



Orcutt United Soccer League

By-Laws

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Orcutt United Soccer League

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Revision History

<i>Date Published</i>	<i>Comments</i>
November 10, 2010	Changed CYSA-S to CalSouth. Defined the election notification process and nominating committee duties. Removed Indoor Division and replaced with Spring League. Added All-Star teams to financial reporting requirements. Changes presented to and approved by the membership at the 2010 AGM.
November 9, 2006	Competitive division liaison now reports to the President (Article X-B); corrected wording of officer installation (Article I-D).
December 3, 2004	Removed Sergeant at Arms board position; changed Competitive Division and Indoor Division representatives to be non-board members; added email voting procedure.
October 23, 2002	Updated Trial Board section; added Article X (Competitive Division) and Article XI (Indoor Division); added Health and Safety Guidelines (Attachment A); added Financial Guidelines (Attachment B). Bylaws approved at the 2002 AGM.
October 24, 2001	Bylaws approved at the 2001 AGM. Established new document format.



By-Laws of Orcutt United Soccer League (OUSL)

Article I Administration

- A. The Orcutt United Soccer League (Orcutt United SL), a non-profit corporation, shall maintain itself as an affiliated member in good standing of CalSouth, and will comply with the Constitution, Bylaws, and Rules and Regulations of the United States Youth Soccer Association (USYSA).
- B. The policies of the Orcutt United SL shall be determined by a Board of Directors (BOD) consisting of the elected officers of the Orcutt United SL. The BOD will assure the execution of the provisions, in all matters, of the Articles of Incorporation, Bylaws, and Rules & Regulations in good conscience and be answerable only to the general membership as a whole.
- C. The President shall administer the affairs of the Orcutt United SL in accordance with the Articles of Incorporation, Bylaws and Rules & Regulations, and execute the policies as directed by the BOD.
- D. The elected officers of the Orcutt United SL shall be: President, Vice President, Secretary, Treasurer, Registrar, Scheduler, Director of Referees, Director of Coaches, Director of Risk Management, Director of Field Operations, and Director of Player Development. All elected officers shall serve for a term of two seasonal years, and shall serve without financial compensation. The order of succession as Presiding Officer is as indicated above. New officers are announced at the Annual General Membership Meeting (AGM) and shall take office immediately following the AGM.
- E. The past President shall be invited to remain as advisor only to the new BOD for one year. The CalSouth District Commissioner, Assistant District Commissioner, and the currently elected President shall not have a vote in BOD or General Membership decisions. In the case of a tie vote on BOD and General Membership voting matters, the currently elected President shall have one vote.
- F. An emergency decision required of the BOD which, in the judgment of the President or Vice President, cannot wait for the next regularly scheduled BOD meeting, shall be rendered by the first three available BOD members, taken in the order of succession. The President or Vice President must be one of the three BOD members rendering the decision.
- G. The principal office for the transaction of the business of the Orcutt United SL is located in Santa Barbara County, in the State of California.
- H. The fiscal year of this non-profit corporation shall be April 1 to March 31.
- I. The President, Secretary, Registrar, Director of Referees, Director of Player Development, and Director of Field Operations shall be elected, at the AGM, at the end of the playing season in odd numbered years. The Vice President, Treasurer, Scheduler, Director of Coaches, and Director of Risk Management shall be elected, before the AGM, at the end of the playing season in even numbered years. Officers to begin serving at the following regularly scheduled BOD meeting.



Article II Duties of the Board of Directors

- A. The BOD shall be responsible for setting policy for the transactions of all business of the Orcutt United SL, in accordance with the Articles of Incorporation, Bylaws and Operating Rules; and shall be responsible for the declaration of the standing (good or bad) of Member Teams.
- B. In the event of the permanent absence of an Officer of the Orcutt United SL, due to illness, resignation or other cause, the BOD shall appoint a replacement in an acting capacity until a permanent replacement is elected in the General Meeting in accordance with voting procedures for elected officers. An officer absenting himself from three regularly scheduled meetings, without explicit just cause, or five regularly scheduled meetings with just cause within a calendar year may have his office declared vacant by the BOD.
- C. The BOD shall upon recommendation of the President, approve additional Rules & Regulations for governing operations and competitions not explicitly covered by the Operating Rules.
- D. A member of the BOD may not vote on an issue explicitly concerning his own Member or affiliated Team.
- E. The Board of Directors shall approve, by simple majority vote, all unbudgeted expenditures of the Orcutt United SL in excess of two hundred fifty dollars at scheduled Board of Directors meetings. Approved expenditures shall be submitted to the treasurer in writing with appropriate receipts and/or documentation. A second signature is required for any check written over the amount of \$250.



Article III Duties of Officers'

- A. **President:** The President shall direct the Officers, Committees, and Boards, and shall act as the presiding officer at all meetings of the BOD and General Membership. The President shall be responsible for conducting the business of the Orcutt United SL, for making rulings which interpret policy of the BOD, for coordinating the activities of the Orcutt United SL, for general administration, and for other duties as the BOD may approve or direct.
- B. **Vice President:** The Vice President shall assist the President, shall assume the duties of the President in his/her absence, and shall be Chairman of the Trial Board. He shall also be the League Representative to handle insurance claims and procedures.
- C. **Secretary:** The Secretary shall record the minutes of all meetings, issue and receive all general business correspondence, and maintain the general records of the Orcutt United SL. The Secretary shall distribute meeting minutes and notices of meetings. The Secretary shall establish, for the approval of the President, and shall publish, a calendar of events (including Orcutt United SL and CalSouth deadlines and milestones), and shall update the calendar if necessary. The Secretary shall assist the Presiding Officer at all meetings in determining and maintaining the agenda. The Secretary shall be responsible for registering the league with CalSouth, and shall perform other duties as directed by the President.
- D. **Treasurer:** The Treasurer shall collect all dues and fees, have charge of all moneys, issue bills and receipts for dues and fees, and pay all bills due of the Orcutt United SL. The Treasurer shall maintain checking and savings accounts in the name of the Orcutt United SL in such bank, trust company or other depository as shall be selected by the BOD. Such account(s) shall carry signature authority of the Treasurer, President, and Vice President. The Treasurer shall keep a detailed record of income and expenditures, and shall prepare and submit all Orcutt United SL financial records for review for any Orcutt United SL member in good standing, upon request. The Treasurer shall submit to the BOD, for its approval, a proposed budget. The proposed budget is due at the monthly meeting following the last player registration date. The Treasurer shall ensure that a financial review be completed at least two (2) weeks prior to the AGM, with findings published at the AGM.
- E. **Registrar:** The Registrar shall be responsible for executing registration of all Member Teams and players within the Orcutt United SL. The Registrar is responsible for registration of all the Orcutt United SL players with CalSouth. The Registrar is responsible for other registration, as necessary, for sanctioning competition with other organizations. The Registrar shall maintain team and player registration records including team rosters, and shall provide current lists to teams, team coaches and/or managers.
- F. **Scheduler:** The Scheduler shall be responsible for all aspects of game scheduling for the Orcutt United SL. The Scheduler shall generate and distribute the game schedules for all league games and Orcutt United SL sponsored tournaments, including field assignments, to Member Teams and BOD. The Scheduler will maintain the current list of all playing fields and locations, and make them available to all BOD members. The Scheduler will appoint two members from Orcutt United SL Member Teams to serve on the Trial Board, as needed. The Scheduler shall be a member of the Referee Association committee.
- G. **Director of Referees:** The Director of Referees will be the liaison to the Referee Associations, which serve the Orcutt United SL. The Director of Referees will also be responsible for the evaluation of the Referee Associations and for player and coach's behavior as it relates to the Laws of The Game as defined by FIFA and Orcutt United SL. The Director of Referees shall head a committee consisting of the Director of Coaches, Scheduler, and him/herself, representing the BOD in meetings with the Referee Associations regarding mutual problems and resolutions. The Director of Referees shall also be a member of the Trial Board.
- H. **Director of Coaches:** The Director of Coaches shall be responsible for the development and coordination of training for Orcutt United SL coaches. The Director of Coaches shall develop and maintain a library of training aids to be loaned to the coaches of the Orcutt United SL. The Director of Coaches shall be a member of the Trial Board. The Director of Coaches shall serve as the Secretary of the Trial Board, shall record the minutes of all meetings, and maintain all records of the Trial Board. The Director of Coaches shall be a member of the Referee Association committee.



- I. Director of Player Development: The Director of Player Development will be responsible for program development and coordination of training for registered players of the Orcutt United SL. He/she will oversee such programs as soccer camps, the Orcutt United SL all-star program, Special Olympics program and League Tournaments. The Director of Player Development shall be a member of the Tournament and Awards Committee.
- J. Director of Field Operations: The Director of Field Operations shall be responsible for obtaining and maintaining the playing fields. He/she shall ensure that goalposts, nets and corner flags are provided for each game, that they are put up before the first game of any day and taken down after the end of the last game of such day and properly secured at all times. He/she shall also ensure that the fields are properly lined. He/she shall also assist the Director of Risk Management in maintaining the playing fields in a safe condition.
- K. Director of Risk Management: The Director of Risk Management shall be responsible for administering the Orcutt United SL accident and liability insurance programs for the league. The Director of Risk Management shall also be responsible for obtaining liability insurance certificates for all facilities used by the Orcutt United SL. The Director of Risk Management shall ensure the safety of all participants in the league, by conducting periodical safety inspections of field equipment, goalposts and fields. These inspections should verify the proper anchoring of goalposts, and compliance that Orcutt United SL will not use goalposts with goal net hooks. The Director of Risk Management shall provide a reasonable number of first aid kits at all playing sites. Safety information will be provided to the league's coaches, referees, participants, and families, including Orcutt United SL policies regarding blood-borne diseases. The Director of Risk Management is responsible for organizing the mandatory fingerprinting and background checks for all coaches, assistant coaches, BOD, and any other team member who is transporting players over 50 miles from their home playing field. This is in compliance with CalSouth requirements.



Article IV Nominating Committee and Elections

- A. The Nominating Committee shall be comprised of three members, including a chairperson, and shall be appointed by the President with the approval of a simple majority vote of the BOD.
- B. A Call for General Members who wish to run for election of any officer's post shall be announced at the annual Mandatory Coaches Meeting. The Nominating Committee will distribute, to each Member Team, a copy of duties for the officer whose position is due for election. The Nominating Committee shall consider all persons, from the Orcutt United SL General Membership, who express an interest in running for election, but shall not be limited to those members when preparing the slate of officers. All nominees must have completed the Risk Management process prior to assumption of their duties.
- C. The Nominating Committee Chairperson shall ensure that a written announcement is transmitted using the CalSouth registration system information, to all Orcutt United SL members requesting their nominations for BOD offices up for election. Nominations shall be accepted up to the last Saturday before the scheduled AGM. All nominations shall be verified by the Nominating Committee Chairperson. Verified candidates shall be placed on the election ballot. No nominations will be accepted at the Annual General Membership Meeting (AGM). The Nominating Committee shall present a slate of officers to Member Teams at the AGM. The slate of officers shall consist of at least one candidate for each officer position up for election for the following season.
- D. The Nominating Committee shall conduct the election at the AGM. Voting shall be by secret ballot except for positions with only one nominee, which may be conducted by voice vote, and shall be counted by members of the Nominating Committee or the Executive Board. Candidates receiving a simple majority of votes cast, by members in good standing, shall be declared elected. No proxy votes shall be allowed.
- E. Members of the Nominating Committee or the Executive Board who are also candidates for office may not participate in the administration of the balloting for that office.

Article V Removal of Officers

- A. The BOD may suspend any of its members by two-thirds majority vote pending removal proceedings discussed in Article V, Section B. If the Presiding Officer is suspended, the Board of Directors order of succession shall be invoked.
- B. Removal of elected officers for cause may be made at any General Membership meeting. A two-thirds majority vote is required for removal of an officer.



Article VI Committees and Their Duties

- A. Trial Board: The Trial Board consists of the Vice President, as chairman, Director of Coaches, Director of Referees and two members from Orcutt United SL Member Teams as designated by the Scheduler. The chairman of the Trial Board may appoint any member of the BOD as a substitute member due to conflicts of interest or absence of any regular member. The Trial Board shall hear issues of merit and make rulings resolving the issues, upon receipt of a \$50 filing fee. The Trial Board Committee will determine if an issue is of merit. The Trial Board may not hear matters based upon the judgment of the referee in executing the Laws of the Game. The Trial Board procedural rules shall be distributed to all coaches prior to the start of the regular season. The Director of Coaches shall serve as secretary of the Trial Board and shall record the minutes of all meetings, prepare notices, and other correspondence for the chairman's signature as necessary, and maintain the records of the Trial Board (procedural rules are included as an attachment in the CalSouth PAD Manual.) Orcutt United SL BOD will be advised of all Trial Board decisions. Appeals of any Trial Board decisions will be referred to CalSouth in accordance to the PAD Manual.
- B. Rules and Regulations Committee: The Rules and Regulations Committee shall continually review the Articles of Incorporation, Bylaws, and Rules & Regulations in view of the conduct of competition and the operation of the Orcutt United SL, and shall make recommendations for amendment and change. This committee shall consist of three BOD members and two representatives from Orcutt United SL Member Teams. The President shall appoint the committee chairperson along with the other members of the committee. At least one report shall be submitted to the BOD each seasonal year at a BOD meeting, at least sixty (60) days prior to the Annual General Membership Meeting.
- C. Tournament and Awards Committee: The Tournament and Awards Committee shall plan, schedule and make arrangements for the Orcutt United SL League Cup Tournament and other special competitions as may be directed. The committee shall plan for awards and trophies for regular league competition, championship competition and tournament competition and recommend to the BOD purchases of awards and trophies.
- D. Additional committees may be appointed by the BOD as necessary. Each appointed committee will be chaired by a member of the BOD.

Article VII Membership and Voting Rights

- A. General Membership of this corporation consists of all teams registered with the Orcutt United Soccer League in the current Seasonal Year.
- B. The Season Year of Orcutt United SL shall begin on August 1 and end on July 31 of the following calendar year. These Articles of Incorporation, Bylaws, and Rules & Regulations are in effect during the twelve months of the Seasonal Year.
- C. Each Member Team, in good standing, shall have one vote on matters acted upon by the General Membership. Each Member Team may be represented by only one team delegate (team coach, assistant coach, team mom, manager or administrator with who the team is affiliated). Delegates must be present at the time of voting in order to represent his Member Team.
- D. The officers of the Orcutt United SL shall have one vote each on matters acted upon by the General Membership.
- E. Each Member Team shall retain its own autonomy, but will adhere to these Article of Incorporation, Bylaws, and Rules & Regulations.
- F. Only Member Team coaches, assistant coaches, team moms, managers (or administrators), or the parents (or legal guardians) of the players registered with Orcutt United SL are eligible to serve on the Board of Directors. Immediate family members may not serve on the Board of Directors during the same term of office.



Article VIII General Membership Review of Board of Director And Executive Rulings

- A. Any four Member Teams may jointly petition for a special General Membership Meeting or Special Session of any General Membership Meeting for the purpose of review of a ruling of the BOD. A two-thirds majority of votes cast is required for denial of a ruling, modification(s) to a ruling, or instructions to the BOD.

Article IX Meetings

- A. The Officers shall meet monthly, or at other designated intervals for the purpose of reviewing the operations of the Orcutt United SL. The Presiding Officer shall, at each meeting, reserve a suitable portion of time for the officers to meet as the BOD to conduct appropriate business.
- B. The membership shall meet in General Session once prior to the start of the season and once in accordance with Article IX-C.
- C. A General Membership Meeting shall be held during November or December of each year. It shall be designated the Annual General Membership Meeting (AGM), at which time Election of Officers for the following two years shall be conducted. Other business that requires a General Membership vote may be included.
- D. Each Member Team shall be represented at the AGM by at least one delegate in attendance. Each Member Team shall have authorization to cast one vote. The delegate(s) in attendance shall have authorization to cast only one vote for the Team(s) they represent. Represented Teams must be in good standing with the Orcutt United SL.
- E. Special meetings of the Membership or special sessions of General Membership Meetings may be called for particular purposes by petition of four Member Teams or by the BOD. Such special meetings or special sessions shall take precedence over the scheduled meetings or agenda.
- F. A quorum for any meeting shall consist of a simple majority of Member Teams, as represented by delegates authorized to cast votes.
- G. A quorum for a scheduled BOD meeting shall consist of a simple majority of active directorships with the President or Vice President presiding. If both the President and the Vice President will be absent from a scheduled BOD meeting the presiding officer will be determined by the order of succession (Article I-D).
- H. A simple majority of votes cast is required to decide any question, except where explicitly stated otherwise. The following guidelines shall be used when administering BOD motions via email:
 - a. Each motion shall be sent to all BOD members.
 - b. Only ONE motion per email.
 - c. The email subject line should contain the title of the motion.
 - d. Forgo the idea of a second on a motion. When a motion is presented to BOD members via email, each BOD member may vote on the motion. If there are no yea votes, then this will be interpreted as no one seconding the motion. If there is at least one yea vote (other than the motion initiator), then the motion is considered seconded.
 - e. Each BOD member shall send their email vote to all other BOD members (Reply All).
 - f. An email motion CANNOT BE MODIFIED. Instead, the BOD member should vote no on the current motion and send the proposed modifications back to the motion initiator. The initiator then has the option of submitting a second motion that supercedes the first motion (let the motion initiator have



the final word on the motion that is presented).

- g. The motion initiator is responsible for tallying the email votes and must notify all BOD members of the outcome.
 - h. The Secretary shall record the motion and the result in the following month's BOD minutes.
 - i. Time limit: there shall be a one-week time limit from the time the email is sent until the voting period is closed.
 - j. If a quorum of responses is received, then the results of the vote shall be binding.
 - k. If a quorum of responses is not received, then the vote is considered mute (handled as if the motion was never seconded). The initiator may resubmit their motion only if a quorum of responses was not received. However, BOD members are free to change their vote on any resubmitted motions.
- I. The BOD shall receive a printed monthly financial report from the Treasurer. The BOD shall review the report and vote to approve the report, including bank statements, at each month's meeting.
 - J. The President and Vice President and/or their authorized representative(s) shall attend the CalSouth AGM. The representatives shall be authorized, by the BOD, to cast votes in accordance with the CalSouth Bylaws, the Orcutt United SL Bylaws, and the Orcutt United SL Rules & Regulations. Expenses for the attendance of these meetings will be included in the annual budget and paid by the Orcutt United SL upon submittal and review of receipts. At the BOD meeting, one month prior to the CalSouth AGM, the meeting agenda should include proposals for presentation at the CalSouth AGM.

Article X Competitive Division

- A. The Orcutt United SL Competitive Division will operate within and comply with the Orcutt United Soccer League established By-Laws, Health and Safety Guidelines, Risk Management, and Code of Ethics. The Competitive Division will also comply with the Rules & Regulations of CalSouth. The Competitive Division may support multiple Club entities under the guidance of Orcutt United SL.
- B. The Competitive Division will establish a Board of Directors. The Competitive Division Board of Directors will include an appointed or elected representative to serve as a liaison between the Competitive Division and the Orcutt United SL BOD and shall report to the President. The term of office shall be determined by the Competitive Board.
- C. The registration of players will continue through Orcutt United SL Registrar. The registration process shall be aided by the Competitive Board Registrar. The Club teams should be sensitive to recreational league registration dates when scheduling team try-outs.
- D. Each Club will maintain records of their financial matters and provide such information, including a list of all sponsors, to the Orcutt United SL Treasurer on a quarterly basis.



Article XI Spring League

- A. The Orcutt United SL Spring League will operate within and comply with the Orcutt United SL established Rules & Regulations, By-Laws, Health and Safety Guidelines, Risk Management, and Code of Ethics. The Spring League will also comply with the Rules & Regulations of CalSouth.
- B. The Spring League will be managed by the elected Orcutt United SL Board of Directors.
- C. The registration of spring players will continue through the Orcutt United SL Registrar. The registration process shall be aided by the Spring League Coordinator.



Attachment A
OUSL Health and Safety Guidelines



The following Health and Safety Guidelines were adapted from the CalSouth Risk Management Manual of Operations.

I. Child Abuse Guidelines

- A. All Program Administrators should immediately report any suspected abuse to the local county child abuse authorities and the State Risk Management Chairman (SRMC). The SRMC, upon notification from a Program Administrator of such a report should follow up with the Child Abuse Authorities. Child abuse reporting forms may be obtained by calling the Forms Office of the local Child Protection Agency.
- B. There are four types of reportable child abuse:
 - 1. Sexual: This involves improper touching of private parts, penetration, flashing, etc., including any type of improper behavior where there is a difference in power and control (adult-child, older child-younger child). There are usually threats against the victim or members of the victim's family for telling. The use of pornography is included in this category.
 - 2. Physical: Anything that leaves a mark is reportable, e.g., black eyes, swollen lips, finger marks on the face or other areas. Using anything other than the hands on the behind and leaving any marks.
 - 3. Neglect: Incapacitation by the caregivers. This could include not providing a home, food, water, clothing, or supervision for a long period of time or while taking illicit drugs.
 - 4. Emotional: Verbally abusing a child.
- C. It is not the responsibility of the reporting party to investigate the allegations. Once the report has been made the legal authorities will investigate. All information on the reporting parties will be kept in confidence by the legal authorities. All information regarding suspected child abuse reports should be kept confidential by Program Administrators.
- D. It is the responsibility of every Program Administrator to avoid being in a situation with a minor that has the potential of being misunderstood or misinterpreted. Two adults shall be in attendance with players at all team activities.

II. First Aid

- A. Orcutt United SL will advise coaches and assistant coaches at their required coaches meetings of opportunities within the community to obtain low cost or no cost First Aid and CPR training. While not required, it is recommended that all coaches and assistant coaches maintain current First Aid and CPR cards.
- B. In the event of a medical emergency, appropriate action should be taken immediately. Contact local Emergency Medical Services (EMS).
- C. It is recommended that each team have a first aid kit on the field at all times. The first aid kit should include, but is not limited to:
 - 1. Antiseptic wipes
 - 2. Tweezers
 - 3. Scissors
 - 4. Band-aids
 - 5. Roll gauze
 - 6. Triangular bandage
 - 7. Instant cold packs
 - 8. Eye pads
 - 9. Feminine pad (for heavy bleeding)
 - 10. Ace bandages and plastic bags (for ice)



11. Adhesive tape
 12. Latex Gloves (several pairs)
 13. Plastic trash bags
 14. Small bottles of hydrogen peroxide and distilled water
 15. Spray bottle containing disinfectant (to spray blood contaminated equipment)
- D. The Orcutt United SL will have first aid kits at playing fields for regularly scheduled games and its tournaments.
- E. All medical release forms must be on the field at all times during practices and games. Emergency phone numbers must be listed on medical release forms.
- III. Procedures for Injuries Pertaining to Blood
- A. The first concern is always to make sure the player is not seriously injured. Never move a player that may have internal injuries. If serious injury is suspected, clear the field and summon medical help. It is recommended that standby medical help be present at all tournaments.
- B. If it will not hurt the player more, remove him/her from the field to the sidelines away from spectators.
- C. Carry plastic bags at all times in the coach's bag. These should be large enough to carry a uniform and shoes. It is also recommended that rags be carried and a spray bottle of disinfectant for wiping up surrounding areas. All tainted grass should be sprayed with the disinfectant solution. A separate bag should include all contaminated articles including bandages, rags, wipes, etc. This bag should be tied off and placed in a covered trash container.
- D. Referees will not allow a player on the field with a uniform that has blood on it. It is recommended that extra clothing be carried as a precaution. Many referees will allow a T-shirt of the same color as the jersey to be worn should an accident happen.
- IV. Coaching Guidelines
- A. It is the responsibility of the coach to set the standard of behavior on the field. It is also incumbent upon the coach to control the actions of the coaching staff, players and spectators. Some things that are not acceptable are:
1. Name-calling or harassment of a player, referee, or spectator by anyone.
 2. Name-calling or harassment of a player by a teammate.
 3. Name-calling or harassment of the assistant referee or 4th official by anyone.
 4. Hitting or slapping a player, coach, referee or spectator by anyone.
 5. Failure to control spectators (especially parents).
 6. Failure to treat injuries.
 7. Inadequate supervision, e.g., during travel, practice, after practice (failure to wait for late parents). It is recommended that each coach have a procedure for this event and communicate this plan to the parents at the first team meeting.
 8. Leaving players unattended.
 9. Failure to report signs of abuse.
 10. Recognizing and dealing with dangerous field and weather conditions e.g.. heat, cold, lightning, high winds. etc.
 11. Coaches should have proper pre-game warm-ups and conditioning.
 12. Coaches should have a standardized travel checklist.



V. League Guidelines for Safety and Players with Special Needs

- A. Cancellation of games due to field or weather conditions include, but are not limited, to the following:
1. League and club administrators, coaches, and field referees have the authority to cancel games in advance or at any time during play if conditions for play are deemed unsafe.
 2. Coaches may override a referee's decision to play a game. They cannot override the referee's decision not to play.
 3. When games are cancelled in advance, every reasonable attempt will be made by coaches to notify parents. If games are cancelled during play, coaches will ensure that players are picked up by parents/guardians or are delivered home safely. Players 13 years and older may walk or transport themselves home with parent permission.
- B. Guidelines for players with special needs:
1. The President, Registrar, Director of Coaches and the Director of Risk Management may create "special circumstances" to allow the participation of players with special needs. The above League Administrators may deny a special needs applicant registration if they determine that the individual cannot participate meaningfully in the game or that the individual's play would create a risk to the safety of other players.
 2. The Orcutt United SL may require that parents submit a physician's letter of recommendation that the child is fit to play and that there is no extraordinary risk to the child because of participation. Registration will include parent's signature of informed consent and waiver of liability for the Orcutt United SL.
 3. The Orcutt United SL may require prior authorization from insurance carriers.
 4. The Laws of the Game will not be changed for players with special needs.



Attachment B
OUSL Financial Guidelines



Orcutt United SL Financial Guidelines:

- I. General Requirements of all bank accounts
 - A. Orcutt United SL shall maintain an investment account and one or more operating accounts.
 - B. The treasurer will be responsible for all Orcutt United SL accounts.
 - C. Orcutt United SL accounts shall be in the name of Orcutt United SL.
 - D. The BOD may approve separate accounts for specific purposes to include All-Star teams and competitive teams.
 1. Accounts will use the Orcutt United SL employee identification number.
 2. Each account will have a designated financial representative.
 3. The financial representative will provide financial data on quarterly basis with the following minimum data: Bank statements, List of transactions, List of sponsors (individual/business) with amounts.
 4. The financial representative will provide a one page summary of fiscal year to include income, expenses (registration/donations/interest/other), end of year account balances and list of property with values (e.g., goals and other non-consumable items).
 - E. All accounts shall be in institutions insured by FDIC or other federally funded institutions.
 - F. The BOD will approve new accounts or closure of accounts.
 - G. Checks under \$250 may be written by any designated person on the account.
 - H. Checks over \$250 will have two approval signatures.
 - I. Checks for all Orcutt United SL accounts will state signing requirements above signature block.
 - J. Counter checks shall have the same limits as regular checks.
 - K. The President, Vice President, and Treasurer will be on each Orcutt United SL account. Other board members may be added to the account if approved by the board.
- II. Documentation
 - A. The treasurer shall prepare a budget at the beginning of each fiscal year which includes all expenditures and projected income. The budget shall list all individual expenditures expected to be greater than \$100. The BOD shall approve the budget within 60 days of the beginning of the fiscal year.
 - B. Expenses shall be paid only as a result of supporting documentation. Documentation may include association expense reimbursement forms with proper attachments, invoices or other written billing.
 - C. The Treasurer should provide a printed Treasurer's Report at normal monthly meetings of the Board. This report shall include a list of the previous months expenditures (e.g., June expenses for July BOD meeting), account balances, and a comparison of budget vs. actual. This report shall be included in the minutes without attachments.
 - D. The Treasurer shall maintain financial records in accordance with federal/state law and keep them for the required length of time.
- III. Expenditure approval
 - A. All expenditures shall be approved before they occur. Normal approval shall be via the approved budget.
 - B. Should an emergency arise, non-budgeted expenditures will be approved per the emergency meeting procedures authorized in the Orcutt United SL by-laws. The Treasurer will be notified prior to the expenditure.
 - C. BOD members shall not make budgeted expenditures greater than \$100 prior to notifying the



Treasurer. BOD members will clearly indicate which budget line item is being expended.

- D. BOD members may make budgeted expenditures less than \$100 prior to notifying the Treasurer, but will clearly indicate the proper budget line item to be charged on the receipt.
- E. BOD members may only make expenditures within their budget.

IV. Audits and financial reviews

- A. Full audit by a CPA will only be required by BOD vote.
- B. An organization or individual not associated with the Board of Directors shall do the audit.
- C. A financial review will be accomplished on a yearly basis.
- D. The Treasurer, a second BOD member and at least one member will accomplish the financial review at large.
- E. Audit or financial reviews will be accomplished prior to the Annual General Membership meeting with results reported at the meeting.

V. Investment Accounts

- A. The BOD may appoint an investment committee, chaired by the Treasurer, for consultation on the decision to invest funds of the Orcutt United SL.
- B. Board of Directors should decide the nature and amount of investment for the association, with the advice of the Investment Committee.
- C. Investment considerations should be prioritized as follows:
 - 1. Security
 - 2. Liquidity
 - 3. Rate of Return

VI. Cash Deposits

- A. Two individuals shall count cash income to determine the total.
- B. Both individuals will sign a cash receipt.
- C. Cash income over \$100 will deposited separate from checks with the cash total on the deposit slip matching the amount of cash receipt.
- D. Record deposit in deposits log with proper income source (e.g., concession or registration).

VII. Other deposits

- A. All deposits will be recorded on the deposit log with proper income source.
- B. The Treasurer will ensure registration income matches registration total prior to deposit.

VIII. Credit/debit cards

- A. Orcutt United SL will not authorize credit or debit cards.

IX. Service contracts

- A. The BOD may approve service contracts to be issued in the name of Orcutt United SL.
- B. The BOD will select vendors on a "best value" basis. The BOD will solicit a minimum of three vendors, and provide a written justification for the selected vendor. The Treasurer will maintain selection justifications.
- C. The BOD may approve a sole source vendor based on a written sole source justification.
- D. The BOD shall authorize specific BOD members to access service contracts.
- E. Expenditures via service contracts will be in accordance with approved budgeted line items. Service contract expenses outside of approved budgeted line items will be pre-approved by the BOD.



X. Material purchases

- A. BOD members making material purchases of any item greater than \$100 shall provide a list of three sources for the purchase and shall select the lowest cost vendor unless otherwise approved by the BOD. Charge accounts to specific vendors will be approved by the BOD (e.g. copy center contract, bulk food for concession stand).
- B. The BOD may approve a sole source vendor based on a written sole source justification.