

Signature: _____

Date: _____

Review and Approval

Signature: _____

Date: _____

Chairperson of the Fundraising Committee of the Advisory Board

Signature: _____

Date: _____

Director of Operations

Approval: Yes _____ No _____ If no, explain: _____

DISCIPLINARY COMMITTEE OF THE ADVISORY BOARD GUIDELINES

Purpose. It shall be the responsibility of the Disciplinary Committee to preside over disciplinary hearings involving matters of misconduct, as may be delegated by the President of the Organization, including without limitation, cautions or ejections of players, coaches, spectators or other persons. The Disciplinary Committee shall follow the procedures outlined in these guidelines and recommend to the President of the Organization appropriate disciplinary action against players, coaches, spectators or other persons which may include without limitation, probation, suspension, exclusion, dismissal or debarment from Sporting Oklahoma.

Chairperson. The President-Elect of the Advisory Board shall serve as the Chairperson of the Disciplinary Committee of the Advisory Board.

Members. The Advisory Board President-Elect, Referee Coordinator, Recreational Program Representative, Academy Program Representative, Competitive Program Representative and two (2) other persons appointed by the Chairperson shall serve as members of the Disciplinary Committee of the Advisory Board. For the purpose of any proceedings, the Chairperson shall appoint a member of the Disciplinary Committee to act as Secretary of the committee. The Secretary shall keep and organize minutes for all proceedings of the committee.

Quorum. A simple majority of voting members of the Disciplinary Committee shall constitute a quorum for the transaction of any specified item of business. The members of any committee present at a meeting represented by a quorum may continue to transact business until adjournment, even if the withdrawal of some members of the committee results in a representation of less than a quorum.

Voting. The vote of a majority of the members of the Disciplinary Committee present at a properly called committee meeting at which a quorum is present shall be the act of the committee unless the vote of a greater number is required for a particular matter by the bylaws, rules, regulations, policies or procedures of the club. The Disciplinary Committee shall not have the power to overrule any bylaw, rule, regulation, policy or procedure of the club.

Conflict of Interest and Recusal. Any member of the Disciplinary Committee shall disclose any conflict personal in nature and recuse themselves from any procedure related to any such matter. For the purpose of this provision, "personal in nature" shall include, without limitation, any matter directly or indirectly involving a (i) family member related by blood, marriage or adoption, (ii) member of the club for which the member of the Disciplinary Committee is the legal guardian or (iii) member of the club for which the member of the Disciplinary Committee is listed as the primary contact on the registration of said member of the club.

Notice. Upon receipt of a written request for a hearing before the Disciplinary Committee of the Advisory Board as outlined in the *Conflict Resolution Policy*, the Chairperson of the committee shall set the earliest available date in which a quorum of the committee members may be present for the hearing. The Chairperson shall notify the individuals involved of the date, time and location of the hearing. Should an individual be called before the committee under the *Disciplinary and Misconduct Procedure Policy*, then the Chairperson shall set the earliest available date in which a quorum of the committee members may be present for the hearing, as well as any member of the Sporting Oklahoma staff who may need to be present for the hearing. The Chairperson shall notify the individuals involved of the date, time and location of the hearing.

Procedure. If the Chairperson so chooses, proceedings of the Disciplinary Committee may be conducted according to the parliamentary rules set forth in *Robert's Rules of Order Newly Revised*. The order of business before the committee shall be as follows:

1. Reading of the Sporting Oklahoma Mission, Vision and Core Values by the Chairperson.
2. Statement of the order of business before the committee by the Chairperson (Items 3 through 8).
3. *Reason for Hearing.* Prior to testimony, the Chairperson shall briefly state the reason for the hearing.
4. *Testimony.* If an individual has requested a hearing before the committee due to an unresolved grievance, then that individual shall present first, in the following order: Opening Statement, Presentation of Evidence, Closing Statement. The other party to the unresolved grievance shall present second, in the following order: Opening Statement, Presentation of Evidence, Closing Statement. If an individual is appearing before the committee as a result of the *Disciplinary and Misconduct Procedure Policy*, then that individual shall present in the following order: Opening Statement, Presentation of Evidence, Closing Statement.
5. *Inquiry.* Members of the committee shall listen attentively during Opening and Closing Statements, but are encouraged to ask questions during the Presentation of Evidence. Upon completion of both Closing Statements, the committee shall have the opportunity to ask questions prior to dismissal of the non-members of the committee.
6. *Confirmation.* Upon completion of the hearing, prior to dismissal of the individuals involved in the proceedings, the Chairperson shall ask all parties if they believe the rules for the hearing were upheld. The responses of the individuals involved in the proceeding shall be recorded in the minutes of the proceeding.
7. *Dismissal.* Dismissal, from the hearing, of the individuals involved in the proceedings.
8. *Deliberation and Recommendation.* Committee members may remain and reach a decision or adjourn, then reconvene at a later time to reach a decision; however, a decision must be reached and communicated to the individual or individuals involved in the proceedings, as well as the Board of Directors, within twenty-four (24) hours of the completion of the hearing. Each member of the committee shall have one (1) vote in the matter before the committee; however, the Chairperson shall only vote if a tiebreaker vote is needed. A simple majority vote shall constitute the act of the committee. The result of such a vote shall be recorded in the minutes of the proceedings; however, no individual vote or deliberations leading to a vote shall be recorded in the minutes.

Appeals. Any disciplinary action recommended by the Disciplinary Committee of the Advisory Board may be appealed to the Protest and Appeals Committee within seventy-two (72) hours of notification of the disciplinary action. An appeal must be submitted to the Chairperson of the Protest and Appeals Committee, in writing, and include at a minimum (i) the specific circumstances of the cause for the Disciplinary Committee hearing under appeal, (ii) a list of the bylaws, rules, regulations, procedures or policies of Sporting Oklahoma allegedly violated, which resulted in the Disciplinary Committee hearing under appeal, (iii) the recommendation of the Disciplinary Committee, (iv) a statement of the desired result of a hearing before the Protest and Appeals Committee and (v) any other supporting documents. The act of submitting an appeal shall not in and of itself stay the execution of any disciplinary action.

Red Cards. Only an individual, including without limitation any player, parent, spectator, staff member or volunteer, who is subject to a suspension of five (5) games or more resulting from multiple red cards as outlined in the *Disciplinary and Misconduct Procedure Policy* shall be required to appear before the Disciplinary Committee. The request for a hearing for all other disciplinary action related to red cards shall be at the discretion of the committee.

PROTEST AND APPEALS COMMITTEE OF THE ADVISORY BOARD GUIDELINES

Purpose. It shall be the responsibility of the Protest and Appeals Committee to review and render a decision on all protests and appeals. The Protest and Appeals Committee shall follow the procedures outlined in these guidelines and recommend to the President of the Organization an appropriate course of action for the matter before the committee. It shall be the duty of the President of the Organization, subject to approval by the Board of Directors, to determine the appropriate course of action.

Chairperson. The President of the Advisory Board shall serve as the Chairperson of the Protest and Appeals Committee of the Advisory Board.

Members. The Advisory Board President, Advisory Board President-Elect, Advisory Board Past President, Referee Coordinator and one (1) other member of the Advisory Board of Directors shall serve as members of the Protest and Appeals Committee of the Advisory Board. For the purpose of any proceedings, the Chairperson shall appoint a member of the Protest and Appeals Committee to act as Secretary of the committee. The Secretary shall keep and organize minutes for all proceedings of the committee.

Quorum. A simple majority of voting members of the Protest and Appeals Committee shall constitute a quorum for the transaction of any specified item of business. The members of any Committee present at a meeting represented by a quorum may continue to transact business until adjournment, even if the withdrawal of some members of the committee results in a representation of less than a quorum.

Voting. The vote of a majority of the members of the Protest and Appeals Committee present at a properly called committee meeting at which a quorum is present shall be the act of the committee unless the vote of a greater number is required for a particular matter by the bylaws, rules, regulations, policies or procedures of the club. The Protest and Appeals Committee shall not have the power to overrule any bylaw, rule, regulation, policy or procedure of the club.

Conflict of Interest and Recusal. Any member of the Protest and Appeals Committee shall disclose any conflict personal in nature and recuse themselves from any procedure related to any such matter. For the purpose of this provision, "personal in nature" shall include, without limitation, any matter directly or indirectly involving a (i) family member related by blood, marriage or adoption, (ii) member of the club for which the member of the Disciplinary Committee is the legal guardian or (iii) member of the club for which the member of the Protest and Appeals Committee is listed as the primary contact on the registration of said member of the club.

Appeals. An appeal must be submitted to the Chairperson of the Protest and Appeals Committee, in writing, and include at a minimum (i) the specific circumstances of the cause for the Disciplinary Committee hearing under appeal, (ii) a list of the bylaws, rules, regulations, procedures or policies of Sporting Oklahoma Club allegedly violated, which resulted in the Disciplinary Committee hearing under appeal, (iii) the recommendation of the Disciplinary Committee, (iv) a statement of the desired result of a hearing before the Protest and Appeals Committee and (v) any other supporting documents.

Review and Determination of Appeal. Upon receipt of the written request for an appeal hearing before the Protest and Appeals Committee of the Advisory Board as outlined in the *Appeals* portion of the *Disciplinary Committee of the Advisory Board Guidelines*, the Protest and Appeals Committee shall review the information provided as outlined in the *Appeals* portion of the *Protest and Appeals Committee of the Advisory Board Guidelines* to determine if the party responsible for submitting the appeal shall be granted a hearing before the Protest and Appeals Committee. If the appeal was not received within seventy-two (72) hours of notification of the disciplinary action being appealed or if the Protest and Appeals Committee determines the decision of the Disciplinary Committee was justified, then the Protest and Appeals Committee shall not grant a hearing on the matter in question and the decision rendered by the Disciplinary Committee shall be considered final.

Notice. If the Protest and Appeals Committee determines, as outlined in the *Review and Determination of Appeal* portion of the *Protest and Appeals Committee of the Advisory Board Guidelines*, a hearing on the matter in question is required, then the Chairperson of the committee shall set the earliest available date in which a quorum of the

committee members may be present for the hearing. The Chairperson shall notify the individuals involved of the date, time and location of the hearing. Should an individual appear before the committee under the *Disciplinary and Misconduct Procedure Policy*, then the Chairperson shall set the earliest available date in which a quorum of the committee members may be present for the hearing, as well as any member of the Sporting Oklahoma staff who may need to be present for the hearing. The Chairperson shall notify the individuals involved of the date, time and location of the hearing.

Procedure. If the Chairperson so chooses, proceedings of the Protest and Appeals Committee may be conducted according to the parliamentary rules set forth in *Robert's Rules of Order Newly Revised*. The order of business before the committee shall be as follows:

1. Reading of the Sporting Oklahoma Mission, Vision and Core Values by the Chairperson.
2. Statement of the order of business before the committee by the Chairperson (Items 3 through 7).
3. *Reason for Hearing.* Prior to testimony, the Chairperson shall briefly state the reason for the hearing.
4. *Testimony.* If an individual is appearing before the committee as a result of the *Conflict Resolution Policy*, then the individual with the grievance shall present first, in the following order: Opening Statement, Presentation of Evidence, Closing Statement. The other party to the unresolved grievance shall present second, in the following order: Opening Statement, Presentation of Evidence, Closing Statement. If an individual is appearing before the committee as a result of the *Disciplinary and Misconduct Procedure Policy*, then that individual shall present in the following order: Opening Statement, Presentation of Evidence, Closing Statement.
5. *Inquiry.* Members of the committee shall listen attentively during Opening and Closing Statements, but are encouraged to ask questions during the Presentation of Evidence. Upon completion of both Closing Statements, the committee shall have the opportunity to ask questions prior to dismissal of the non-members of the committee.
6. *Dismissal.* Dismissal, from the hearing, of the individuals involved in the proceedings.
7. *Deliberation and Decision.* Committee members may remain and reach a decision or adjourn, then reconvene at a later time to reach a decision; however, a decision must be reached and communicated to the individual or individuals involved in the proceedings, as well as the President of the Organization, within twenty-four (24) hours of the completion of the hearing. Each member of the committee shall have one (1) vote in the matter before the committee. A simple majority vote shall constitute the recommendation of the committee. The result of such a vote shall be recorded in the minutes of the proceedings; however, no individual vote or deliberations leading to a vote shall be recorded in the minutes. The decision of the President of the Organization, subject to approval by the Board of Directors, shall be final, with no further appeal allowed.

CRIMINAL BACKGROUND SCREENING POLICY

Sporting Oklahoma ("Organization") has a mandatory criminal background screening policy for any adult individual having direct contact with, or influence over, amateur athletes, referees or coaches who are minors in programs provided by the Organization, including without limitation, volunteer coaches, staff coaches, club and team administrators, team managers and referee assignors, as well as members of the Advisory Board, Advisory Board Committees, and any other individual who may have access to personally identifiable information (collectively, "Candidates").

PURPOSE

It is the intent of this policy to establish certain guidelines wherein the Organization seeks to protect its program participants by investigating the criminal background of all Candidates who will be involved in programs of the Organization.

GENERAL

This policy shall apply to any adult individual having direct contact with, or influence over, amateur athletes, referees or coaches who are minors in programs provided by the Organization, including without limitation, volunteer coaches, staff coaches, club and team administrators, team managers, sports medicine and health care professionals, trainers, referees and referee assignors, as well as members any other individual who may have access to personally identifiable information or any other such person deemed to be subject to this policy by the Organization.

Criminal background screenings shall be conducted by a third party specializing in such work. Any Candidate who willfully fails to comply with this policy shall be automatically disqualified from participating in programs provided by the Organization.

Any Candidate who has been found guilty, pled guilty or pled no contest, regardless of adjudication, or has a pending charge pertaining to, any of the disqualifying offenses listed in this policy will be immediately disqualified from participating in programs provided by the Organization. The Organization may also disqualify a person for any crime that would be considered a potential risk to children or participants of the programs provided by the Organization.

Candidates must complete the criminal background check prior to participating in programs provided by the Organization. Each Candidate must complete the criminal background check every 24 months for as long as they continue participating in programming provided by the Organization.

PROCESS

Candidates must execute an Authorization to Release Criminal History, or similar document, granting the Organization the right to check criminal history records and verify social security numbers. Candidates without a social security number may be required to have an additional background check and/or provide additional documentation.

Upon receipt of the executed Authorization to Release Criminal History, or similar document, the third party contractor responsible for conducting the criminal background check will cross-reference the results with the disqualifying offenses listed in this policy and provide a "pass/fail" for the Candidate. A Candidate with no disqualifying offense will receive a "pass", whereas a Candidate with one or more disqualifying offenses will receive a "fail". If a Candidate receives a "fail", then the Organization shall notify the Candidate that they do not qualify to participate in the programs provided by the Organization. Upon written request, the Candidate will receive a copy of the criminal background check from the third party contractor; however, otherwise, all information pertaining to the criminal background check will remain with the third party contractor, subject to the applicable laws requiring disclosure.

CONFIDENTIALITY

The Organization will maintain the confidentiality of the criminal background check, unless otherwise required by law. Only the appropriate personnel will be notified of the specific “pass/fail” result of the criminal background check. To further ensure confidentiality, any detailed criminal background report shall be kept in a secure location by the third party contractor for a period as required by applicable law and no such report shall be provided to the Organization.

APPEALS PROCESS

Candidates who have been disqualified from participation in programs provided by the Organization as the result of a disqualifying offense set forth herein shall have no appeal of the decision to disqualify, if the relevant criminal history of the Candidate, as reported, is accurate.

Candidates who wish to dispute the content of the criminal background check shall contact the third party contractor responsible for conducting the criminal background check to address any discrepancies. If the initial report was inaccurate, then the Candidate may provide the necessary documentation to the Organization for additional consideration.

DISQUALIFYING OFFENSES

If a Candidate has been convicted of, has a charge pending against them in which it is alleged they have committed any of the following offenses, or has a record of a conviction of an equivalent offense in another state, the Candidate will be disqualified from participating in programs provided by the Organization. The Organization reserves the right to disqualify an individual when presented with evidence of inappropriate communication, conduct or contact with children or other individuals even if not charged, convicted or tried in a court of law.

All Sex Offenses

Including without limitation, child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, criminal sexual conduct and indecent exposure.

All Felony Violence Offenses

Including without limitation, murder, manslaughter, aggravated assault, kidnapping, robbery and aggravated burglary.

All Felony offenses other than violence or sex within the past ten (10) years.

Including without limitation, drug offenses, theft, embezzlement and fraud.

All Misdemeanor Violence offenses within the past ten (10) years.

Including without limitation, simple assault, battery, domestic violence and hit and run.

Two (2) Misdemeanor Alcohol offenses in the past five (5) years or three (3) offenses within lifetime.

Including without limitation driving under the influence, drunk and disorderly and public intoxication.

All Misdemeanor Drug offenses within the past ten (10) years.

Including without limitation simple drug possession and possession of drug paraphernalia.

Any other misdemeanor within the past five (5) years that would be considered a potential danger to children.

Including without limitation contributing to the delinquency of a minor and providing alcohol to a minor.

SPORTING OKLAHOMA CODE OF ETHICS FOR COACHING

ARTICLE I. PURPOSE

This Code of Ethics for Coaching has been developed in tandem with the Sporting Oklahoma ("SOK") Code of Conduct for Coaches to outline the basic principles of conduct for all coaches employed or otherwise contracted by Sporting Oklahoma. The purpose of this code is to clarify and distinguish approved and accepted professional, ethical and moral behavior from that which is detrimental to the mission, vision and values of Sporting Oklahoma.

ARTICLE II. POLICY

Coaching is a privilege offered and granted to individuals who perform capably during Sporting Oklahoma activities. It carries with it an obligation for each coach to uphold and promote the vision, mission, values, rules, regulations, policies and procedures of Sporting Oklahoma. This Code of Ethics is diversified in scope; however, it cannot be reasonably expected to encompass every matter that may arise. For this reason, this Code of Ethics intends to set forth a series of fundamental principles upon which coaches should rely as a guide for their general conduct. Rule of law is no substitute for good judgment and coaches are expected to use their best judgment to avoid any illegal, unethical or improper behavior, whether cited herein or not. Any conduct considered illegal, unethical, unbecoming or a conflict of interest shall be subject to discipline by Sporting Oklahoma. Furthermore, any conduct considered contradictory to the Sporting Oklahoma Code of Ethics for Coaching, Sporting Oklahoma Code of Conduct for Coaches, mission, vision, values, policies, procedures, rules or regulations of Sporting Oklahoma, or any organization with which Sporting Oklahoma is affiliated or associated, shall be subject to action by Sporting Oklahoma.

ARTICLE III. GENERAL CONDUCT OF COACHES

1. Coaches shall conduct themselves in accordance with the SOK Code of Ethics and SOK Code of Conduct for Coaches at all times, including without limitation, practices, games or other activities of SOK.
2. Coaches shall recognize that this Code of Ethics applies to their relationship with players, parents or guardians of players, coaches, mentors, mentees, supervisors and supervisees.
3. Coaches shall refrain from unlawful discrimination or harassment related to, including without limitation, race, color, age, religion, gender, national origin, citizenship, disability or any other characteristic protected by federal, state or local law.
4. Coaches shall establish clear, appropriate and culturally sensitive boundaries that govern interactions, physical or otherwise, they may have with players, parents or guardians of players, coaches, mentors, mentees, supervisors and supervisees.
5. Coaches shall avoid any sexual or romantic relationship with players, parents or guardians of players, mentees and supervisees.
6. Coaches shall make only accurate and true verbal and written statements about SOK, the coaching profession or what they offer as a coach.
7. Coaches shall accurately identify their coaching qualifications, expertise, experience, training, certifications and credentials.
8. Coaches shall recognize and honor the efforts and contributions of others and only claim ownership of their own coaching materials. Coaches shall understand that violating this standard may leave them subject to legal action by a third party.
9. Coaches shall not possess, use or be under the influence of any controlled substance or dangerous drug as defined by law, alcohol or any alcoholic beverage or any other intoxicant or behavior-altering substance, while on SOK premises or at a SOK-sponsored activity, function or event, including without limitation, practices and games. Additionally, Coaches shall not use any tobacco products while on SOK premises or at a SOK-sponsored activity, function or event, including without limitation, practices and games.
10. Coaches shall commit to continued and ongoing development of their professional skillset.

ARTICLE IV. RESPONSIBILITIES TO PLAYERS

1. Coaches shall never place the value of winning over the safety and welfare of players.
2. Coaches shall instruct players to play within the written laws and spirit of the game at all times.
3. Coaches shall not seek unfair advantage by teaching deliberate unsportsmanlike behavior to players.
4. Coaches shall not tolerate inappropriate behavior from players regardless of the situation.
5. Demands placed on players' time shall never be so extensive as to interfere with academic goals or progress.
6. Coaches shall never encourage players to violate eligibility or other rules, regulations, procedures or policies of SOK, or any organization with which SOK is affiliated or associated.
7. Coaches shall direct players to seek proper medical attention for injuries and to follow the physician's instructions regarding treatment and recovery.
8. Coaches shall assist their players in conducting themselves properly when in public and while representing their team and SOK.

ARTICLE V. RESPONSIBILITY TO PARENTS AND GUARDIANS OF PLAYERS

1. Coaches are expected to interact with parents or guardians of players in a professional manner.
2. Coaches shall be timely and concise in their communication with parents or guardians of players.
3. Coaches shall explicitly state, preferably in writing and prior to or at the initial team meeting, their expectations about parental conduct at games and practices to the parents or guardians of players, as well as the roles, responsibilities and rights of the coaches, players and parents or guardians of players.
4. Coaches shall meet with parents or guardians of players, as needed, to develop a shared understanding of each individual player's development and progress, ensuring positive interactions and a more enjoyable experience for the player.
5. Coaches shall not discuss, including without limitation, the performance, development or progress of a player with any player, parent or guardian other than the parent or guardian of the player being discussed.

ARTICLE VI. RESPONSIBILITY TO THE ORGANIZATION AND ITS ASSOCIATIONS OR AFFILIATIONS

1. Coaches shall understand and adhere to all policies, procedures, rules and regulations of SOK, or any organization with which SOK is affiliated or associated, especially those regarding eligibility, team formation and policies that are mandatory and should never be violated.
2. Any issue between coaches or other staff that cannot be resolved should be referred to the Director of Coaching, Director of Soccer Operations, or the appropriate committee.
3. Coaches shall assist in the enforcement of this Code of Ethics and the SOK Code of Conduct for Coaches. To this end, if any coach is aware of a violation, or potential violation, of this Code of Ethics or the SOK Code of Conduct for Coaches, then said coach shall report the same to either the Director of Coaching, Director of Soccer Operations, or the President of the Corporation.
4. Coaches shall communicate and create awareness in others, including organizations, employees, contractors, sponsors, coaches and others, who might need to be informed of the responsibilities established by this Code of Ethics or the SOK Code of Conduct for Coaches.
5. Coaches shall promote SOK and the game of soccer to the public. Comments and critiques of SOK governing bodies, teams, coaches, players or staff shall be positive and constructive.

ARTICLE VII. OBLIGATION TO THE SPIRIT AND LAWS OF THE GAME

1. Coaches shall be acquainted with and demonstrate a working knowledge of the Laws of the Game.
2. Coaches shall ensure their players understand the intent and application of the Laws of the Game.
3. Coaches must adhere to the letter and spirit of the Laws of the Game.
4. Coaches are responsible for their players' actions on the field and shall never permit them to participate with the intent of causing injury or harm to opposing players.

ARTICLE VIII. CONDUCT TOWARDS REFEREES

1. Coaches must refrain from criticizing referees in the presence of players or spectators. Referees must have the support of coaches, players and spectators.
2. Coaches shall show respect towards referees, before, during and after the game. There shall be no demeaning dialogue or gestures between referees, coaches or players.
3. Coaches shall not incite players or spectators or attempt to disrupt the flow of the game.
4. Comments regarding any referee should be made in writing to the appropriate organization charged with assigning the referee.

ARTICLE IX. SCOUTING AND RECRUITING

1. Coaches shall not knowingly mislead or make false claims to any current or prospective player, parent or guardian regarding the potential value of themselves as a coach or SOK as an organization.
2. It is unethical for any coach to make a statement to a prospective athlete which cannot be fulfilled, and it is illegal to promise any kind of compensation or inducement for play and immoral to deliver same.
3. Coaches are obligated to be forthright and refrain from making derogatory remarks regarding other coaches, teams and organizations when discussing the advantages of themselves as a coach or SOK as an organization.

ARTICLE X. CONFLICTS OF INTEREST

1. Coaches shall seek to be conscious of any conflict or potential conflict of interest, openly disclose any such conflict to the Director of Coaching or Director of Soccer Operations and offer to remove themselves when a conflict arises.
2. Coaches shall disclose to any player and the parent or guardian of that player, all anticipated or potential compensation due from third parties in return for the referral of the player to said third parties.

ARTICLE XI. CONFIDENTIALITY

1. Coaches shall maintain the strictest levels of confidentiality with all sensitive information, including without limitation, any information attained from registration platforms or records, internal networks, data storage systems or other such information systems, unless release of the same is required by law. Additionally, Coaches shall only use such sensitive information in the manner in which it was intended to be used by SOK, its employees, contractors, volunteers or agents.
2. Coaches shall maintain, store and dispose of any records, including electronic files and communications, created during their coaching engagements in a manner that promotes confidentiality, security and privacy and complies with any applicable laws and agreements.
3. Coaches shall have an understanding of the conditions under which confidentiality between coaches and players, parents or guardians of players, mentors, mentees, supervisors or supervisees may not be maintained, such as illegal activity, pursuant to court order or subpoena or imminent or likely risk of danger to self or others and make certain any such person is aware of the same limit of confidentiality. Coaches may need to inform the appropriate authorities if they reasonably believe one of the above circumstances is applicable.

ARTICLE XII. PARTICIPANT SAFETY AND PROHIBITED CONDUCT

1. SOK has adopted, and Coaches of SOK shall be subject to any applicable Oklahoma Soccer Association, US Youth Soccer and United States Soccer Federation Risk Management Policies. It is the obligation of all Coaches to familiarize themselves and comply with the aforementioned policies, as well as any applicable federal, state or local law.

ARTICLE XII. SPORTING OKLAHOMA CODE OF CONDUCT FOR COACHES

Code of Conduct

It is the mission, in part, of Sporting Oklahoma to provide a positive, safe and professional environment which encourages early engagement and a lifelong interest in soccer by providing quality programs, facilities, staff, education and leadership for youth players of all ages and abilities and to develop character, encourage physical fitness and foster personal growth for all our participants with a focus on learning invaluable life lessons realized through commitment, leadership, teamwork, perseverance and sportsmanship.

To help achieve the mission of the organization, Sporting Oklahoma has provided the following Code of Conduct for all coaches, players, parents and spectators. This Code of Conduct shall be considered a covenant between SOK and coaches, players, parents and spectators of SOK to abide by the Rules and Regulations of SOK, as well as the game of soccer and to support the mission, vision and values of the organization. Any action or behavior considered contradictory to the Code of Conduct, mission, vision, values, policies, procedures, rules or regulations of SOK, or any organization with which SOK is affiliated or associated, shall be subject to action by SOK.

Code of Conduct for Coaches

I understand, as a coach for Sporting Oklahoma, I am held to the highest professional standards and in addition to those standards set forth in the Sporting Oklahoma Code of Ethics for Coaching, I will:

1. Demonstrate and encourage good sportsmanship before, during and after games, practices and events.
2. Place the physical and emotional wellbeing of the players ahead of any personal desire to win.
3. Put forth my best effort, at all times, for the benefit of my players.
4. Show respect to coaches, players, parents and spectators of the opposing team at all times.
5. Respect the authority of the referees and refrain from questioning their decisions in an abusive manner.
6. Lead each player, through personal example, to be humble in victory and gracious in defeat.
7. Provide support, care and encouragement for players and create a positive and safe environment.
8. Conduct myself responsibly, professionally and with integrity at all times.
9. Avoid the use of abusive language or profanity, humiliating remarks, gestures of ill temper or other derogatory or threatening behavior towards any coach, player, parent, spectator or referee.
10. Help facilitate a healthy lifestyle for my players, free of drugs, alcohol and tabaco.

By signing this instrument, I certify that I understand should I breach this Code of Ethics or the SOK Code of Conduct for Coaches, I may be subject to action by SOK, or any organization with which SOK is affiliated or associated.

Signature of Coach: _____

Date of Signature: _____

Name of Coach (Print): _____

Date Received by SOK: _____