



**Board of Directors Meeting  
11:00 am, May 18, 2019  
1346 Silver Avenue  
San Francisco, CA 94134**

## **AGENDA**

**Founded in 1902**

Note: Trainers and representatives from Affinity/Dicks Sporting Goods will be available at 10 am to answer questions and take suggestions regarding the player registration system. They would also like to have a few minutes to demonstrate some new features their system before we call the board meeting to order. They plan to also be available after the meeting in case you want additional time with them. If you have a league registrar who is not a board member, this would be a great opportunity for them to get one-on-one training directly from Affinity.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Consent Calendar
  - A. Consider approval of the minutes of March 16, 2018 Board of Directors Meeting
5. Action Items
  - A. Consider approving a resolution establishing a non-voting member category for "Independent" teams and applicable revisions to Section 2 of the CSAN Policy Manual.
  - B. Consider revising the method of distributing requested certificates of insurance.
  - C. Consider approving a \$100 per month stipend for the CSAN Vice President.
  - D. Consider approving Section 5 of the CSAN Policy Manual.
  - E. Consider approving Section 11 of the CSAN Policy Manual.
  - F. Consider approving Section 1 of the CSAN Policy Manual.
6. Officer, Staff and Committee Reports
  - A. Treasurer's Report (Rodriguez)
  - B. State Cup Committee Report (Zaldana and Yanow)
  - C. Report from the U.S. Soccer Federation 6 April member meeting in Frisco, TX.
  - D. Player and Team Registration Report (Sanchez)
  - E. Report on progress of Financial Audit (Rodriguez)
7. Good of the Game
  - A. Correspondence received by Officers, Directors and Staff
  - B. Informational Items
    - 1) Planning for USWNT game "Fan Zone" booth at Levi Stadium on May 12, 2019

- 2) Update on 30 second CSAN video
    - 3) Safesport training
  - C. Director's Comments
  - D. Board Member Requests for future agenda items
- 8. Adjournment

California Soccer Association North  
Board of Director's Meeting Minutes  
March 16, 2019

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1. Call to Order

Meeting was called to order at 11:14 AM by Vice-President Juan Zaldana.

2. Roll Call

Members Present: Hector Hernandez, National Soccer League  
Carlos Mejia, San Francisco Soccer Football League  
Edwin Menjivar, Fraternidad Soccer League  
Member-At-Large

Tom Moore, President  
Coco Moya, Golden Gate Women's Soccer League  
Jan Mullen, Secretary  
Ali Radmand, Central California Soccer League  
Member-At-Large  
Javier Rodriguez, Treasurer  
Norma Sanchez, Office Manager  
Alicia Yanow, Member-At-Large  
Juan Zaldana, Vice-President

By Conference Call: Gerhard Atchleik, Sacramento Adult Soccer League  
Vangie Bond, Alameda County Soccer League  
Martin Esquer, Visalia Soccer League  
Rene Perez, San Joaquin Valley Soccer League  
Leo Shoomiloff, San Francisco Soccer Football League  
Jonathan Wong, Palo Alto Soccer League

3. Pledge of Allegiance

4. Consent Calendar

A. Consider approval of the minutes of December 1, 2018 Board of Director's Meeting

**Motion by Leo Shoomiloff/second by Alicia Yanow to approve minutes of the December 1, 2018 Board of Director's meeting. Passed unanimously.**

Carlos Mejia left the meeting at 11:20 AM.

Tom Moore arrived at the meeting at 11:20 AM.

5. Action Items

- A. Consider revising CSAN Player Registration Policies to allow player releases to be done in Affinity by team managers at no cost

**Motion by Alicia Yanow/second by Javier Rodriguez to approve revising CSAN Player Registration Policy to allow player releases to be done in Affinity by team managers at no cost for discussion purposes.**

Hector Hernandez, National Soccer League, arrived at 11:50 AM.

Currently, the CSAN Player Registration Policy allows only league registrars to execute player releases in Affinity at no cost. This proposal would extend that to allow team managers to also execute player releases at no cost.

Currently with Affinity, league administrators can approve player releases without approval from CSAN office, if a team manager does the player release it has to be approved by the CSAN office.

**Motion by Alicia Yanow/second by Gerhard Atchleik that team managers be allowed to do player releases in Affinity, with final approval of the CSAN office at no cost. Passed unanimously.**

- B. Consider approval of Sections 1 – 5 and Section 11 of the revised CSAN Policy Manual

**Motion by Alicia Yanow/second by Javier Rodriguez to only consider Sections 5 and 11 for approval today and table Sections 1 – 4 for a later meeting.**

**Friendly amendment by Juan Zaldana to table Sections 1 – 5 and Section 11 of the CSAN Policy Manual and get volunteers to meet and review these sections in the next 90 days. Alicia Yanow and Javier Rodriguez accept the friendly amendment. Passed unanimously.**

Tom Moore will create a Google doc so that comments and revisions can be made to Sections 1 – 5 and Section 11 of the CSAN Policy Manual.

6. Staff and Committee Reports

- A. Reports from delegates to Region 4 Workshops in Phoenix

Delegates Tom Moore, Javier Rodriguez, Alicia Yanow, Coco Moya, Juan Zaldana, Toni Setteducato, and Pedro Botello submitted written reports.

B. Reports from delegates to US Soccer Annual General Meeting in Scottsdale

Delegates Tom Moore, Javier Rodriguez, Jan Mullen, Alicia Yanow, and Coco Moya submitted written reports.

C. Report on USMNT game "Fan Zone" booth

Alicia Yanow reported that the CSAN booth, despite the rainy and windy weather, was successful at promoting adult soccer leagues in Northern California. Three players from the SF Nighthawks helped distribute informational pamphlets.

D. Report on CSAN Office Renovations

Juan Zaldana reported on the updates to the CSAN office. Edwin Menjivar has been helpful in assisting with the cleanup, which includes:

- Cleanup of the basement and rodents
- Repair to back door of office from water damage
- Safety strips placed on front office steps
- Replaced electrical outlets in the conference room
- Installed new curtains in the conference room
- Repaired floor near doors in the conference room from water damage with tile
- Two canopies installed outside above two doors to the conference room to prevent water leakage and damage
- Rewired the projector and sound system in the conference room
- Carpet and furniture removed from private office, which was previously occupied by Ric Olivas
- Lighting was upgraded, hardwood floors installed, and walls were painted in this private office

Still to be completed is some maintenance work in the small waiting room at the front of the office. Carpet needs to be removed, walls painted, and new furniture installed.

Cost to date: \$165 for garbage disposal  
\$7,045 for labor costs  
\$6,342.66 for materials (furniture, hardwood floors, etc.)  
\$1,100 balance for labor costs

Additional projects include cleanup of the basement and items that are stored there, such as documents and pictures; monitoring rodents so they

don't come back; replace 5 windows, replace furnace, replace conference room refrigerator, and upgrade electrical circuits.

E. Report on Walk Soccer Initiative

Tom Moore is working with the San Jose Earthquakes, or a nonprofit called the Earthquakes Foundation, to start a walking soccer league in San Jose. This would be a good marketing tool for the Earthquakes and potentially raise funds for their nonprofit Earthquake Foundation. It could also increase CSAN player registrations.

F. Report on CSAN website updates

Coco Moya reported that there are some website issues that need to be addressed. They include that software needs to be updated, currently there is no host of our website and no one to contact if the website goes down, and only one username and password that has not been changed in many years.

A solution is to use a free service through Affinity called Blue Sombrero to build a new website which will provide full network support.

There was some discussion on forming a committee to investigate various options for website hosting.

**Motion by Javier Rodriguez/second by Alicia Yanow to form a CSAN website committee with Coco Moya as chair of the committee to investigate various options for website hosting. Passed unanimously.**

G. Player and Team Registration Report

Norma Sanchez gave a report that all leagues are currently registered for the year. Liga Cristiana is not currently registered.

H. Report on progress of Financial Audit

Javier Rodriguez presented a Profit and Loss statement for the fiscal year through January 2019. To date, we have a net income of (\$837.67). We have received \$31,473.29 in international games income.

Javier has been in communication with the firm PUN group LLP Accountants and Advisors and they have proposed a cost of \$5,000 for a financial review and \$15,000 for an audit. Javier has distributed the proposal to the CSAN Officers for their review.

**Motion by Coco Moya/second by Juan Zaldana to proceed with contract negotiations with the PUN Group proposal. Passed unanimously.**

7. Good of the Game

A. Correspondence received by Officers, Directors, and Staff

Norma Sanchez reports that Affinity will be providing a training for any league members on a weekend in May. Norma will email team captains to find out what teams are interested.

A meeting or conference call needs to be scheduled with Hummel to discuss contract agreement.

B. Informational Items

1. Planning for USWNT game "Fan Zone" booth at Levi Stadium on May 12, 2019

Norma Sanchez will send out an email to all member leagues to get an estimate of the number of people who would be interested in attending the game. We can look at purchasing a block of tickets at a discounted price.

2. CSAN 30 second video

Video should include landscapes of Northern California, men's and women's leagues playing, league logos, and CSAN website address.

3. Safesport requirements and policies

Tom Moore will email out to each league the Safesport manual that the federation has put together. What needs to be determined is to what extent does the law require CSAN to tell leagues what they must do with regard to Safesport requirements.

Tom Moore will send out a link to the policy template site so that the Safesport Policy Committee can determine what policies CSAN needs to put in place.

C. Director's Comments

1. CSAN State Cup

Leo Shoomiloff requests to take a sabbatical for a month or so in his role as State Cup Co-Chair due to health reasons.

Juan Zaldana announced that State Cup dates have been determined. Elimination games will be July 13, 2019 in Davis and July 20, 2019 in

San Francisco. The finals will be held in San Francisco on August 3, 2019. An application has been submitted to SF Rec & Park for fields at Beach Chalet or Crocker Amazon. To date, no application has been submitted for fields in Davis.

Juan Zaldana also reported that Affinity has a new application for a tournament feature that allows user to register teams, collect payment, and produce rosters. It is very user friendly and could help with the organization of the CSAN State Cup tournament.

2. Disciplinary Committee

The CSAN Disciplinary Committee has been busy with hearings the past few months. There was 1 hearing in January, 2 hearings in February, and 2 hearings in March. One of the cases involved a referee assault.

3. Grants

Liga Fraternidad was approved to receive grant money of \$3,000 last year. To date, they have received \$1,500 from the approved grant. To receive the other half of the grant money, there was a requirement that Liga Fraternidad register two new teams from the tournament they hosted and for the following season.

**Motion by Tom Moore/second by Ali Radmand to pay \$1,500 of grant money to Liga Fraternidad upon verification from Vice-President Juan Zaldana that Liga Fraternidad has met all of the requirements of their grant proposal. Passed. One (1) vote opposed.**

4. Safety of CSAN Office

Coco Moya commented that there have been several burglaries and assaults in the neighborhood recently. Security cameras have been installed, but doors should be kept locked.

5. Board of Director's Meeting Packet

Jan Mullen requested that those submitting reports to be included in the board meeting packet to be mailed do so by the deadline that has been set. The board packet takes some time to assemble and late reports that come in delay the mailing of the packet.



6. Major League Soccer (MLS)

Tom Moore reports that MLS will provide four (4) complimentary tickets to all home games of the San Jose Earthquakes. Norma Sanchez sent out a google spreadsheet listing the home games and requests for tickets for those games. There are tickets available for about 8 more games.

MLS asks that requests for tickets be made three weeks in advance. Tickets must be used and MLS tracks whether tickets get used. If tickets don't get used, MLS may discontinue this offer.

D. Board Member requests for future agenda items

8. Adjournment

Meeting adjourned at 2:52 PM.

Submitted by,

Jan Mullen  
CSAN Secretary

## California Soccer Association North Agenda Transmittal

Agenda Item Number: 5A

Meeting Date: 18 May 2019

Submitted by: Tom Moore

Agenda Title: Consider an affiliation policy for Independent Teams.

**Detailed Description:** The Board of Directors is asked to consider a proposed policy that would allow an independent team that is not part of any member league to affiliate with CSAN. This proposed new policy is:

- An independent team from northern California that is not part of a member league may register the team and its players directly with California Soccer Association North.
- The players on an independent team who properly register will receive a player pass with the league name of "Independent".
- The Personal Accident Insurance (PAI) for such players is limited to the \$5,000 maximum PAI policy version.
- The end of the registration year for players on an independent team is December 31<sup>st</sup>.
- Other fees related to player registration and described in Section 2 of the CSAN Policy Manual regarding *Policies and Fees Related to Registration* shall apply to players on an independent team.
- An independent team must pay annual team dues of \$120.
- An independent team does not get a seat on the Board of Directors of CSAN.
- Independent teams shall be non-voting members of CSAN as described in Section 3.01 of the Bylaws.
- Independent teams shall comply with the same FIFA, U.S. Soccer, U.S. Adult Soccer Association and California Soccer Association North bylaws and policies that teams belonging to a member league must comply with.
- When an independent team requests a certificate of insurance (COI), CSAN shall provide the COI directly to the owner of the facility that requires the COI.
- CSAN staff shall ensure that facility owners receiving such a COI are informed of the conditions under which the COI is valid.

Financial Impact on CSAN: A small amount of additional revenue estimated at less than \$5,000.

CSAN Executive Committee Recommendation: Recommends careful consideration of the likely ramifications, benefits and potential costs.

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### Board Action

Motion By \_\_\_\_\_

Seconded By \_\_\_\_\_

Ayes: \_\_\_\_\_

Abstentions: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent: \_\_\_\_\_

Reagendized For: \_\_\_\_\_

No Action Taken: \_\_\_\_\_

May 18, 2019  
Resolution No. 2019-1  
Resolution of the Board of Directors  
California Soccer Association North, Inc.

RESOLVED by the Board of Directors ("Directors") of the California Soccer Association North ("CSAN"), at a regular meeting duly called and held on May 18, 2019 at 1346 Silver Avenue, San Francisco, California as follows:

WHEREAS, it is in the interest of CSAN, the U.S. Adult Soccer Association and the U.S. Soccer Federation to increase the number of affiliated adult soccer players in northern California; and,

WHEREAS, for a variety of reasons there are independent adult soccer teams in northern California that are not part of any member league of CSAN; and,

WHEREAS, Section 3.1 of the Bylaws of CSAN authorizes the Board of Directors to, *"establish one or more classes of nonvoting members, and provide for their rights and obligations"*; and,

WHEREAS, CSAN has received a request for the creation of such a class of non-voting member in the form of an independent team,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of California Soccer Association North, in accordance with Section 3.1 of the CSAN Bylaws, establishes a class of nonvoting member named Independent Team and sets forth the fees and obligations of this class of nonvoting member in the CSAN Policy Manual.

PASSED AND ADOPTED on May 18, 2019 by the Board of Directors of California Soccer Association North by the following roll call vote:

Ayes: Directors

Noes: Directors

Absent: Directors

Abstained: Directors

CERTIFICATE OF SECRETARY

The undersigned Secretary of the Board of the California Soccer Association North, Inc. hereby certifies that the foregoing is a full, true and correct copy of Resolution No. 2019-1 adopted May 18, 2019.

Jan Mullen, Secretary

## **Section 2: Policies and Fees Related to Registration**

**2.1. Annual League Registration Fee:** \$100 per league.

**2.2. Annual Team Registration Fee:** \$100 per team. A league must register at least six teams each year. Player passes may not be purchased for a specific team until the annual team registration fee has been paid and the team's annual mandatory form provided to the office staff.

**2.3. Annual Player Registration Fees:**

- A. For a maximum of \$5,000 Participant Accident Insurance Plan: \$26 per player. All players in a given league must buy the same Participant Accident Insurance Plan.
- B. For a maximum of \$25,000 Participant Accident Insurance Plan: \$31.50 per player. All players in a given league must buy the same Participant Accident Insurance Plan.

**2.4. Player Transfer Fee:** \$10. This fee applies to players who transfer from one team to another team during the registration year. At the end of a registration year, all players in the league become free agents.

**2.5. Returned Check Fee:** \$30.

**2.6. Credit Card Convenience Fee:** For charge amounts under \$100: Free. For charge amounts of \$100 or more: 2%.

**2.7. Fee for 3-day Tournament Pass:** \$10.

**2.8. Fee for Changing a Team Name during the Registration Year:** \$20.

**2.9. Fee for Reprinting a Player Pass Due to Loss or Team Name Change:** \$10.

**2.10. Insurance Certificate Fee:**

- A. \$20 for expedited insurance certificate (i.e., needed within seven days of submitting the request to the CSAN office).
- B. \$20 to reissue a certificate when the league has provided incorrect information in the original request.

**2.11. Fee to Release Player from a Team:**

- A. No charge if the release is done in Affinity by the League Registrar or Team Manager (the State Registrar is automatically notified when a release is done by a Team Manager).
- B. \$10 if the release is done by the staff at the CSAN office.

**2.12. Player Pass Expiration Dates:** All player passes in a given league expire on the same date regardless of the date on which the pass was purchased.

**2.13. Player Registration Requirements:** All players must be properly registered in the CSAN player registration system before they play. No insurance coverage will be provided unless this condition is met.

**2.14. Registration of Independent Teams and Their Players** - the following policies apply to the registration of Independent Teams and their players:

- A. An Independent Team is a team that is not part of a member league of CSAN.
- B. Independent Teams and their players may register directly with CSAN.
- C. Players on an independent team who properly register with CSAN will receive a player pass with the league name of "Independent".
- D. The Personal Accident Insurance (PAI) for the players on an Independent Team is limited to the standard \$5,000 maximum PAI policy.
- E. The end of the registration year for players on an Independent Team is December 31st.
- F. An independent team must pay annual team dues of \$120 to CSAN.
- G. Independent teams shall be non-voting members of CSAN as described in Section 3.01 of the Bylaws.
- H. Independent teams shall comply with the same FIFA, U.S. Soccer, U.S. Adult Soccer Association and California Soccer Association North bylaws and policies that teams belonging to a member league must comply with.
- I. When an independent team requests a certificate of insurance (COI), CSAN shall provide the COI directly to the owner of the facility that requires the COI.
- J. CSAN staff shall ensure that facility owners receiving such COIs are informed of the conditions under which the COI is valid.

**California Soccer Association North  
Agenda Transmittal**

Agenda Item Number: 5D

Meeting Date: 18 May 2019

Submitted by: Tom Moore

Agenda Title: Consider final approval of Section 5 of the CSAN Policy Manual

**Detailed Description:** The Board of Directors is asked to consider Section 5 of the CSAN Policy Manual. This section of the policy manual contains language and policies that the U.S. Soccer Federation and U.S. Adult Soccer Association requires each state association to have in place.

Financial Impact on CSAN: No impact.

CSAN Executive Committee Recommendation: Recommends approval.

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Board Action

Motion By \_\_\_\_\_

Seconded By \_\_\_\_\_

Ayes: \_\_\_\_\_

Abstentions: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent: \_\_\_\_\_

Reagendized For: \_\_\_\_\_

No Action Taken: \_\_\_\_\_



## **Section 5: Specific Policies Required by the U.S. Soccer Federation (USSF)**

### **5.1. Compliance with USASA, USSF, CONCACAF and FIFA**

Except as otherwise required by law, CSAN and its member leagues will comply with the bylaws, policies and requirements of the USASA and USSF, and all statutes, regulations, directives and decisions of FIFA and CONCACAF, each as they may be amended or modified from time to time, to the extent applicable to CSAN. (From USSF bylaws 103 and 212)

### **5.2. Interplay and Tournaments Sanctioned by CSAN**

#### **A. INCLUSIVITY**

CSAN may hold or sanction within its territory tournaments that are closed or open to members of other state associations or other USSF members. However, if the tournament is open to members of other USSF state associations or USSF members, the tournament must be open to all such state associations and other USSF members. (USSF Bylaw 603)

#### **B. NONMEMBER PARTICIPATION FEE**

If CSAN holds a tournament open to members of other USSF state associations or other USSF members, then in addition to the tournament participation fee that CSAN charges to its own members, CSAN may charge each team from another state association or other USSF member an additional fee of no more than \$25 to participate in the tournament. (USSF Bylaw 603)

#### **C. NONMEMBER REGISTRATION**

If a player, coach, team, or administrator from another USSF state association or other USSF member desires to participate with CSAN (other than as described in policies 5.2.A. and 5.2.B above), they may be required to register with CSAN, and must comply with all regular registration requirements of CSAN. (USSF Bylaw 603)

#### **D. DISCRIMINATION AGAINST NONMEMBERS**

CSAN shall not discriminate against the participation of players, teams, coaches, or clubs on the basis membership in, or affiliation with, another state association or other USSF member. (USSF Bylaw 603)

#### **E. SANCTIONING CREDIT**

When CSAN sanctions a tournament, its organizers shall be required to identify CSAN as the sanctioning organization. This information shall be included in all tournament advertisements and promotional materials, including promotional emails, online promotions, or websites for the tournament. If the tournament is open to teams from other USSF state associations or other USSF members, this must be disclosed on tournament advertisements and promotional materials, including promotional emails, online promotions, or websites for the tournament. (USSF Bylaw 603)

### **5.3. Litigation**

#### **A. JURISDICTION**

CSAN and its members, officials, leagues, clubs, teams, players, coaches, administrators, and referees may not invoke the aid of the courts in the United States if any potential remedy is available through any hearing, appeal, or grievance process of any state association, other USSF member, or the USSF. This bylaw does not apply to the commencement of an arbitration proceeding under USSF bylaws, the USOC bylaws, or court action taken to enforce a decision of the federation, USOC, Court of Arbitration for Sports (CAS), or FIFA. (USSF Bylaw 706)

#### **B. VIOLATIONS**

For a violation of this USSF bylaw, the offending party shall be subject to suspension and fines and liable to the USSF or responding party for all expenses incurred by the USSF or responding party, and their officers, in defending each court action, including but not limited to

1. Court costs
2. Attorneys' fees
3. Reasonable compensation for time spent by officials and employees in defending the action, including the preparation of responses to discovery and court appearances
4. Travel expenses
5. Expenses for holding special meetings necessitated by the court action. (USSF Bylaw 706)

### **5.4. Hearings**

#### **A. RIGHTS**

In accordance with USSF Bylaw 701 and USSF Policy 701-1, in all hearings conducted by CSAN, the parties shall be accorded:

1. Notice of the specific charges, claims, or alleged violations in writing and possible consequences if the charges, claims, or allegations are found to be true;
2. Reasonable time, between receipt of the notice of charges and the hearing, within which to prepare a defense;
3. The right to have the hearing conducted at a time and place practicable for the respondent to attend;
4. A hearing before a disinterested and impartial panel;
5. The right to be assisted by another individual or an attorney in the presentation of one's case at the hearing;
6. The right to call witnesses and present oral and written evidence and argument;
7. The right to confront witnesses, including the right to be provided the identity of witnesses in advance of the hearing;
8. The right to have a record made of the hearing, if desired;



9. A timely written decision containing findings of fact and reasons for the decision, based solely on the evidence of record; and
10. Notice of any substantive and material action of the hearing panel in the course of the proceedings.

#### B. EX-PARTE COMMUNICATIONS

No ex-parte communication is permitted between a party and any person involved in making its decision or procedural determination except to provide explanations involving procedures to be followed. (USSF Bylaw 701 and Policy 701)

#### C. NOTIFICATION OF RIGHTS

A copy of these rights should be delivered to the parties with the notice of the hearing.

#### D. REPRESENTATION AT HEARING

If CSAN or a member of CSAN ("complainant") is represented by another individual at any hearing and the hearing panel allows that individual to speak and question the parties and witnesses, or grants any other rights, then it shall afford all other parties, or the individual(s) representing the other party(ies), including an attorney, the same rights during the course of the hearing.

#### E. GOVERNING AUTHORITY

If an attorney is present at a hearing to assist a party in presenting the party's case, it shall be made clear at the commencement of the hearing that the hearing shall proceed in accordance with CSAN's hearing rules and procedures. Federal, state or local government rules of evidence or civil procedure shall not be applicable.

#### F. RIGHT OF ASSISTANT TO SPEAK

An individual assisting the party (complainant or defendant) shall have the right to speak, make requests, or ask questions, and the right to be physically present in the hearing room. It is recommended that this individual be seated close to the party (either behind or next to the party) so that the party may seek assistance when desired during the course of the hearing.

#### G. RIGHT TO CONFER DURING HEARING

During the hearing, the party may confer briefly with the individual who is assisting before making a statement or request or responding to a question. The panel conducting the hearing may limit the frequency and duration of these conferences so as not to unduly interfere with the proceeding.

#### H. REQUEST FOR RECESS

If there is confusion or concern, the party may request a recess to confer with the individual assisting the party. Such requests should be granted unless the number of requests by a party becomes unreasonable or the length of a requested recess is deemed unreasonable by the hearing panel.

## **I. GRANTING OF RIGHTS**

Nothing contained in this policy shall prevent CSAN from allowing greater rights to assistance than those set forth in D through H, above. For example, CSAN may, but shall not be obligated to, allow more than one individual to assist a party at any given time.

## **J. CONSISTENT APPLICATION OF RIGHTS**

Rights mandatory or permissible under this policy shall be consistently applied, and CSAN shall not arbitrarily allow or disallow these rights to those individuals assisting a party in the presentation or defense of a case.

### **5.5. Recognition of Disciplinary Actions**

A disciplinary action imposed by the USSF that meets the requirements of Section 3 of USSF Policy 241-1 shall be recognized by CSAN upon notification by the federation as provided by Section 4 of USSF Policy 241-1.

### **5.6. Reporting of New D and E Coaching Licenses**

CSAN shall submit to the USSF the records of new USSF D and E coaching licenses issued by CSAN each calendar year. The records must be submitted via email, in a format designated by the USSF, by January 31 for the preceding calendar year. (USSF Policy 102(3)-1, Section 4)

### **5.7. CSAN Risk-Management Program**

#### **A. ENSURING A SAFE ENVIRONMENT**

The officers, directors and employees of CSAN are committed to providing a safe environment for member leagues, teams, and players, and to preventing abusive conduct in any form. Every member league is responsible for protecting participants and ensuring their safety and well-being while involved in affiliated activities. The following rules of behavior and procedures have been adopted for officers, directors, and employees of CSAN and member leagues. All officers, directors, and employees of CSAN and member leagues are expected to observe and adhere to these rules. Violation of these rules may be a basis for a suspension or other disciplinary action. Prohibited activities include

1. Abuse of any kind during activities of CSAN and its member leagues. Physical, sexual, emotional, or verbal abuse or misconduct will not be tolerated. This includes, but is not limited to such forms of abuse as provocative personal insults, threats of physical violence, or abusive statements regarding a person's race, religion, physical or mental disability, nationality/ethnicity, sex, or age.
2. Physical or sexual abuse, including, but not limited to striking, hitting, kicking, biting, indecent or wanton gesturing, lewd remarks, indecent exposure and any form of sexual contact or inappropriate touching.

Every member is responsible for reporting any cases of questionable conduct or alleged mistreatment to CSAN. The officers, directors and employees of CSAN will respond quickly to any and all allegations of abuse within this organization. The alleged offender will be notified of such allegations promptly.

## B. CONDUCT

The officers, directors and employees of CSAN promote respect and good sportsmanship throughout the CSAN and encourage mutual respect, courtesy, and tolerance in all participants, coaches, officials, and volunteers.

1. To protect youth participants, as well as coaches, officials, and volunteers, it is strongly recommended that no adult allow him or herself to be alone with a child or group of children (except family members) during sponsored activities. In particular, it is recommended that coaches, or other adults who participate in activities affiliated with CSAN,
  - a) Not drive alone with an individual youth participant
  - b) Not take an individual child alone to the locker room, bathrooms, or any other private room.
  - c) Ensure that private conversations with youth participants occur within the view of others, in the gym or on the field, rather than a private office or hotel room.
  - d) Not socialize individually with youth participants outside of sponsored activities unless the parents are present.
2. No youth participant should be left alone at a training session or at any other time. They should be accompanied by at least two adults until picked up by their parent, older sibling, or a designated adult.

## C. BACKGROUND CHECKS

All coaches and administrators of adult amateur teams that have one or more players under the age of 18 are required to register with CSAN and complete a risk-management application every two years. Failure to complete or falsifying this application may result in immediate disqualification or suspension. CSAN will cover the cost of background checks for any administrator/coach registered with CSAN.

## D. DISQUALIFICATION OF INDIVIDUALS

1. The officers and employees of CSAN may deny registration to and disqualify any individual, deny membership to, or discipline any affiliated team that employs or uses any individual who fails to comply with the registration procedures in subsection C above, falsifies information, or as a result of such procedures is determined by the officers and employees of CSAN to be unfit to continue in their current position.
2. The officers and employees of CSAN may use any information in its absolute discretion in determining disqualifications. Such information may include conviction of any felony, gross misdemeanors, the violation of CSAN bylaws or policies, or driving offenses, including loss of license, reckless driving, impaired driving, or DUI.
3. Any person accused of sexual or physical abuse may be asked to resign voluntarily or suspended by the officers and employees of CSAN until the matter is resolved.

Regardless of criminal or civil guilt in the alleged abuse, the continued presence of the person could be detrimental to the reputation of the organization and harmful to participants. A person who is accused but later cleared of charges may apply to be reinstated within CSAN. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to their former position.

4. CSAN and its members shall further comply with the U.S. Soccer risk-management bylaws, rules, and policies, including Bylaw 212, and Policies 212 and 601-10. .

#### E. GOAL SAFETY RECOMMENDATIONS

Home teams are responsible for inspecting the goals and ensuring their safety. Should the visiting team become aware of a goal safety issue; they should immediately inform the home team and the game official. The home team should do the following:

##### Pre-Game:

1. Make sure the goal is firmly secured to the ground with anchors or appropriate weights.
2. Check the connecting hardware (nuts, bolts, etc.) for proper attachment.
3. Make sure the structural integrity of the goal has not been compromised (cracks in welds or posts, etc.
4. Ensure that the goal is on a level (flat) surface
5. Check the net-attachment system to make sure that it is secure and there are no sharp edges.

##### Post-Game:

1. Ensure that all connecting hardware (nuts, bolts, etc.) are in place and secure.
2. Check the structural integrity of the goal. Never allow anyone to climb on the goals
3. If goals are moved, exercise extreme caution and allow adequate manpower to move the goals.
4. Make sure that warning labels are visible and in good condition.

#### F. FIELD INSPECTION

Home teams are responsible for inspecting the field and ensuring the safety of the facility. Should the visiting team become aware of a safety issue, they should immediately inform the home team and the game official. The home team should do the following:

1. Look for foreign objects that pose a safety hazard and have them removed.
2. Check for holes, hills or ruts.
3. Inspect sprinkler heads to make sure that they are seated and properly covered.
4. Ensure there is a restraining line for spectators at least five feet beyond the touch line and outside the technical area.
5. Inspect bleachers and seating areas.
6. Inspect the field and surrounding areas for possible attractive nuisances.

#### **G. PLAYER LIABILITY**

Players shall assume all risks, responsibilities, and liabilities for loss, damage, injury, or death to themselves while engaged as a player for a club or as a player on a representative team of the league, subject to applicable state laws and regulations.

#### **H. LIABILITY WAIVER AND INDEMNIFICATION**

All coaches, administrators and players are required to sign a liability waiver when they submit their registration. Any such person under the age of 18 must also provide a liability waiver signed by their parent or guardian.

#### **5.8. Mandatory Liability Insurance**

CSAN shall maintain a comprehensive general liability policy of not less than one-million dollars per claim/two-million dollars aggregate. The policy shall provide general liability insurance coverage for CSAN, its leagues, clubs, teams, registered players, and staff. The policy shall name the USSF as an additional insured and have the flexibility to allow other entities, including owners and lessors of premises, sponsors and co-promoters, coaches, officials, and volunteers supporting the activities affiliated with CSAN to be named as additional insured. (USSF Policy 212-2)

#### **5.9. Equal Opportunity**

CSAN and its members shall comply with all applicable laws governing non-discrimination and shall be open to membership without discrimination on the basis of race, color, religion, national origin, citizenship, disability, age, sex, sexual orientation, gender identity, or veteran status. CSAN shall provide equal opportunity to athletes, coaches, trainers, managers, officials, and administrators to participate in amateur soccer competitions. CSAN and its members shall not discriminate on the basis of race, color, religion, national origin, disability, age, sex, sexual orientation, gender identity, or veteran status; except that CSAN and its members may have rules for team formation and soccer competitions that classify players and teams based on age, sex, citizenship, disability, amateur status, competitive ability, or as otherwise mandated by FIFA. (USSF Bylaw 105)

**California Soccer Association North  
Agenda Transmittal**

Agenda Item Number: 5E

Meeting Date: 18 May 2019

Submitted by: Tom Moore

Agenda Title: Consider final approval of Section 11 of the CSAN Policy Manual

**Detailed Description:** The Board of Directors is asked to consider Section 11 of the CSAN Policy Manual. This section of the policy manual contains the prohibited conduct policies that the U.S. Soccer Federation and U.S. Adult Soccer Association require each state association to have in place.

Financial Impact on CSAN: No impact.

CSAN Executive Committee Recommendation: Recommends approval.

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Board Action

Motion By \_\_\_\_\_

Seconded By \_\_\_\_\_

Ayes: \_\_\_\_\_

Abstentions: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent: \_\_\_\_\_

Reagendized For: \_\_\_\_\_

No Action Taken: \_\_\_\_\_

## **Section 11: Prohibited Conduct Policy**

### **11.1. Applicability**

This policy applies to all officers, directors, employees, and members of CSAN. All officers, directors, employees, and members are responsible to help avoid all prohibited conduct described below. No one is exempt from the prohibited-conduct policy. This policy also applies to conduct by any subcontractor, supplier, customer or third party and their employees in their dealings with CSAN employees.

### **11.2. Basic Policy**

CSAN is committed to maintaining a work environment that is free from all forms of discrimination, including harassment, on the basis of any legally protected status. Accordingly, CSAN does not permit any form of unlawful harassment, discrimination or intimidation against its employees by anyone, including managers, supervisors, coworkers, executives, directors, officers, other employees, vendors, clients, customers or third parties.

### **11.3. Types of Prohibited Conduct**

#### **A. GENERAL HARASSMENT**

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based upon a person's protected status. U.S. Soccer will not tolerate harassing conduct that affects tangible job benefits, that unreasonably interferes with an individual's work performance, or safety, or that creates an intimidating, hostile, or offensive working environment.

Among the types of conduct prohibited by this policy are epithets, slurs, negative stereotyping or intimidating acts based on an individual's protected status and the circulation or posting of written or graphic materials that show hostility toward an individual because of his or her protected status.

Prohibited conduct can also include jokes, kidding, or teasing about another person's protected status. While harassing conduct is unlawful only if it affects tangible job benefits and/or interferes unreasonably with work performance and creates an abusive or hostile work environment, this Policy forbids harassing conduct even when it does not rise to the level of a violation of law.

#### **B. SEXUAL HARASSMENT**

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment; or

- Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance and creating an intimidating, hostile, or offensive working environment.

Sexual harassment may involve individuals of the same or different gender and may occur between individuals of any employment status.

Examples of conduct which may constitute sexual harassment and are prohibited by this policy include, but are not limited to the following actions:

- Unnecessary touching, patting, hugging, pinching, or brushing against a person's body.
- Staring, ogling, leering, or whistling at a person.
- Continued or repeated verbal abuse of a sexual nature.
- Sexually explicit statements, sexual flirtations, advances, propositions, subtle pressure for sexual activity, comments, questions, jokes, or anecdotes.
- Graphic or degrading comments about a person's clothing, body, or sexual activity.
- Sexually suggestive objects, cartoons, posters, calendars, or pictures in the workplace.
- Suggestive or obscene letters, notes, or invitations.
- Harassing use of electronic mail, electronic or instant messaging, or telephone communication systems.
- Other physical or verbal conduct of a sexual nature.

CSAN prohibits officers, directors, managers and supervisors from threatening or insinuating, either explicitly or implicitly, that an employee's submission to or rejection of sexual advances will in any way influence any personnel decision regarding that employee's wages, assigned duties, advancement, evaluation, shifts, career development, or any other condition of employment.

### C. RACIAL, RELIGIOUS, OR NATIONAL-ORIGIN HARASSMENT

Racial, religious, or national-origin harassment is expressly prohibited by CSAN. Racial, religious, or national origin harassment includes any verbal, written, or physical act in which race, religion, or national origin is used or implied in a manner which would make a reasonable employee uncomfortable in the work environment or which would interfere with the employee's ability to perform the job. Examples of race, religious or national origin harassment may include, but are not limited to the following:

- Jokes that include reference to race, religion, or national origin.
- The display or use of objects or pictures which adversely reflect on a person's race, religion, or national origin.
- Use of pejorative or demeaning language regarding a person's race, religion, or national origin.



#### D. SEXUAL ABUSE OF CHILDREN

Any sexual activity with a child is prohibited. This includes 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 deception, or the child understands the sexual nature of the activity.

#### F. SEXUAL MISCONDUCT

Any sexual interaction between an athlete and an individual with evaluative, direct or indirect authority is prohibited. Such relationships involve an imbalance of power and are likely to impair judgment or be exploitative. This section does not apply to a pre-existing relationship between two spouses or life partners.

#### G. EMOTIONAL MISCONDUCT

Emotional misconduct in all forms is prohibited. Emotional misconduct is a pattern of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to another person. Non-contact behaviors include verbal acts, physical acts, or acts that deny attention or support; or any act or conduct described as emotional abuse or misconduct under federal or state law (e.g. child abuse, child neglect). Emotional misconduct does not include professionally-accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athletic performance.

#### H. PHYSICAL MISCONDUCT

Physical misconduct in all forms is prohibited. Physical misconduct is defined as contact or non-contact conduct that results in, or reasonably threatens to, cause physical harm to another person; or any act or conduct described as physical abuse or misconduct under federal or state law (e.g. child abuse, child neglect, assault). Physical misconduct does not include professionally-accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athletic performance. For example, hitting and punching are well-regulated forms of contact in combat sports, but have no place in soccer.

#### I. BULLYING

Bullying involves an intentional, persistent and repeated pattern of committing or willfully tolerating physical and non-physical behaviors that are intended, or have the reasonable potential, to cause fear, humiliation or physical harm in an attempt to socially exclude, diminish or isolate the targeted athlete(s). Bullying is prohibited. Bullying does not include group or team behaviors that (a) are meant to establish normative team behaviors, or (b) promote team cohesion.

#### J. HAZING

Coercing, requiring, forcing or willfully tolerating any humiliating, unwelcome or dangerous activity that serves as a condition for (a) joining a group or (b) being socially accepted by a group's members are prohibited. Hazing does not include group or team

activities that (a) are meant to establish normative team behaviors or (b) promote team cohesion.

#### **11.4. Complaints, Investigations, and Corrective Action**

##### **A. DUTY TO REPORT**

CSAN cannot act to eliminate prohibited conduct unless such conduct is reported. All officers, directors, employees, and members of CSAN have an obligation to promptly report any and all alleged prohibited conduct that they experience, learn of, or witness. An immediate report should be made to one or more of the persons designated in this policy so that CSAN may investigate and resolve any prohibited conduct issue as quickly as possible. Alleged prohibited conduct must be reported to one of the following:

- The CSAN office administrator
- An officer of CSAN
- The board of directors of CSAN.

This policy does not require reporting the misconduct to the individual creating the harassment or discrimination.

##### **B. PROMPT INVESTIGATION**

All complaints and reports will be promptly investigated. CSAN employees have an obligation to cooperate in any investigation, including providing information concerning the complaint. Failure to do so may be a violation of this policy. In determining whether an individual's alleged conduct constitutes a violation of the policy, the investigator will impartially look at the totality of the circumstances, which includes the nature of the misconduct and the context in which it is alleged.

If an investigation confirms that a violation has occurred, CSAN will take prompt corrective measures including, but are not limited to, an oral or written warning or reprimand, counseling, suspension, or discharge of the employee engaging in misconduct. Disciplinary actions will be noted in the employee's personnel file.

##### **C. CONSEQUENCES OF VIOLATION**

CSAN's non-harassment policy offers greater protection from prohibited conduct than does the law. Consequently, officers, directors, or employees found to have violated CSAN's prohibited-conduct policy may be subject to corrective action, censure, discipline, or termination, even if applicable laws may not have been violated and without regard to whether the conduct constitutes a violation of law.

A CSAN employee wishing to file a complaint against CSAN may contact the Equal Employment Opportunity Commission or the California Department of Fair Employment and Housing.

#### **11.5. Confidentiality**

Complaints of harassment, investigation of complaints of harassment, and any corrective action taken in response will be kept confidential, except as disclosure is necessary to

perform CSAN's investigation and inform the alleged victim of harassment of the outcome of an investigation.

#### **11.6. Retaliation**

CSAN prohibits reprisal or retaliation against an officer, director, employee, or member for filing a good-faith complaint of harassment, for supporting or assisting, in good faith, another employee in pursuing a complaint, or in assisting the investigation of a complaint. Employees must report incidents of retaliation on the same basis as they report incidents of other prohibited conduct. CSAN will not retaliate or discriminate against any employee for exercising, in good faith, any rights under this policy.

#### **11.7. False Claims**

Investigations of good-faith claims may properly result in findings of violations of the policy, no violation, or inconclusive findings. However, any employee who falsely claims prohibited misconduct or provides false information in an investigation will be subject to disciplinary action, up to and including discharge.

#### **11.8. Training and Education**

CSAN employees and other Covered Personnel who have contact with athletes must successfully complete the USOC SafeSport training every year. USOC SafeSport training can be accessed at <http://training.safesport.org/>. The training is free of charge using an access code available from the CSAN office staff. Officers, directors, league managers, coaches, and referees are encouraged to complete the training.

#### **11.9. Safesport Laws, Regulations, and Policies**

##### **A. COMPLIANCE**

CSAN shall comply with Safesport laws, regulations, and policies. The investigation and adjudication of matters involving allegations or reports of sexual abuse or misconduct—or other violations that involve prohibited conduct that is reasonably related to and accompanies an alleged violation involving sexualized behavior by covered individuals—are, as provided in Federal law, subject to the jurisdiction of the United States Center for Safe Sport ("USCSS"), in accordance with the requirements of the USOC and as set forth in the USSCS bylaws or other USSCS governing documents.

"Covered individuals" are athletes who register with CSAN and those who are authorized by CSAN to oversee those athletes. This includes coaches, administrators, medical personnel, and officers and directors of CSAN. Rules and procedures to be followed by CSAN in dealing with allegations or reports of sexual abuse or misconduct, and the enforcement of discipline or other sanctions issued by the USSCS, are set forth in the applicable SafeSport policies and disciplinary procedures of the USSCS or CSAN.

##### **B. Social Media and Electronic Communication**

1. Application: This policy shall apply to Participating Adults, i.e.:

- Adult players, coaches and managers who have regular contact with amateur athletes who are minors.
  - An adult authorized by a CSAN to have regular contact with or authority over an amateur athlete who is a minor.
  - Staff and board members of CSAN.
2. All electronic communication originating from Participating Adults to amateur athletes who are minors must be professional in nature. If a Participating Adult needs to communicate directly with an amateur athlete who is a minor via electronic communications, another Participating Adult or the minor's legal guardian will be copied on that electronic communication.
  3. If a minor athlete communicates to the Participating Adult privately first, the Participating Adult should respond to the minor athlete with a copy to another Participating Adult or the minor's legal guardian.
  4. A Participating Adult communicating electronically to the entire team will copy another Participating Adult.
  5. Amateur athletes who are minors may "friend" the organization's official page.

#### C. PROHIBITED ELECTRONIC COMMUNICATIONS

1. Participating Adults are not permitted to communicate privately via electronic communications with amateur athletes who are minors, except under emergency circumstances.
2. Participating Adults are not permitted to "private message," "instant message," "direct message", or send photos via Snapchat or Instagram to a minor athlete privately.
3. Participating Adults are not permitted to maintain social media connections with minors; such adults are not permitted to accept new personal page requests on social media platforms from amateur athletes who are minors and existing social media connections with amateur athletes who are minors shall be discontinued.
4. Sending electronic communications between the hours of 8:00 p.m. and 8:00 a.m. to an amateur athlete who is a minor.

#### D. REQUESTS TO DISCONTINUE

Legal guardians may request in writing that their child not be contacted through any form of electronic communication by the organization or by the organization's Participating Adults. The organization will abide by any such request that their child not be contacted via electronic communication, absent emergency circumstances.

**California Soccer Association North  
Agenda Transmittal**

Agenda Item Number: 5F

Meeting Date: 18 May 2019

Submitted by: Tom Moore

Agenda Title: Consider final approval of Section 1 of the CSAN Policy Manual

**Detailed Description:** The Board of Directors is asked to consider Section 1 of the CSAN Policy Manual. This section of the policy manual contains the procedures for directors and officers of CSAN.

Financial Impact on CSAN: No impact.

CSAN Executive Committee Recommendation: Recommends approval.

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Board Action

Motion By \_\_\_\_\_

Seconded By \_\_\_\_\_

Ayes: \_\_\_\_\_

Abstentions: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent: \_\_\_\_\_

Reagendized For: \_\_\_\_\_

No Action Taken: \_\_\_\_\_



## **Section 1: Procedures for Board of Directors and Committees**

### **1.1. Purpose of this Section**

This section describes the procedures approved by the board of directors for the conduct of board business. The intent of these procedures is to:

- A. Provide for the fair and efficient consideration of board decisions; and
- B. If appropriate, ensure that members and players are informed of matters coming before the board.

Each director, upon assuming office, shall be given a copy of CSAN Bylaws and the CSAN Policy Manual. Each director is expected to comply with the bylaws, policies and procedures therein.

### **1.2. The CSAN Mission**

The mission of California Soccer Association North, Inc. is to develop, promote, and administer the game of soccer for adults; and educate members, players, coaches, referees, managers, administrators and the general public about the game of soccer in Northern California

### **1.3. Authority.**

While the board of directors is the governing body of CSAN, certain powers are reserved for the members of CSAN and exercised by them at the annual member meeting or special member meetings. See Articles III, IV and V of the CSAN Bylaws.

CSAN is a mutual benefit corporation incorporated in the State of California in 1926. It derives its authority from the California Corporations Code, Part 3: Nonprofit Mutual Benefit Corporations [Sections 7110 - 8910] and the CSAN bylaws.

In accordance with Article VI of the CSAN Bylaws, the board of directors of CSAN consists of the four elected officers of the corporation plus one director appointed by each member league.

Under its bylaws, CSAN maintains affiliation with the United States Adult Soccer Association and the United States Soccer Federation.

### **1.4. Governing Laws and Rules.**

The board of directors will conduct all meetings of the board and committees according to the bylaws and policies of CSAN, all laws applicable to CSAN, and to the extent they do not conflict with the foregoing, Rosenberg's Rules of Order.

### **1.5. Attendance at Board and Committee Meetings.**

Directors are expected to carry out their responsibilities to the best of their abilities. They are expected to be present in person or by electronic means for scheduled meetings of the board, special meetings, and, as assigned, meetings of board committees, advisory

committees, and CSAN events. If a director, or his or her alternate, cannot attend a regular board meeting for any of the following reasons, that absence shall be excused:

- Illness or injury;
- Family emergency; or
- Director's regular job duties.

An absence for any other reason shall be deemed unexcused unless approved by vote of the board of directors. A director with three or more consecutive unexcused absences shall be deemed to be in violation of board policy and subject to board action pursuant to Section 1.30.

#### **1.6. Duties of the Directors Acting as Members of the CSAN Board of Directors**

Under California law, directors of non-profit organizations are required to perform their duties **in good faith, with ordinary care, and in the best interest of the nonprofit.**

- **In good faith.** Good faith is shown by honesty and faithfulness to duties and obligations.
- **With ordinary care.** Ordinary care is the use of good judgment and common sense. It means doing what an ordinarily prudent person in a similar position would do under similar circumstances. It means a director must be active in organizational planning and decision making. Ordinary care may differ from director to director based on their background and experience and the role they play in the organization.
- **In the best interest of the nonprofit.** A director must act in the best interest of the nonprofit. Doing what is in the best interest of the nonprofit means being loyal to the nonprofit – it means the nonprofit's interest prevails over the director's personal or other interests. Doing what is in the best interest of the nonprofit means that directors are obedient to the "laws" of that nonprofit, which include adhering to the Articles of Incorporation, bylaws, policies, tax-exempt status, and faithfully following its mission and purpose..

Apart from his/her normal duties as a member of the board, a director has no individual authority. Unless authorized by the CSAN board, bylaws or policies, directors as individuals may not commit CSAN to any policy, act, or expenditure.

Directors do not represent any fractional segment of the community or a league or team. Instead directors represent the soccer community in northern California as a whole.

The duties of the directors include:

- A. Setting goals and direction, developing strategic plans, and adopting policies and procedures for the governance of CSAN.
- B. Taking action only by the required vote of the directors on resolutions and motions.
- C. Safeguarding the assets of CSAN and maintaining CSAN's financial stability.
- D. Assuring that CSAN is well managed.
- E. Assuring CSAN is responsive to the interests and needs of its member leagues, teams, players, coaches, and referees.

- F. Assuring that the actions of the board, individual directors, and all employees of CSAN conform to all applicable federal, state, and local statutes and ordinances and to the bylaws and policies of CSAN.
- G. Assuring that each employee and constituent of CSAN is treated courteously and fairly by CSAN and safeguarding the privacy rights of employees and members in accordance with law.
- H. Making reasonable and diligent inquiry of competent, qualified, and reliable advisors and other sources of information to develop sufficient knowledge for informed and timely decisions and judgments.
- I. Assisting the officers and employees by looking at problems from broad points of view and providing outside perspective and guidance.
- J. Appointing CSAN's legal counsel, independent auditor, and such attorneys and consultants as the board determines are necessary or convenient for the conduct of business. Each person so appointed shall serve at the pleasure of the board.
- K. Establishing rules for and assuring the effective conduct of the board's proceedings.
- L. Preparing for and attending all regular and special meetings of the board and assigned committees of the board, unless excused by the board for good reason.
- M. Nominating and electing representatives and alternates to outside boards, committees, and other bodies on which CSAN is entitled to representation.
- N. Protecting the confidential information of CSAN, its officers, directors, employees and members from unauthorized disclosure and dissemination.
- O. Reporting any question or doubt about the creation of a perception of conflict of interest to the CSAN officers (who may refer the question to counsel) and avoiding any possible conflicts of interest.
- P. Completing and documenting training for directors in exercising oversight and supervision of management, grasping the roles and responsibilities of directors, understanding budgets, monitoring budget compliance, and working together as a team to solve problems.

### **1.7. Self-Dealing Transactions**

Self-dealing transactions by Board members with CSAN, i.e., entering into any contract with CSAN while serving on the board, are generally prohibited unless specifically approved by the Board. See Section 9.02 of the CSAN Bylaws on Self-Dealing Transactions.

### **1.8. Duties of the President.**

The president's responsibilities include:

- A. Presiding over meetings of the board with guidance from Rosenberg's Rules of Order, including:
  - 1. Announcing each item of business on the agenda and the recommended motion.
  - 2. Calling for motions.
  - 3. Calling for public participation during meetings, as appropriate.



4. Determining questions of order and enforcing rules of the board.
  5. Stating the motion and announcing its passage or failure.
- B. Reviewing and approving the agenda in conjunction with the vice president and secretary. The final approval shall be made by the president (when there is no consensus on the agenda items). However, a majority of the board may also order the placement of an item on the agenda.
  - C. Serving on committees as appointed by the board.
  - D. Setting the time and place for any special meeting of the board, except a special meeting called in accordance with the CSAN bylaws.
  - E. Representing CSAN at public events.
  - F. Serving as public spokesperson of CSAN.
  - G. Signing all contracts on behalf of CSAN, except as the board alternatively authorizes another person, subject to limitations and conditions as the board may determine.
  - H. Assisting with the orientation of new board members as they are elected or appointed to the board of directors.
  - I. Upon advice from CSAN legal counsel and approval of the board, give direction to outside legal counsel.

#### **1.9. Orientation, Training, and Preparation of Directors**

Each new director, upon assuming his or her duties, will be provided an orientation by the office administrator and one or more of the corporation's officers. The board shall strive to develop and maintain a superior level of competence and preparation through a process of continual training, education, and preparation. Directors may schedule to attend, on behalf of CSAN, educational programs, conferences, and meetings, to the extent funds are allocated in annual budgets. If funds are not available, the office administrator shall place an item on the earliest board agenda to request the board approval for such expenditure.

CSAN will not pay for trainings and conferences that the director signs up for and does not attend. The office administrator will from time to time provide the board lists of such conferences or meetings.

#### **1.10. Committees**

##### **A. BOARD COMMITTEES.**

Board committees may be created in accordance with Section 7.01 of the CSAN Bylaws.

##### **B. STANDING BOARD COMMITTEES**

The Board shall have the following Standing Board Committees. Each committee shall consist of at least two directors in accordance with Section 7.01 of the Bylaws. Directors are encouraged to serve on one or more standing committees.

1. Executive Committee: The board president, vice president, secretary and treasurer constitute the executive committee. This committee shall meet on a

monthly basis in person or via electronic means. The executive committee provides the officers with a routine opportunity to discuss ideas, current and potential future projects, and future agenda items among themselves and with the staff.

2. Budget and Personnel Committee: the committee provides oversight with respect to the CSAN budget, finance and accounting and personnel issues and makes recommendations to the board on these matters. The CSAN treasurer shall be the chair of this committee. The committee shall meet at least twice a year.
3. Audit Committee: the committee performs internal financial audits and assists with periodic external audits when requested by the external auditing firm.
4. Bylaws and Policies Committee: the committee develops, maintains and revises the CSAN Bylaws and Policies as directed by the board. The committee evaluates proposals for new or revised bylaws or policies and determines their consistency with existing bylaws, policies and business practices.

#### C. ADVISORY COMMITTEES

Advisory committees may be established by the board pursuant to Section 7.02 of the Bylaws. Its members shall be appointed by the board or the president for such tasks as circumstances warrant. An advisory committee shall limit its activities to the accomplishment of the task or activity for which it is appointed. It shall have no power to make decisions on behalf of the board or CSAN. Officers, directors, employees, and interested members of the public may be appointed to an advisory committee.

#### D. STANDING ADVISORY COMMITTEES

The standing advisory committees shall be:

1. Members-at-Large
2. Marketing and Community Outreach
3. Grants
4. Disciplinary and Appeal
5. Information Technology
6. Events and Tournaments

#### 1.11. Communications

The board and the individual directors will be committed to establishing and maintaining an open exchange of ideas and information among board members, staff, members, and players—an environment that is positive, honest, respectful, concise, understandable and responsive.

### **1.12. Code of Ethics**

The board of directors is committed to providing the highest quality services to the adult amateur-soccer community in northern California. The board and its individual members are expected to maintain the highest ethical standards, follow CSAN bylaws and policies, and abide by applicable local, state, and federal laws. To achieve collegial behavior among members of the board, the following rules shall be observed:

- A. The style, values, and opinions of each director shall be respected.
- B. Attentive listening in communications is strongly encouraged.
- C. The needs of CSAN's members should be the board priority.
- D. The primary responsibility of the board is the formulation and evaluation of policy. All operational aspects of CSAN are to be delegated to the committees and staff.
- E. Directors shall commit themselves to focusing on issues, not on personalities.
- F. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the board takes action, directors shall commit to supporting said action and shall not create barriers to its implementation. Board-approved committee members must act in support of the board's decision and not in support of an individual view, position, voting history on a matter, or any other reason in conflict with the board's direction.
- G. Complaints from players, teams, leagues, or other constituents dealing with CSAN should be referred initially to the office administrator, who shall investigate and report to the executive committee. Those complaints subject to an appeal to the board shall be handled in accordance with the bylaws and policies of CSAN, the U.S. Adult Soccer Association and the U.S. Soccer Federation.
- H. Any safety concerns should be reported to the staff or executive committee.
- I. For clarifications regarding policy, especially those involving personnel, legal actions, property, finance, projects and programs, questions should be referred directly to the executive committee, which shall report these questions to the board at the next regularly scheduled board meeting.
- J. When approached by CSAN employees concerning specific management or operational questions, board members should direct inquiries to the office administrator. The office administrator shall report these concerns to the executive committee and board at the next regularly scheduled meeting of the committee or board.
- K. The work of CSAN is a team effort. All individuals should work together in a collaborative process in the conduct of CSAN affairs. Directors should develop a working relationship with the office administrator so that current issues, concerns, and CSAN projects can be discussed comfortably and openly.
- L. Directors should function as part of the whole. Issues should be brought to the attention of the board as a whole, rather than to individual members selectively.

- M. Directors are responsible for monitoring CSAN's progress in attaining its goals and objectives.

### **1.13. Comments by Directors Concerning Staff Members**

Board members shall refrain from censuring or criticizing members of CSAN staff in public. Directors shall instead communicate criticism or problems relating to staff or the office administrator in private discussions with those involved or in closed sessions of the executive committee or board of directors.

### **1.14. Conduct of Business**

#### **A. LOCATION AND NOTIFICATION**

Regular CSAN board meetings shall be held at 1346 Silver Avenue, San Francisco, CA 94134-1226, unless otherwise approved by the Board of Directors. The notice and agenda for each meeting of the board and committees shall be posted this location at least five days before the meeting, and on <http://www.csan.net>.

#### **B. SUPPORTIVE DOCUMENTATION**

The secretary, with assistance from the staff and appropriate committees shall include copies of all contracts, proposals, agreements, plans, specifications, exhibits, attachments, test results, investigation reports, etc. in the agenda packet for the board to review and approve. All staff reports shall contain background information, including previous board actions, related strategic goals, objectives, and issues, recommendations from committees or staff, funding sources and available funds in the adopted budget. If options were evaluated, they should be included in the background information.

### **1.15. Preparation for Meetings**

In preparing for meetings, directors shall identify the need for additional or clarifying information. Requests for such information shall be first made to the office administrator as far in advance of the board meeting as possible.

### **1.16. Parliamentary Procedure**

#### **A. RULES OF ORDER.**

The president shall preserve order and decorum and shall decide on questions of order subject to appeal to the board. To conduct meetings, the board shall use Rosenberg's Rules of Order and follow the board procedures policies described herein.

#### **B. NON ROLL-CALL VOTES**

Following any non-roll call vote, the president shall announce the results of the vote, including the vote or abstention of each director present unless the vote is unanimous.

**C. ROLL-CALL VOTES.**

After a motion has been made and seconded, any board member may call for a roll-call vote. Additionally, action on all CSAN resolutions and motions that expend CSAN funds shall be taken by a roll call vote.

**1.17. Order of Business**

The regular order of business of the board shall contain any or all of the following items:

- Call to Order
- Roll Call
- Pledge of Allegiance
- Closed Session Items
- Consent Calendar
- Action Items
- Staff and Committee Reports
- Good of the Game
  - Correspondence Received by CSAN, Directors and Staff
  - Informational Items
  - Directors Comments
- Board Member Requests for Future Agenda Items
- Adjournment

The regular order of business may be changed by the president subject to the board determining otherwise.

**1.18. Board Actions**

All actions of the board shall be in the form of a resolution or motion.

**A. RESOLUTIONS**

The board shall adopt as resolutions any items of business presented to the board and approved by the board to which one of the following factors applies:

1. Are required by law to be adopted by resolution.
2. Supersede or amend an item previously adopted by resolution.
3. Interpret any bylaw.
4. Establish or change a policy which does not need to be enforced as a bylaw.
5. Adopt or amend a budget.
6. Approve any written contract.
7. Approve the acquisition or disposition of real property.
8. Approve the acquisition of personal property with a value of \$5,000 or more.
9. Approve the disposition of personal property.

10. Adopt or amend authorized employee positions for CSAN.
11. Personnel actions involving hiring, promotion, dismissal, changes in compensation or changes in job descriptions.
12. Relate to any other item of business which could be adopted as a motion and which the board determines to adopt as a resolution.

**B. ROUTINE MOTIONS**

The board shall adopt as motions any items of business presented to the board and approved by the board which are not required to be approved as a resolution, are not adopted as resolutions by the board and require an action of the board.

**C. MOTIONS FOR RESOLUTION**

All resolutions shall be adopted by roll call vote. All resolutions and motions shall be reflected in the minutes of the board, which shall state the contents of the resolution or motion, the name of the director making the motion, the name of the director who seconded the motion and the ayes and noes on the vote.

**1.19. Procedures for Action Items**

The board shall act only by resolution or motion.

**A. RECORDING THE VOTE**

Except where action is taken by the unanimous vote of all directors present and voting, the ayes, noes, and abstentions shall be recorded by the secretary upon the passage of all resolutions or motions and shall be entered in the minutes.

**B. WHO MAY MAKE A MOTION**

Any member of the board may make a motion. Motions require a second. The president may vote on all motions unless disqualified or abstaining.

**C. CALLING FOR A VOTE**

The president shall not call for a vote on any motion until sufficient time has been allowed to permit any member of the board to speak. Complex motions should generally be prepared in writing, and if it is necessary for the full understanding of the matter before the board, the president shall restate the motion prior to the vote. Common motions may be stated in abbreviated form, and will be put into complete form in the minutes.

**D. MODIFYING A MOTION**

Until the president restates the motion, the maker of the motion may modify their motion or withdraw it completely. However, after the president has stated the question, the motion may be changed only by a motion to amend which is passed by a majority vote.

**E. PROCEDURE FOR CONSIDERING A MOTION**

When considering an action item, it shall be the procedure of the board to:

1. Receive a staff report on the item from the office administrator or the responsible committee chair or staff person;
2. Allow board members to ask clarifying questions of staff or the committee as appropriate;
3. Seek a motion and a second on a proposed action for the item;
4. Provide for board discussion of the motion; and
5. Conclude discussion/debate and vote on the motion.

#### **1.20. Closed Sessions**

The most common purpose of a closed session is to avoid revealing confidential information that may prejudice the legal or negotiating position of CSAN or compromise the privacy interests of employees. Directors have a fiduciary duty to protect the confidentiality of information from and discussions during closed sessions.

##### **A. JUSTIFICATION**

Closed sessions may be held only for one of the following reasons:

1. Discussions to confer with or receive advice from legal counsel regarding pending or existing litigation.
2. Discussions regarding price and terms of payment for the purchase, sale, exchange, or lease of real property.
3. Discussions and decisions regarding labor negotiations.
4. Discussions to consider the appointment, employment, evaluation of performance, discipline, or dismissal of an employee or to hear complaints or charges brought against the employee by another person or employee.
5. Discussions to determine whether an applicant for a license or license renewal, who has a criminal record, is sufficiently rehabilitated to obtain the license.
6. At the discretion of the board or committee, discussions of appeals and disciplinary actions may be held in closed session.

##### **B. NOTICE**

Closed sessions shall be agendized.

#### **1.21. Orderly Discussion**

To promote discussion, each director shall be recognized by the president before speaking. Each director shall have the right to be heard within reason on any issue before the board.

#### **1.22. Comments from Persons Who are not Board Members**

Written comments from any person about an item that is or is not on the next board agenda may be delivered by letter or email to the CSAN office. Such written comments will be accepted by the staff and copies provided to the officers and directors.

If a person appears at a board meeting in person or via teleconference and wishes to address the board, the president or a board majority may decide to allow this person to speak and, if so, will decide upon a maximum duration for such speech.

#### **1.23. Director's Comments and Requests for Future Agenda Items**

Directors who wish to give a report or make comments about any issue that is not listed on the agenda may do so under the item named Director's Comments. Directors who wish to request that an item be placed on a future agenda may do so under Requests for Future Agenda Items.

#### **1.24. Abstention and Conflict of Interest**

A director who has a conflict of interest on any matter that comes before the board shall declare the existence and nature of the conflict. The secretary shall record this in the minutes. The conflicted director shall not participate in the discussion of that agenda item and shall not cast a vote on that matter.

#### **1.25. Minutes of Board and Committee Meetings**

The minutes of meetings of the board and of board committees shall accurately reflect the following information:

- An accurate description of each motion that is made, whether approved or not.
- The name of the director making the motion.
- The name of the director who seconded the motion, if there is one.
- Whether or not the motion was approved or died from lack of a second.
- If a roll call vote is taken, the number of ayes, nays, abstentions and absences.

The minutes shall not be verbatim accounts of all matters discussed and comments made. Minutes shall be posted along with Board packets to the CSAN website.

#### **1.26. Notification of Absence**

If any member of the board is to be unable to attend a meeting, he or she shall, if possible, notify the president and the office administrator beforehand.

#### **1.27. Board Meeting Schedule**

The board shall determine at the beginning of each fiscal year the dates for regular board and committee meetings. This schedule shall be kept up-to-date, distributed to all directors and maintained on the CSAN website.

#### **1.28. Gifts**

Although directors are not employees of CSAN they shall comply with the gift provisions in the CSAN employee handbook. The office administrator shall provide each new director with a copy of the employee handbook and provide updated versions to all directors as available.



### **1.29. Annual Budgets and Payment Records**

By approving the fiscal year CSAN budget, the board of directors approves expenditures for the types of goods and services required to support the activities approved in the budget.

#### **A. CHECK REGISTER AND ELECTRONIC PAYMENTS**

The office administrator shall submit to the board of directors the register of checks issued and electronic payments made by CSAN for each quarter of the year. Each quarterly check register shall be submitted to the next board meeting that occurs after the end of the quarter in which the checks were issued.

#### **B. REVIEW**

The board of directors shall receive and review the quarterly check register at each regular quarterly meeting.

### **1.30. Violation of Board Policies by a Director**

Whenever CSAN officers, staff or any director receives a complaint regarding a potential or alleged violation of Board policies by a director, the matter shall be reported immediately to the president. If the president is the subject of the complaint, the matter shall be reported immediately to the vice president.

#### **A. INVESTIGATION**

The board president or vice president shall immediately direct the office administrator to investigate and report on the matter to the executive committee, unless the complaint involves the office administrator, in which case the executive committee will conduct the investigation. If the complaint cannot be satisfactorily resolved by the executive committee, it will place the matter on the agenda for the next board of directors meeting for discussion and appropriate action.

#### **B. MAJOR COMPLAINTS**

If the matter is serious, the board president or vice president may call a special meeting to address the complaint. If an officer or director breaches any of the policies contained in this policy manual, the board may, in addition to any other consequences provided by law:

1. Publicly censure the offending director.
2. Remove the offending director from committees and representative positions to which the director has been appointed by the board or by the president for a specified period of time determined by the Board.
3. Ask for the resignation of the person or persons involved.

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05/02/19

Accrual Basis

# California Soccer Association North, Inc. Profit & Loss Prev Year Comparison

September 1, 2018 through May 2, 2019

|   | Sep 1, '18 - May 2, 19 | Sep 1, '17 - May 2, 18 | \$ Change          | % Change       |
|---|------------------------|------------------------|--------------------|----------------|
| <b>Ordinary Income/Expense</b>            |                        |                        |                    |                |
| <b>Income</b>                             |                        |                        |                    |                |
| 4100 - Player Registrations               |                        |                        |                    |                |
| 4101 - Registration/player                | 78,831.50              | 110,587.50             | -31,956.00         | -28.9%         |
| 4102 - Releases/player                    | 1,540.00               | 2,568.00               | -1,028.00          | -40.0%         |
| 4103 - New Card player                    | 312.00                 | 271.00                 | 41.00              | 15.1%          |
| 4105 - Insurance/player                   | 52,951.50              | 74,592.00              | -21,640.50         | -29.0%         |
| 4107 - Transfers                          | 1,690.00               | 1,100.00               | 590.00             | 53.6%          |
| 4108 - Additional Insurance               | 17,033.50              | 24,458.50              | -7,425.00          | -30.4%         |
| 4100 - Player Registrations - Other       | 736.00                 | 381.50                 | 354.50             | 92.9%          |
| <b>Total 4100 - Player Registrations</b>  | <b>152,894.50</b>      | <b>213,958.50</b>      | <b>-61,064.00</b>  | <b>-28.5%</b>  |
| 4200 - Team Registrations                 |                        |                        |                    |                |
| 4201 - Annual Team Fees                   | 9,500.00               | 31,400.00              | -21,900.00         | -69.8%         |
| 4204 - New Team Fees                      | 499.00                 | 860.00                 | -361.00            | -42.0%         |
| 4205 - Certificate of Insurance           | 0.00                   | 110.00                 | -110.00            | -100.0%        |
| <b>Total 4200 - Team Registrations</b>    | <b>9,999.00</b>        | <b>32,370.00</b>       | <b>-22,371.00</b>  | <b>-69.1%</b>  |
| 4300 - League Registrations               |                        |                        |                    |                |
| 4301 - League Affiliation Fee             | 200.00                 | 1,200.00               | -1,000.00          | -83.3%         |
| 4300 - League Registrations - Other       | 100.00                 | 300.00                 | -200.00            | -66.7%         |
| <b>Total 4300 - League Registrations</b>  | <b>300.00</b>          | <b>1,500.00</b>        | <b>-1,200.00</b>   | <b>-80.0%</b>  |
| 4400 - International Game Income          | 31,473.29              | 154,597.87             | -123,124.58        | -79.6%         |
| 4500 - Cups                               |                        |                        |                    |                |
| 4510 - Men's State Cup                    | 0.00                   | 300.00                 | -300.00            | -100.0%        |
| <b>Total 4500 - Cups</b>                  | <b>0.00</b>            | <b>300.00</b>          | <b>-300.00</b>     | <b>-100.0%</b> |
| 4600 - Rental Income                      | 0.00                   | 475.00                 | -475.00            | -100.0%        |
| 4610 - Interest Income                    | 0.00                   | 2,181.85               | -2,181.85          | -100.0%        |
| 4618 - CC Service Fee                     | 327.52                 | 381.00                 | -53.48             | -14.0%         |
| 4711 - USASA/Region IV                    | 0.00                   | 2,773.85               | -2,773.85          | -100.0%        |
| 4720 - Appeals/Fines                      |                        |                        |                    |                |
| 4721 - Appeal fees                        | 300.00                 | 100.00                 | 200.00             | 200.0%         |
| <b>Total 4720 - Appeals/Fines</b>         | <b>300.00</b>          | <b>100.00</b>          | <b>200.00</b>      | <b>200.0%</b>  |
| 4750 - Database Mail List                 |                        |                        |                    |                |
| 4751 - Postage                            | 0.00                   | 23.00                  | -23.00             | -100.0%        |
| <b>Total 4750 - Database Mail List</b>    | <b>0.00</b>            | <b>23.00</b>           | <b>-23.00</b>      | <b>-100.0%</b> |
| 4800 - CSAN Sponsorship                   | 0.00                   | 3,000.00               | -3,000.00          | -100.0%        |
| 4999 - Miscellaneous Income               | 1,577.96               | 1,707.72               | -129.76            | -7.6%          |
| <b>Total Income</b>                       | <b>196,872.27</b>      | <b>413,368.79</b>      | <b>-216,496.52</b> | <b>-52.4%</b>  |
| <b>Gross Profit</b>                       | <b>196,872.27</b>      | <b>413,368.79</b>      | <b>-216,496.52</b> | <b>-52.4%</b>  |
| <b>Expense</b>                            |                        |                        |                    |                |
| 50000 - STATE OFFICE                      |                        |                        |                    |                |
| 50002 - Salaries/Wages                    | 47,880.61              | 50,768.85              | -2,888.24          | -5.7%          |
| 50003 - Employee Benefits                 | 9,062.83               | 10,040.40              | -977.57            | -9.7%          |
| 50004 - Payroll Taxes                     | 5,326.93               | 5,725.22               | -398.29            | -7.0%          |
| 50005 - Contract Labor                    | 9,000.00               | 120.00                 | 8,880.00           | 7,400.0%       |
| 50006 - Hotels/Meals                      | 580.83                 | 217.60                 | 363.23             | 166.9%         |
| 50007 - Travel                            | 22.44                  | 0.00                   | 22.44              | 100.0%         |
| 50008 - Supplies                          | 2,865.33               | 2,466.11               | 399.22             | 16.2%          |
| 50009 - Postage/Shipping                  | 429.95                 | 689.81                 | -239.86            | -35.8%         |
| 50010 - Telephone/Fax                     | 2,794.73               | 3,115.67               | -320.94            | -10.3%         |
| 50012 - Equipment Lease                   | 2,886.06               | 3,289.54               | -403.48            | -12.3%         |
| 50013 - Equipment Purchase                | 998.21                 | 424.60                 | 573.61             | 135.1%         |
| 50014 - Legal                             | 3,100.00               | 250.00                 | 2,850.00           | 1,140.0%       |
| 50015 - Internet/Web Site                 | 140.00                 | 160.00                 | -20.00             | -12.5%         |
| 50016 - Insurance                         | 352.54                 | 1,076.10               | -723.56            | -67.2%         |
| 50017 - Payroll Processing Fees           | 1,175.00               | 1,530.00               | -355.00            | -23.2%         |
| 50018 - Utilities                         | 4,425.91               | 4,885.98               | -460.07            | -9.4%          |
| 50019 - Taxes                             |                        |                        |                    |                |
| 50019.1 - State Taxes                     | 0.00                   | 50.00                  | -50.00             | -100.0%        |
| 50019.2 - Other Taxes                     | 20.00                  | 20.00                  | 0.00               | 0.0%           |
| 50019 - Taxes - Other                     | 403.75                 | 10.00                  | 393.75             | 3,937.5%       |
| <b>Total 50019 - Taxes</b>                | <b>423.75</b>          | <b>80.00</b>           | <b>343.75</b>      | <b>429.7%</b>  |
| 50024 - Promos/Awards                     | 537.97                 | 10,841.00              | -10,303.03         | -95.0%         |
| 50025 - Bank Service Charges              |                        |                        |                    |                |
| 50025.1 - NSF Fees                        | 610.00                 | 324.00                 | 286.00             | 88.3%          |
| 50025.2 - Merchant Service Fees           | 1,872.08               | 1,697.64               | 174.44             | 10.3%          |
| 50025.3 - Other Bank Service Charges      | 500.00                 | 50.00                  | 450.00             | 900.0%         |
| 50025 - Bank Service Charges - Other      | 103.00                 | 80.70                  | 22.30              | 27.6%          |
| <b>Total 50025 - Bank Service Charges</b> | <b>3,085.08</b>        | <b>2,152.34</b>        | <b>932.74</b>      | <b>43.3%</b>   |
| 50026 - Online Reg - Fees                 | 1,472.39               | 2,219.81               | -747.42            | -33.7%         |
| 50028 - Office Janitorial Service         | 960.00                 | 1,509.48               | -549.48            | -36.4%         |
| 50029 - Accounting                        | 0.00                   | 1,096.93               | -1,096.93          | -100.0%        |
| 50030 - Other                             | 233.00                 | -66.00                 | 299.00             | 453.0%         |

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05/02/19

Accrual Basis

# California Soccer Association North, Inc. Profit & Loss Prev Year Comparison

September 1, 2018 through May 2, 2019

|   | Sep 1, '18 - May 2, 19 | Sep 1, '17 - May 2, 18 | \$ Change        | % Change        |
|---|------------------------|------------------------|------------------|-----------------|
| 50035 - Bad Debt Expense                          | 0.00                   | 103.90                 | -103.90          | -100.0%         |
| 50000 - STATE OFFICE - Other                      | 5.00                   | 0.00                   | 5.00             | 100.0%          |
| <b>Total 50000 - STATE OFFICE</b>                 | <b>97,758.56</b>       | <b>102,677.34</b>      | <b>-4,918.78</b> | <b>-4.8%</b>    |
| <b>50100 - PROPERTY</b>                           |                        |                        |                  |                 |
| 50116 - Insurance                                 | 2,479.00               | 2,464.00               | 15.00            | 0.6%            |
| 50119 - Taxes                                     | 5,724.63               | 5,234.88               | 489.75           | 9.4%            |
| 50128 - Maintenance                               | 7,163.48               | 4,349.07               | 2,814.41         | 64.7%           |
| <b>Total 50100 - PROPERTY</b>                     | <b>15,367.11</b>       | <b>12,047.95</b>       | <b>3,319.16</b>  | <b>27.6%</b>    |
| <b>51100 - EXECUTIVE PRESIDENT</b>                |                        |                        |                  |                 |
| 51107 - Travel                                    | 115.54                 | 265.67                 | -150.13          | -56.5%          |
| 51110 - Telephones/Fax                            | 857.71                 | 1,082.25               | -224.54          | -20.8%          |
| 51125 - Bank Charges                              | 0.00                   | 71.10                  | -71.10           | -100.0%         |
| 51130 - Other                                     | 153.09                 | 60.00                  | 93.09            | 155.2%          |
| 51131 - Meals                                     | 0.00                   | 272.30                 | -272.30          | -100.0%         |
| <b>Total 51100 - EXECUTIVE PRESIDENT</b>          | <b>1,126.34</b>        | <b>1,751.32</b>        | <b>-624.98</b>   | <b>-35.7%</b>   |
| <b>51200 - EXECUTIVE VICE PRESIDENT</b>           |                        |                        |                  |                 |
| 51207 - Travel                                    | 283.27                 | 87.99                  | 195.28           | 221.9%          |
| 51231 - Meals                                     | 150.08                 | 0.00                   | 150.08           | 100.0%          |
| <b>Total 51200 - EXECUTIVE VICE PRESIDENT</b>     | <b>433.35</b>          | <b>87.99</b>           | <b>345.36</b>    | <b>392.5%</b>   |
| <b>51300 - COMMITTEE FOR GAME PROMOTION</b>       |                        |                        |                  |                 |
| 51307 - Travel                                    | 93.90                  | 28.35                  | 65.55            | 231.2%          |
| 51324 - Promo/Awards                              | 1,500.00               | 0.00                   | 1,500.00         | 100.0%          |
| 51331 - Meals                                     | 0.00                   | 30.35                  | -30.35           | -100.0%         |
| <b>Total 51300 - COMMITTEE FOR GAME PROMOTION</b> | <b>1,593.90</b>        | <b>58.70</b>           | <b>1,535.20</b>  | <b>2,615.3%</b> |
| <b>51600 - TREASURER</b>                          |                        |                        |                  |                 |
| 51607 - Travel                                    | 161.50                 | 0.00                   | 161.50           | 100.0%          |
| 51631 - Meals                                     | 0.00                   | 72.54                  | -72.54           | -100.0%         |
| <b>Total 51600 - TREASURER</b>                    | <b>161.50</b>          | <b>72.54</b>           | <b>88.96</b>     | <b>122.6%</b>   |
| <b>51800 - EXECUTIVE BOARD</b>                    |                        |                        |                  |                 |
| 51831 - Meals                                     | 0.00                   | 73.79                  | -73.79           | -100.0%         |
| <b>Total 51800 - EXECUTIVE BOARD</b>              | <b>0.00</b>            | <b>73.79</b>           | <b>-73.79</b>    | <b>-100.0%</b>  |
| <b>51900 - COMMITTEE FOR GAME OFFICIALS</b>       |                        |                        |                  |                 |
| 51906 - Hotel                                     | 0.00                   | 280.60                 | -280.60          | -100.0%         |
| 51907 - Travel                                    | 0.00                   | 492.36                 | -492.36          | -100.0%         |
| 51931 - Meals                                     | 144.76                 | 697.71                 | -552.95          | -79.3%          |
| <b>Total 51900 - COMMITTEE FOR GAME OFFICIALS</b> | <b>144.76</b>          | <b>1,470.67</b>        | <b>-1,325.91</b> | <b>-90.2%</b>   |
| <b>52100 - CSAN MEETINGS</b>                      |                        |                        |                  |                 |
| 52105 - Contract Labor                            | 0.00                   | 60.00                  | -60.00           | -100.0%         |
| 52106 - Hotels                                    | 186.20                 | 0.00                   | 186.20           | 100.0%          |
| 52108 - Supplies                                  | 567.64                 | 34.77                  | 532.87           | 1,532.6%        |
| 52130 - Other                                     | 388.10                 | 0.00                   | 388.10           | 100.0%          |
| 52131 - Meals                                     | 1,372.20               | 700.94                 | 671.26           | 95.8%           |
| <b>Total 52100 - CSAN MEETINGS</b>                | <b>2,514.14</b>        | <b>795.71</b>          | <b>1,718.43</b>  | <b>216.0%</b>   |
| <b>53200 - REGIONAL MEETINGS</b>                  |                        |                        |                  |                 |
| 53206 - Hotels                                    | 1,962.06               | 2,418.61               | -456.55          | -18.9%          |
| 53207 - Travel                                    | 5,320.36               | 2,805.41               | 2,514.95         | 89.7%           |
| 53220 - Region IV Fees                            | 0.00                   | 200.00                 | -200.00          | -100.0%         |
| 53231 - Meals                                     | 772.22                 | 620.97                 | 151.25           | 24.4%           |
| <b>Total 53200 - REGIONAL MEETINGS</b>            | <b>8,054.64</b>        | <b>6,044.99</b>        | <b>2,009.65</b>  | <b>33.2%</b>    |
| <b>53300 - USSF/USASA MEETINGS</b>                |                        |                        |                  |                 |
| 53306 - Hotels                                    | 6,136.55               | 9,219.30               | -3,082.75        | -33.4%          |
| 53307 - Travel                                    | 2,865.20               | 4,422.09               | -1,556.89        | -35.2%          |
| 53308 - Supplies                                  | 0.00                   | 873.02                 | -873.02          | -100.0%         |
| 53320 - National Fees                             | 300.00                 | 300.00                 | 0.00             | 0.0%            |
| 53330 - Other                                     | -1,912.50              | 37.26                  | -1,949.76        | -5,232.9%       |
| 53331 - Meals                                     | 1,370.87               | 1,462.15               | -91.28           | -6.2%           |
| 53300 - USSF/USASA MEETINGS - Other               | 52.69                  | 0.00                   | 52.69            | 100.0%          |
| <b>Total 53300 - USSF/USASA MEETINGS</b>          | <b>8,812.81</b>        | <b>16,313.82</b>       | <b>-7,501.01</b> | <b>-46.0%</b>   |
| <b>54200 - PLAYER REGISTRATION</b>                |                        |                        |                  |                 |
| 54208 - Supplies                                  | 2,348.16               | 1,520.63               | 827.53           | 54.4%           |
| 54211 - Printing                                  | 0.00                   | 3,380.66               | -3,380.66        | -100.0%         |
| 54215 - Player reg                                | 58,107.00              | 48,909.00              | 9,198.00         | 18.8%           |
| 54216 - Player Insurance                          | 27,205.55              | 27,329.65              | -124.10          | -0.5%           |
| <b>Total 54200 - PLAYER REGISTRATION</b>          | <b>87,660.71</b>       | <b>81,139.94</b>       | <b>6,520.77</b>  | <b>8.0%</b>     |
| <b>54300 - TEAM REGISTRATION</b>                  |                        |                        |                  |                 |
| 54321 - Team Refund                               | 0.00                   | 3,750.00               | -3,750.00        | -100.0%         |
| <b>Total 54300 - TEAM REGISTRATION</b>            | <b>0.00</b>            | <b>3,750.00</b>        | <b>-3,750.00</b> | <b>-100.0%</b>  |
| <b>55500 - MEN'S STATE CUP</b>                    |                        |                        |                  |                 |

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# California Soccer Association North, Inc. Profit & Loss Prev Year Comparison

Accrual Basis

September 1, 2018 through May 2, 2019

|   | Sep 1, '18 - May 2, 19 | Sep 1, '17 - May 2, 18 | \$ Change          | % Change       |
|---|------------------------|------------------------|--------------------|----------------|
| 56530 · Other                               | 0.00                   | 6,550.00               | -6,550.00          | -100.0%        |
| <b>Total 56500 · MEN'S STATE CUP</b>        | <b>0.00</b>            | <b>6,550.00</b>        | <b>-6,550.00</b>   | <b>-100.0%</b> |
| <b>57500 · DISCIPLINARY COMMITTEE</b>       |                        |                        |                    |                |
| 57531 · Meals                               | 14.30                  | 0.00                   | 14.30              | 100.0%         |
| <b>Total 57500 · DISCIPLINARY COMMITTEE</b> | <b>14.30</b>           | <b>0.00</b>            | <b>14.30</b>       | <b>100.0%</b>  |
| <b>57600 · RULES &amp; REVISIONS</b>        |                        |                        |                    |                |
| 57631 · Meals                               | 34.50                  | 0.00                   | 34.50              | 100.0%         |
| <b>Total 57600 · RULES &amp; REVISIONS</b>  | <b>34.50</b>           | <b>0.00</b>            | <b>34.50</b>       | <b>100.0%</b>  |
| <b>58100 · HALL OF FAME</b>                 |                        |                        |                    |                |
| 58107 · Travel                              | 0.00                   | 100.00                 | -100.00            | -100.0%        |
| <b>Total 58100 · HALL OF FAME</b>           | <b>0.00</b>            | <b>100.00</b>          | <b>-100.00</b>     | <b>-100.0%</b> |
| <b>58300 · Annual General Meeting</b>       |                        |                        |                    |                |
| 58306 · Hotel                               | 203.23                 | 0.00                   | 203.23             | 100.0%         |
| 58307 · Travel                              | 41.80                  | 0.00                   | 41.80              | 100.0%         |
| 58331 · Meals                               | 0.00                   | 24.36                  | -24.36             | -100.0%        |
| <b>Total 58300 · Annual General Meeting</b> | <b>245.03</b>          | <b>24.36</b>           | <b>220.67</b>      | <b>905.9%</b>  |
| <b>60500 · LEAGUE RECRUITMENT</b>           |                        |                        |                    |                |
| 60507 · Travel                              | 40.00                  | 0.00                   | 40.00              | 100.0%         |
| 60524 · Promo/Award                         | 2,310.20               | 9,423.13               | -7,112.93          | -75.5%         |
| 60531 · Meals                               | 280.74                 | 0.00                   | 280.74             | 100.0%         |
| <b>Total 60500 · LEAGUE RECRUITMENT</b>     | <b>2,630.94</b>        | <b>9,423.13</b>        | <b>-6,792.19</b>   | <b>-72.1%</b>  |
| <b>90000 · Suspence exp</b>                 | <b>0.00</b>            | <b>0.00</b>            | <b>0.00</b>        | <b>0.0%</b>    |
| <b>Total Expense</b>                        | <b>226,552.59</b>      | <b>242,382.25</b>      | <b>-15,829.66</b>  | <b>-6.5%</b>   |
| <b>Net Ordinary Income</b>                  | <b>-29,680.32</b>      | <b>170,986.54</b>      | <b>-200,666.86</b> | <b>-117.4%</b> |
| <b>Net Income</b>                           | <b>-29,680.32</b>      | <b>170,986.54</b>      | <b>-200,666.86</b> | <b>-117.4%</b> |



Founded in 1902

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April 6, 2019

## REPORT ON U.S. SOCCER FEDERATION MEMBER MEETING

National Soccer Hall of Fame, Frisco, TX

Player Health and Safety, Lea Thomann, Physical Therapist, Director of Sports Medicine, High Performance Department, U.S. Soccer

- The U.S. Soccer High Performance Department has four sections:
  - Sports Science
  - Performance Analysis
  - Sports Medicine
  - Operations
- Some of their initiatives include:
  - Concussion awareness
  - Visual learning center
  - Recognize to Recover (R2R)
  - Web based information exists on the R2R website  
(<http://www.recognizetorecover.org/>)
- Athletic trainers are supposed to be trained in:
  - CPR and AED use.
  - Prevention, evaluation and rehabilitation of orthopedic injuries.
  - Manual therapy.
  - Recognition and treatment of concussion.
  - Recognition of cardiac arrest.
  - Heat stroke.
  - Cervical spine injury.
- NATA.org runs a national certification program for athletic trainers. They have a B.O.C. = Board of Certification.
- 62% of all injuries occur during practice sessions.
- We need to create a player safety and injury webpage on csan.net. Collect web resources for this purpose.
- Leagues should have an Emergency Action Plan (EAP)
  - Should cover medical, environmental and security emergencies.

- It must be written and distributed to team coaches, captains and manager.
- CSAN should create a template EAP for our leagues.

#### The U.S. Soccer Innovate to Grow Fund– Caitlin Carducci

- They want to see an increase in quality grant applications within two years.
- Innovate to Grow grants are for new, innovative program proposals, not ongoing operations.
- The State Association must also invest in the grant proposal.
- It must align with Federation philosophies.
- In 2017, 25 applications came from 19 members. 13 applications were approved.
- In 2018, 23 applications came from 19 members. 17 applications were approved.
- The Federation reviews the applications for the following:
  - Technical plan.
  - Level of Detail in the plan (budget, timeline).
  - How it handles human capital (don't use the money for permanent hires).
  - How the member is investing in the proposal.
  - How does it fit the Federation's long-term strategic plan?

#### 2019 Women's World Cup – Caitlin Carducci

- U.S. Soccer has put together its most comprehensive promotional plan to date for the 2019 Women's World Cup.
- The USNWT will be all over the media from May to July.
- The Federation wants us to be part of this.
- The May 12<sup>th</sup> game in San Jose kicks off the three game send-off series.
- In France there will be a live interview series with the players called Studio 90.
- There is a six part video series named "This is Soccer."
- "23 Stories" will be a series about the 23 individual players on the USWNT roster.
- They are also doing podcasts involved past USWNT players.
- They are doing custom graphic images, some of which will be distributed for member use.
- There will be viewing parties at Lincoln Park in Chicago.
- CSAN should post information about viewing parties being planned for northern California.
- They are doing a Digital Fan Wall. Among other locations, there will be a digital display in the USWNT locker room in France.
- Coke is providing red nets. After the game, the nets will be made into a limited number of numbered bracelets for sale.
- They are building a "Fan Studio" somewhere in Chicago for the Women's World Cup.
- There will be four post-World Cup games.

#### National Soccer Hall of Fame

- This is the first Hall of Fame to be integrated into an active soccer facility (17 soccer fields, one soccer stadium, a large indoor event space and a separate club facility).

- Opened in Fall 2018,
- Very personalized experience using facial recognition in the displays.

### Safe Sport Act and Its Requirements

- Mandatory Reporting Obligations of S.534/P.L. 115-126
  - Applies to all covered individuals (managers, leaders, coaches, adult players on teams with minor aged players).
  - If you encounter, “Facts that give reason to suspect...” you must report to law enforcement within 24 hours.
  - Members of U.S. Soccer must:
    - Establish policies to limit one-on-one interactions between adults and minor amateur athletes where the adult isn’t the parent of the minor.
    - Offer and provide consistent safe sport training to adult members who are in regular contact with minor athletes.
    - No retaliation against mandatory reporters for reporting any sort of prohibited conduct such as sexual abuse or assault.
- U.S. Soccer policies and policy templates regarding Safe Soccer are found at [www.safesoccer.com](http://www.safesoccer.com).
- The model policies are based on templates from the Center for Safe Sport. This Center was created by an act of Congress.
- The Center for Safe Sport website has two main pages:
  - Education and Outreach Department
  - Response and Resolution Department
- There is a revised safe sport code that was published April 15, 2019.
- LAO = Local affiliated organization.
- Starting April 19, 2019, referee license holders will be considered “participants”.
- The training mandate applies to all of us.
- The 90 minute training is currently available from the Center for Safe Sport in three 30 minute modules. On April 15, 2019 the three modules will be consolidated into one 90 minute module.
- CSAN has an obligation to track its folks who have completed the training. The Federation is working on easy digital means to do this tracking and obtain reports.
- We should make sure that by September 1, 2019 the required policies under USSF Policy 212-3 have been issued in a manner calculated to effect compliance with the Safe Sport Act.
- Once you report sexualized misconduct to the Center for Safe Sport, starting April 15, 2019 they will have exclusive jurisdiction to adjudicate the reported misconduct. At that point, all investigation, hearings and punishment is out of our hands.
- The background check requirement is not a requirement from the Federal law. Instead it is a U.S. Soccer NBOD policy that goes beyond the Federal law. They are trying to get the background check process to be free and pretty easy via the Federation’s data center.

### U.S. Soccer Updates – Caitlin Carducci

- There are two new coaching licenses:
  - Director of Coaching

- Talent Scout License.
- Referee Update
  - The term “grades” will be changed to “license”.
  - They are developing a Grassroots license course.
  - The Grassroots license will be former grades 9 to 7.
  - The Regional license will be the former grades 5 and 6.
  - The National license will be the former grades 3 and 4.
  - The Professional license will be the former grades 1 and 2.
  - There will be an entry-level referee license course available completely online that is being built by Noggin Labs.
- The U.S. Soccer Learning Center will be expanded to include referee training (it continues to host coach training). State Referee Committees will have administrative access to the Learning Center.
- All referees will be required to maintain a profile in the Learning Center after July 1, 2019.