



Illinois Soccer Coaches Association

Policies and Procedures of Membership

By choosing to be a member of the Illinois Youth Soccer Coaches Association (ISCA), you accept the ISCA Membership Policies and Procedures. If at anytime these policies and procedures change, you will be notified in writing by letter or electronically.

BACKGROUND INFORMATION REPORT

In connection with an application of membership with the Illinois Soccer Coaches Association it is understood that investigative background inquiries will be made as a course of the application process, including criminal convictions and other reports.

Further, it is understood that information from various Federal, State, and other agencies which maintain records concerning past activities will be obtained.

Members shall release the Illinois Soccer Coaches Association and any other person and/or agencies from any damage and/or liable acts that may result from obtaining history checks.

The above information is used solely for membership verifications and criminal history checks. If information that is received comes back with any information that will hold a member in violation of the policies and procedures set forth by the Illinois Soccer Coaches Association or the United States Youth Soccer Association, the membership application will be revoked.

Procedure for Appealing Membership Revocation:

If your membership application is revoked, you must appeal the revocation in writing to the Illinois Soccer Coaches Association Membership committee. If you feel uncomfortable doing so, appeal in writing directly to the Illinois Soccer Coaches Association President. If neither of these alternatives is satisfactory to you, then you can direct your appeal in writing to the Illinois Soccer Coaches Association Board of directors who will then follow due process granted by your membership.

COACHES ARE REQUIRED TO:

- Respect the Rules of the Game and the Leagues they coach in
- Respect their Opponents.
- Respect the Officials.
- Respect their Fellow Coaches.
- Respect Themselves

HONOR THE GAME

- Coaches not honoring the game will be dealt with by the ISCA Disciplinary Board
- Coaches removing their team from the field during a game so as to end or delay the game without permission of the referee (not the agreement of the opposing coach) shall be guilty of unsportsmanlike conduct and shall incur a red card whether or not issued by the referee. The penalty shall be the same as other red cards issued to coaches plus an additional suspension and fine from the N.I.S.L.
- Coaches receiving more than one red card during the playing year will be suspended for the balance of playing year. Additional red cards in subsequent years will result in being suspended from coaching in the N.I.S.L.
- Coaches are not permitted to allow players from another team or organization to practice, tryout, play a game or tournament without the written consent of his/her coach or organization.

- Coaches are responsible to ensure that all goals prior to any practice, tryout, or game. All goals must be secured properly and will not tip over with minimum force. Failure to do so could result in being suspended from coaching
- Game Day Procedure - Coach must sign the Game Card to say that he/she has inspected the goals.

SEXUAL HARASSMENT POLICY: “NO TOLERANCE”

The Illinois Soccer Coaches Association does not tolerate sexual harassment. The Illinois Soccer Coaches Association provides procedures for victims of sexual harassment to report sexual harassment and disciplinary penalties for those who commit sexual harassment. No person, employee, member or third party, no matter his or her title or position, has the authority, whether expressed, actual, apparent or implied, to commit sexual harassment.

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature where such actions or allowance of such actions are made a condition of employment that interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment. Examples include requiring a sexual act or favor to keep a job, to procure a job or raise, or to obtain a promotion.

The Illinois Soccer Coaches Association prohibits, forbids, and does not tolerate any employee, manager or visitor, male or female, to harass an employee or non-employee participant in the workplace or to create a hostile or intolerable working environment by exhibiting, committing or encouraging:

- Material such as pornographic or sexually explicit posters, calendars, graffiti or objects;
- Unwanted, unwelcome, and unwarranted sexual advances, including, but not limited to, requests, comments or innuendoes regarding sex, including sexual jokes, gestures, statements or stalking;
- Intentional or malicious physical conduct that is sexual in nature, including, but not limited to, touching, pinching, patting, brushing and/or pulling against another's body or clothes; and
- Physical assaults on other employees, including but not limited to rape, sexual battery, molestation, or any attempts to commit such acts or assaults.

The Illinois Soccer Coaches Association will determine what constitutes sexual harassment based on a review of the facts and circumstances of each situation. The Illinois Soccer Coaches Association reserves the right and hereby provides notice that third parties may be used to investigate claims of sexual harassment. You must cooperate in any investigation of workplace wrongdoing or risk termination. All employees, including supervisors and managers, will be subject to severe disciplinary action, up to and including discharge, for any act of sexual harassment they are believed to have committed.

Procedure for Reporting Sexual Harassment:

If you are sexually harassed, you must report the act of harassment to your Director of Coaching, Club President or the Illinois Soccer Coaches Association secretary immediately. If you feel uncomfortable doing so, or if any of the above is the source of the problem, condones the problem, or ignores the problem, report to your League President. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed.

SUBSTANCE ABUSE POLICY: “NO TOLERANCE”

The Illinois Soccer Coaches Association prohibits and does not tolerate the possession or use of alcohol or illegal drugs at any time during the workday, or anywhere within The Illinois Soccer Coaches Association’s facilities, on the organization’s properties or in its vehicles.

Employees are forbidden to sell or make other transactions involving illegal drugs during work or on The Illinois Soccer Coaches Association’s facilities, properties, or in its vehicles. Violators may be subject to immediate disciplinary action, including, but not limited to, termination. Any sale of illegal drugs during work or on the employer’s premises, facilities, or in organization vehicles will be treated as gross misconduct, punishable by immediate discharge for the first offense.

The Illinois Soccer Coaches Association prohibits the unlawful manufacture, distribution, dispensation, and possession of drugs and alcohol on the organization’s premises or while conducting business off of the organization’s premises.

Employees are expected and required to report to work on time and in an appropriate mental and physical condition for work. To do so, employees must not have alcohol or illegal drugs in their system. Violators may be subject to disciplinary action including, but not limited to, termination.

Any employees who are using prescription drugs that may have adverse side effects should inform their supervisor or manager as soon as possible that they are taking medication on the advice of a physician.

Such employees are responsible for disclosing to the manager or supervisor the possible side effects of the drug on work safety or performance and the expected duration of its use.

Procedure for Reporting Possession or Use of Alcohol or Illegal Drugs:

If you know of possession or use of alcohol or illegal drugs by members or employees of the Illinois Soccer Coaches Association, you are encouraged to discuss your questions, problems, complaints, or reports with your Director of Coaching, Club President or the Illinois Soccer Coaches Association secretary immediately. If you feel uncomfortable doing so, or if any of the above is the source of the problem, condones the problem, or ignores the problem, report to your League President. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed.

IMPORTANT NOTE: This policy should not be considered a drug-testing policy. Drug-testing policies and/or procedures vary from state to state. For more information on drug-testing policies or plans, you should contact your local attorney.

WEAPONS POLICY: “NO TOLERANCE”

The Illinois Soccer Coaches Association strictly prohibits and does not tolerate weapons at the organization’s facility, on the organization’s property, or at any organization-sponsored event.

Weapons include visible and concealed weapons, including those for which the owner has necessary permits. Weapons can include firearms, knives with a blade longer than three (3) inches, explosive materials or any other objects that could be used to harass, intimidate, or injure another individual, employee, manager, or supervisor.

Employees who violate this policy may be subject to disciplinary action up to and including termination.

Procedure for Reporting Violations of the Weapons Policy:

If you know of any weapon possession by members or employees of the Illinois Soccer Coaches Association, you are encouraged to discuss your questions, problems, complaints, or reports with your Director of Coaching, Club President or the Illinois Soccer Coaches Association secretary immediately. If you feel uncomfortable doing so, or if any of the above is the source of the problem, condones the problem, or ignores the problem, report to your League President. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed.

EQUAL OPPORTUNITY POLICY

The Illinois Soccer Coaches Association prohibits, forbids, and does not tolerate discrimination against anyone on the basis of race, color, religion, sex, age, national origin, veteran status, or disability. All members are guaranteed the same opportunities. No person, no matter his or her title or position, has the authority, whether expressed, actual, apparent or implied, to discriminate against another member of the Illinois Soccer Coaches Association.

The Illinois Soccer Coaches Association will not discriminate against any member on the basis of race, color, religion, sex, age, national origin, veteran status, or disability. The Illinois Soccer Coaches Association Board of Directors will make all recruitment, training and member decisions based solely on member qualifications and abilities without regard to race, color, religion, sex, age, national origin, veteran status, or disability.

The Illinois Soccer Coaches Association will administer and conduct all member procedures including compensation, benefits, discipline, training, recreational and social activities, and safety and health programs without regard to an individual's race, color, religion, sex, age, national origin, veteran status, or disability.

The Illinois Soccer Coaches Association prohibits verbal, physical, or visual conduct that belittles or demeans any individual on the basis of race, color, religion, sex, age, national origin, veteran status, or disability.

Procedure for Reporting Discrimination:

If you have any questions, problems, or complaints regarding a violation of this policy, or discrimination in general, by members or employees of the Illinois Soccer Coaches Association, you must communicate your concerns to your Director of Coaching, Club President or the Illinois Soccer Coaches Association secretary immediately. If you feel uncomfortable doing so, or if any of the above is the source of the problem, condones the problem, or ignores the problem, report to your League President. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed.

DISABILITY DISCRIMINATION POLICY: "NO TOLERANCE"

The Illinois Soccer Coaches Association prohibits, forbids, and does not tolerate discrimination against any qualified individual with a disability. A qualified individual with a disability is anyone who can perform the essential functions of the job with or without reasonable accommodation for his or her disability.

All qualified individuals with a disability are guaranteed the same opportunities as other members, employees or applicants. No person, Member or employee, no matter his or her title or position, has the authority, whether expressed, actual, apparent or implied, to discriminate against a qualified member, employee or applicant with a disability.

The Illinois Soccer Coaches Association will make all decisions concerning recruitment, placement, selection, training, hiring, advancement, discharge or other terms, conditions, or privileges of membership or employment based on member or job-related qualifications and abilities.

The Illinois Soccer Coaches Association prohibits any verbal, physical, or visual conduct that belittles or demeans any qualified individual with a disability.

Reasonable Accommodation— a disability is a physical or mental impairment that substantially limits one or more major life activities which may include caring for oneself, walking, seeing, or speaking. Any disabled employee or applicant who is otherwise qualified for a job but for his or her disability will be accommodated for his or her disability, provided the accommodation is reasonable. What is considered a reasonable accommodation will be based on a case-by-case analysis.

To make an accommodation request, please communicate your request to your Director of Coaching, Club President, League President or the Illinois Soccer Coaches Association secretary immediately. If you feel uncomfortable doing so, or if any of the above is the source of the problem, condones the problem, or ignores the problem, report to the League President.

Procedure for Reporting Disability Discrimination:

If you have any questions, problems, or complaints regarding a violation of this policy, or disability discrimination in general, you are encouraged to discuss your questions, problems, complaints, or reports with your Director of Coaching, Club President or the Illinois Soccer Coaches Association secretary immediately. If you feel uncomfortable doing so, or if any of the above is the source of the problem, condones the problem, or ignores the problem, report to your League President. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed.

CARELESSNESS POLICY: “NO TOLERANCE”

The Illinois Soccer Coaches Association prohibits, forbids, and does not tolerate carelessness, substandard or hazardous work practices while coaching or in and around a soccer related event.

The Illinois Soccer Coaches Association expects and demands that its members perform their duties with care and attention to the player’s needs, the safety and welfare of players and fellow coaches, and to the Illinois Soccer Coaches Association quality standards and requirements.

Members who are careless or negligent in performing their job duties will be subject to disciplinary action. Carelessness or negligent behavior or actions may result in disciplinary action, up to and including immediate discharge. Members who fail to respond to the Illinois Soccer Coaches Association’s efforts to correct carelessness may be subject to disciplinary action, up to and including discharge.

Procedure for Reporting Careless, Hazardous or Substandard Work Practices:

If you are aware of a careless or negligent act or behavior, you must report the act or behavior to your Director of Coaching, Club President, League President or the Illinois Soccer Coaches Association secretary immediately. If you feel uncomfortable doing so, or if any of the above is the source of the problem, condones the problem, or ignores the problem, report to your League President. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed.

AT-WILL MEMBERSHIP POLICY

Your membership with the Illinois Soccer Coaches Association is at-will, unless otherwise altered through a collective member agreement or a league instituted policy. You are free to cancel membership at any time. Similarly, The Illinois Soccer Coaches Association is free to terminate the member relationship at any time.

No officer, or employee, other than the Board of Directors of the Illinois Soccer Coaches Association, has the authority to promise or create any substantive terms or conditions of membership different from those stated in any written policies and/or applicable agreement or contract. Any substantive change to the terms or conditions of your membership must be in writing, signed by the Vice President of the Illinois Soccer Coaches Association.

Affirmative Action Policy

The Illinois Soccer Coaches Association is an affirmative action Association committed to policies and procedures that promote equal membership opportunity. Affirmative action and equal member opportunity are association priorities. The intentions of the Affirmative Action policy are:

- a. Insure that no discrimination, intentional or inadvertent, is tolerated in any company employment practices.
- b. Equality of opportunity is insured at the Illinois Soccer Coaches Association.
- c. Insure that the workforce is representative of all segments of the population.
- d. Establish the company's commitment to full implementation of the Affirmative Action Plan.

Through "Affirmative Action," the Illinois Soccer Coaches Association promotes positive hiring and promotion actions that assure the elimination of the present effects of any past policies or practices that intentionally or inadvertently imposed barriers on the opportunities of women, African Americans, Hispanics, the disabled, older workers, or any other protected groups who were underutilized in the workforce or on whom the past practices had an adverse impact.

The Illinois Soccer Coaches Association has created a written plan to overcome the present effects of past policies and practices that were barriers to equal membership opportunities. The Affirmative Action Plan ("the Plan") identifies the steps necessary to achieve full and fair utilization of any underutilized protected group.

The Illinois Soccer Coaches Association will comply with all provisions of the Plan and will not tolerate any discriminatory practice. The Illinois Soccer Coaches Association will operate consistent with its Equal membership Opportunity Policy in all personnel actions. In addition, The Illinois Soccer Coaches Association will not become party to any agreement, contract, or other arrangement for services with an individual, company, or organization that tolerates or sanctions discriminatory employment practices.

Procedures for Reporting Discrimination:

Questions, comments, or concerns about the Plan should be directed to the Illinois Soccer Coaches Association board of directors. If you have any complaints about the implementation of the Plan, please communicate them to your Director of Coaching.

PROTESTS, APPEALS, COMPLAINTS AND DISCIPLINE *DISCIPLINARY POWERS*

The Illinois Soccer Coaches Association shall have the authority to suspend members for violating procedures, policies or for any action or conduct not in the best interest of soccer or the Illinois Soccer Coaches Association.

- A disciplinary hearing is a meeting to decide whether or not a disciplinary action is needed for an incident with all parties having the chance to participate.

- An Illinois Soccer Coaches Association disciplinary Committee shall consist of three persons.
- All members of the Illinois Soccer Coaches Association shall recognize any disciplinary action imposed by the Illinois Soccer Coaches Association.
- Decisions rendered by the Illinois Soccer Coaches Association can be appealed to the Illinois Soccer Coaches Associations board of directors. If the Illinois Soccer Coaches Association board of directors feels it is just, they may appoint an appeals committee. The decision of the Illinois Soccer Coaches Association appeals committee shall be final.

ALL PROTESTS, APPEALS OR COMPLAINTS MUST:

- Must be in writing
- Specifically refer to the Illinois Soccer Coaches Association policy that is or has been violated.
- Should a policy not exist to resolve your protest, appeal or complaint, a member may provide a simple written statement of the issue.

No member shall be represented by an attorney.

No Illinois Soccer Coaches Association member may involve the aid of the courts in the United States or of a state without first exhausting all available remedies including hearings and appeals within the member association.

- For violation of this policy the offending party shall be subject to suspension and fines and shall be liable to the Illinois Soccer Coaches Association for all expenses incurred by the Illinois Soccer Coaches Association and its officers in defending each court action including but not limited to the following;
- Court costs
- Attorney's fees
- Compensation for time spent by Illinois Soccer Coaches Association officials and employees in responding to and defending against all allegations in the action including to discovery and court appearances
- Travel expenses
- Any other expenses necessitated by the court action.

Illinois Soccer Coaches Association DUE PROCESS:

- Illinois Soccer Coaches Association board of directors receives notice of violation.
- Illinois Soccer Coaches Association board of directors collects all information surrounding violation.
- Illinois Soccer Coaches Association board of directors will appoint a disciplinary committee
- Illinois Soccer Coaches Association disciplinary committee holds a hearing to respond to complaint
- Illinois Soccer Coaches Association disciplinary committee renders decision based upon information received.
- Appeal to Illinois Soccer Coaches Association board of directors within seven days of the decision.
- Within ten days of the appeal the Illinois Soccer Coaches Association board of directors will appoint an appeals committee
- The Illinois Soccer Coaches Association appeals committee shall hold a second hearing
- The decision of the Illinois Soccer Coaches Association appeals committee shall be deemed final and supported by the Illinois Soccer Coaches Association board of directors and the Illinois Soccer Coaches Association membership.