



PACIFIC
Futbol Club

**GENERAL PROCEDURE
MANUAL**



Revised & Approved May 2011

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MISSION STATEMENT

The Mission of Pacific Futbol Club is to provide a program dedicated in raising the level of play and the soccer skills of every player who loves to play soccer. Pacific FC is dedicated to the development of all players in a safe, positive environment by using the highest possible level of proper teaching and competition.

CONSTITUTION

ARTICLE 1 – NAME

The name of this Club shall be Pacific Futbol Club (PFC).

ARTICLE 2 – PURPOSE AND GOALS

The purpose of PFC is to further educate and train players, parents, and coaches through development, promotion, and administration of the game of soccer among youths and young adults, regardless of race, creed, or ability within the territory of PFC.

The goal of PFC is to provide a FUN, safe and competitive environment through sportsmanship and teamwork. PFC is dedicated to providing an opportunity for players and coaches that desire to advance their soccer skills by playing/coaching with and against others with similar skills and desires.

ARTICLE 3 – TERRITORY

The territory of PFC shall be the entire soccer community regardless of race, creed or ability within the boundaries of the United States Soccer Federations (USSF) and its affiliated organizations.

ARTICLE 4 – AFFILIATIONS AND COMPLIANCE

The PFC is affiliated with the US Club Soccer, USSF and its affiliated organizations.

ARTICLE 5 – COLORS

The PFC colors representing the club in order of priority shall be orange, white and black.

ARTICLE 6 – ELIGIBILITY

Players/coaches within PFC territory are eligible to play/coach for PFC.

ARTICLE 7 – MEMBERSHIP

Any and all team managers, coaches, trainers and complete teams shall be approved by the Board of Directors for membership on year to year term.

All members shall abide by the Mission Statement, Constitution, General Procedures and By-Laws of PFC; all the By-Laws and Policies of US Club Soccer, United States Youth Soccer Association (USYSA) and USSF. Members found not complying or acting in a manner which is not in the best interest of PFC are subject to be removed as defined in the PFC By-Laws.



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ARTICLE 8 – AUTHORITIES

The PFC shall be governed by its General Procedures and By-Laws.

The administering authority shall be the Board of Directors. The members of the Board of Directors powers and elections are defined in the PFC By-Laws.



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GENERAL PROCEDURES

SECTION 1 – AUTHORITIES

- 1.1** The rules contained herein shall govern members of PFC in all cases to which they are applicable and in which they are not inconsistent with the General Procedures and By-Laws of PFC, US Club Soccer, USSF or its affiliated organizations. All competition shall be governed by the rules stated herein unless the rules of a specific competition determine otherwise.

SECTION 2 – RESPONSIBILITIES

- 2.1 Coach/Manager:** Each registered coach/manager on record shall be responsible for the conduct of their Team Staff (Coach, Assistant Coach, Manager), players, and parents of their team. It is the responsibility of each coach/manager to ensure that their actions on or off the field do not bring disrespect upon PFC, US Club Soccer, USSF or its affiliated organizations. All members found not complying or acting in a manner which is not in the best interest of PFC are subject to be removed as defined in the PFC By-Laws.
- 2.2 Team:** Teams are responsible for their own record-keeping and a monthly report must be submitted to PFC by the first of each month. Teams must notify the PFC Match Coordinator of which tournaments they will be attending.
- 2.3 Uniforms:** Any and all uniforms shall be pre-approved by the Board of Directors before any purchase is made. Female and male uniforms will be gender specific by way of make and model of uniform. In doing so, teams do not need to carry extra uniforms for guest players.
- 2.4 Fees:** Each team is responsible for their own uniform fees, tournament fees, league fees, field rental and referee fees. PFC shall assist in locating fields and referees for home games.

SECTION 3 – INSURANCE

- 3.1** Insurance coverage for players, coaches, managers, and team assistants will be in effect as of the date registered for the current season.
- 3.2** All injuries to be claimed against the Medical Insurance Program shall be reported on the proper insurance claim form. This form is obtainable through the PFC Registrar.

SECTION 4 – TEAM REGISTRATION AND DISBANDING PROCEDURES

- 4.1 Teams:** All teams are required to submit a Team Registration Packet. The Team Registration Packet shall consist of a registration form, copy of the birth certificate, a 1"x1" picture of each player and payment in full of all associated registration fees. The player registration form with proper approvals, binds the player to that team for the seasonal year unless a player is granted a transfer or release by the Board of Directors. A minimum of eleven (11) players and one (1) coach shall be included in this packet. Registration of a team shall have a minimum ten (10) business day processing period.
- 4.2 Team Staff Members:** All Team Staff (Coach, Assistant Coach, Manager) who are assigned to a team, regardless if they volunteer or are paid staff, shall pass the US Club Staff Background Check and turn in a 1"x1" picture.



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- 4.3 Team Names:** Any teams which have the same club name (e.g., Pacific Futbol Club, PFC), must be identified by a numerical or name prefix. The same team name shall not be used for more than one team. Team names are assigned or approved by the PFC Board of Directors.
- 4.4 Player Registration Fee:** Cost is calculated at \$25.00 per player with no charge for the Team Staff (Coach, Assistant Coach, Manager). This cost covers from the player's request of player card to the upcoming July 31st. (e.g. Request player card on 9/10/08; this player card will be valid until 7/31/09. Request player card on 3/05/09; this player card will be valid until 7/31/09.
- 4.5 Club Membership Fee:** Each team shall pay a club membership fee. The fee will be an annual fee of \$250. Refer to the PFC By-Laws for more detail.
- 4.6 Team Selection:** Teams shall be selected by placement or tryout process in the spring of each seasonal year.
- 4.7 Refunds:** There will be no refund from PFC after a player or coach/administrator card has been requested and/or issued.
- 4.8 Team Disbanding:** Any and all teams that will be disbanding or transferring must give a thirty (30) day notice to the Board of Directors. The properties and assets of this nonprofit Team are irrevocably dedicated to charitable purposes. No part of the net earnings, properties, or assets of this Team, upon dissolution or otherwise, shall inure to the benefit to any private person or individual. On liquidation or dissolution, all properties, assets, and obligations shall be distributed exclusively for educational purposes to an organization operated exclusively for nonprofit public benefit purposes which has established its tax-exempt status under Section 501(c)(3) and Section 509(a)(1) of the Internal Revenue Code.

SECTION 5 – PROOF OF AGE

- 5.1** Acceptable proof of age shall consist of a Birth Registration issued by an appropriate Government Agency (i.e., Birth Certificate).
- 5.2** Non-acceptable proof of age documents are; hospital, baptism, or religious certificates.

SECTION 6 – PLAYER ADD, LOAN, RELEASE AND TRANSFER

- 6.1** Player registration adds, loans, releases, and transfers will be in accordance with the respective affiliated organizations.
- 6.2 Player Add:** Player add shall have a minimum five (5) business day processing period.
- 6.3 Play Up Request:** A player/parent can request for a player to play-up onto an older age group team (e.g., playing from U12 to U13) by informing their coach or the Director of Coaching. The decision process is as follows:
- An Evaluation Team consisting of the Director of Coaching and two (2) team coaches shall evaluate the player. One (1) coach of the player's age pure team and one (1) coach of the age group team the player is requesting to play-up on. If either or both of said coaches are not available for evaluation, the PFC President and Vice President shall step in
 - Final approval will be made by the Director of Coaching or Board of Directors.



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- 6.4 Loan/Guest Playing:** Loan/guest playing shall be practiced per US Club Soccer, USSF and its affiliated organizations policies.
- 6.5 Player Release:** Player release shall have a minimum three (3) day processing period.
- 6.6 Player Transfer:** Player transfers shall have a minimum three (3) day processing period.

SECTION 7 – RULES OF PLAY

- 7.1** Except as provided by USYSA and its affiliates, the Federation Internationale de Football Association (FIFA) "Laws of the Game" shall apply to any and all competition sponsored by PFC.
- 7.2** Players under ten (10) years of age may play soccer under the auspices of PFC in accordance with the rules of PFC's developmental player program and its affiliated organizations.
- 7.3** Modified rules may adhere on specific events and/or in-house leagues.

SECTION 8 - ALCOHOLIC OR CONTROLLED SUBSTANCES PROHIBITION

- 8.1** The use and/or consumption of any alcoholic beverages or controlled substances immediately before, during, or immediately after the playing of any youth soccer game or practice/training session is expressly prohibited. This prohibition extends to any parking area adjacent to the playing fields.
- 8.2** Any player, team staff member, league official or any other member of PFC who violates this prohibition, shall be subject to disciplinary action up to and including suspension by the PFC Board of Directors.

SECTION 9 - DISCIPLINARY RULINGS AND SUGGESTED PENALTIES

- 9.1** PFC will comply with US Club Soccer, USSF and all the respective affiliated organizations' disciplinary rulings and suggested penalties.
- 9.2** All members shall abide by the General Procedures and By-Laws of PFC; all the By-Laws and Policies of US Club Soccer, United States Youth Soccer Association (USYSA) and USSF. Members found not complying or acting in a manner which is not in the best interest of PFC are subject to be removed as defined in the PFC By-Laws.

SECTION 10 – PROTESTS AND APPEALS

- 10.1** The Board of Directors will not consider anonymous complaints or rumors in any form.
- 10.2** Any and all complaints regarding the conduct of a member or any other matter concerning a member must be made in writing to any officer of the Board of Directors.
- 10.3** Any parent wishing to appeal a decision of the Registrar, the Team Manager or a Coach concerning his/her child(ren) may appeal to any officer of the Board of Directors in writing.
- 10.4** The Board of Directors will address the complaint/appeal at or by their next meeting.