

Red Wing Soccer Club

A Minnesota Non-Profit Organization
PO Box 220 Red Wing, MN 55066
www.eteamz.com/RedWingSoccerClub

POLICY 200: DOCUMENT MANAGEMENT

INTRODUCTION This document outlines the usage and Retention for Financial and Risk Management information used by the club. It also defines the use of the custom fields 1-8 in the MYSA Keeper database.

Determination of the Retention is established by the Red Wing Soccer Club Board of Directors, Minnesota Youth Soccer Association or by the State of Minnesota governing all Non-Profit Organizations..

USE AND RETENTION FOR SPECIFIC CLUB DOCUMENTS

PLAYER OR TEAM DOCUMENTS:

MYSA KEEPER REGISTRATION DATABASE

Use:	The electronic copy is stored on the Club Registrar's computer. Backup copies are stored on media as selected by the Registrar, to be used to restore the database in the event of a significant problem with the original database. A copy of player, adult and team information is submitted to MYSA Copies of this information will be distributed to board members for purposes limited to the administration of the club. E-mail addresses and mailing addresses will be used periodically to communicate information to promote and/or support soccer in the community.
Retention:	<u>Primary database:</u> for duration of club. <u>Backup copy database:</u> for duration of club.

PLAYER REGISTRATION FORMS

Use:	This set of forms is required for each player to complete registration. This includes, but is not limited to, the Player Information Form, Medical/Liability Release and Player Protection Acknowledgement forms and Player pictures. The Birth Certificate or Drivers License verifies proof of Age.
Retention:	After registration period is complete, the forms are placed in the Coaches book for reference for the current season. Proof of Age document is returned upon verification and registration form is initialed. Documents are destroyed at the end of the current season. The club will retain a statistical summary of the number of players registered each season.

ADULT REGISTRATION INFORMED CONSENT FORM

Use:	This form is used to register all adults in conformance with MYSA Risk Management; the information is added to the MYSA Keeper Registration database and the form is retained by the club. MYSA will perform a background search for all registered adults for any of the following: <ul style="list-style-type: none">• Crimes against a person• Sexual assault• Crimes of violence For more information, see the MYSA Risk Management Player Protection Program.
Retention:	Documents are retained for 18 months after the date of the applicant's signature. If the Club rejects an adult's registration, relevant records will be kept at least 6 years.

TEAM ROSTERS

Use:	The rosters are created from MYSA Keeper, or through an export of the data. Team Rosters are distributed to Coaches, Team Managers and all team members.
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Retention:	One copy of each team rosters, including the names of the Coaches and Team Manager, are retained for 15 years in printed form, per guidelines from MYSA.
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GAMES SCHEDULES

Use:	Games are scheduled by MYSA or by the club coordinator. Copies of the schedules are given to the team coaches, manager and players.
Retention:	Destroyed at the end of the season.

REFEREE REGISTRATION

Use:	Referees are registered in the MSYA Keeper database indicating the most recent year individual is registered with USSF. This provides a pool of trained referees to draw upon in the future.
Retention:	Most recent year registered is retained indefinitely.
Note:	The USSF database of registered referees is available to the Club President and Club Referee Coordinator.

CLUB ADMINISTRATION DOCUMENTS:

ARTICLES OF INCORPORATION

Use:	The Articles of Incorporation are used to qualify as a Minnesota Non-Profit organization.
Retention:	Current revision is retained indefinitely.

BYLAWS

Use:	The Bylaws define the purpose of the organization, our affiliation with the Minnesota Youth Soccer Association and how the Red Wing Soccer Club operates.
Retention:	Current revision is retained indefinitely.

LIST OF BOARD MEMBERS

Use:	The member names of the Board of Directors who manage or direct the business and affairs of the Red Wing Soccer Club, Inc.
Retention:	List of board members for current fiscal year is retained until revised.

ANNUAL AUDIT REPORT

Use:	The annual audit report is submitted to the Board of Directors for its review within 60 days of the close of the fiscal year. The audit report may also be made available to the members.
Retention:	3 years.

MEETING MINUTES

Use:	Meeting minutes provide record of actions taken by the Board of Directors.
Retention:	Life of the corporation.

CONTRACTS, AGREEMENTS AND APPLICATIONS

Use:	Examples of this include Rental Agreement Form with the Red Wing School District, MYSA Affiliate Application and US Soccer Foundation Grant Application.
Retention:	Contracts retained for 3 years after termination of contract/agreement. Basis information for property or assets that may be sold are retained for 3 years after such assets are sold.

CHILD LABOR EXEMPTION PERMIT

Use:	By Referee Coordinator for the term specified on Permit for employment of a minor under the age of 14. By Treasurer to authorize payment.
Retention:	By Referee Coordinator – current term on Permit By Club – 3 years after expiration

USE OF CUSTOM FIELDS IN THE MYSA KEEPER DATABASE

The following information is stored in the MYSA Keeper database, both Participant and Adult tables, when it is available:

- FIELD 1**
- FIELD 2**
- FIELD 3**
- FIELD 4**
- FIELD 5**
- FIELD 6**
- FIELD 7**
- FIELD 8**

Latest Referee certification year: i.e. Referee 2001

REVISIONS TO THIS DOCUMENT

Revisions to this document will be made with approval of the Red Wing Soccer Club Board of Directors.

REVISION HISTORY

<u>Revision</u>	<u>Date</u>	<u>Description of Revision</u>
--	7/15/2001	Original Document
Approved By:	<u>Colleen Theuerkauf, President and Board of Directors</u>	
Approval Date:	<u>7/15/2001</u>	