



## fc 814 – futbol club of the 814

### FC 814 Policies and Procedures 2025-2026 playing season

[Updated 12/29/2025 by M. Metrik]

Updates subsequent to the 11/18/25 meeting are in red text. Policy 6.E, adopted by the Executive Board on 9/8/2025, is noted here in blue text.

**1. Annual General Meeting:** The Annual General Meeting of the Full Board of Directors will be held in May of each year. The elections of the voting board positions (President and Secretary in odd-numbered years; Vice President, Treasurer, and Registrar in even-numbered years) will be held at the AGM. The new board members will take office in July, which will also begin the term of office for the appointed board positions.

#### 2. Field Setup/Maintenance:

A. *Field Setup Day:* Field setup day will be scheduled by the Field and Safety Director (FSD). Should a team not provide volunteers on a general sign-up sheet, the FSD can, at their discretion, assign each team to a field location and time for setup. All teams are required to have at least one adult representative present at field setup day in order to receive their official roster and player passes for that playing session. The same adult cannot serve as representative for multiple teams.

B. *Field lining* – Field lining through the season will be scheduled by the FSD. The coach of the scheduled team or their designee must perform the striping for their scheduled week. All striping must be completed by one hour prior to the first scheduled game at the end of that team's assigned week. Teams that did not have a representative present on field setup day may be subject to additional weeks of responsibility.

C. Arrangement of grass cutting is the responsibility of the FSD. Grass should be cut weekly during the spring and fall playing session, then biweekly over summer, dependent upon the schedule of events at the fields.

#### 3. Field Equipment/Safety:

A. *Flags:* The team having the first game at any field for a specific age group shall set the corner flags. The team playing the last game for that age group on that day shall remove the flags and store in shed at Greenwood or Urban Air Soccer Complex or make arrangements to get flags to coach having first game on the following weekend. Flags shall not be left on the field. Flags for Tiger Stadium can be left with the HASD maintenance staff after the first game of the season. They will store the flags on-site. The flags can be put back in the Urban Air Soccer Complex shed after the last game of the season. Flags at Roosevelt, Mansion, and

St. Francis are provided by the maintenance staff.

B. *Greenwood field benches*: Likewise, the first team having the first game at Greenwood for a specific age group shall bring out the home and visitor's benches. The team playing the last game for that age group on that day shall store the benches in the shed at Greenwood. Benches shall not be left on the field.

C. *Goals*: It is the responsibility of the coach to ensure all goals are secured with weights or anchors prior to all games and practices and prior to leaving the field. The club is liable for club-owned equipment even when not in use by the club members. Club members using club goals outside of scheduled practices shall ensure goals are secured.

D. Coaches (practice and game days) and referees (game days) shall conduct a walkthrough of the field to ensure that there is no garbage, debris, or other material that would constitute a safety issue for players. Such items are to be removed prior to games starting.

E. The last coach leaving the field shall ensure that the gates at Keith and/or Urban Air Soccer Complex are shut and padlocked. Any personnel accessing the sheds at Greenwood and Hoss's is responsible for locking the shed prior to departing. The last coach departing either Keith Field or Leopold Park shall ensure that the equipment boxes are secure and padlocked prior to departing. The coach of the last game at Greenwood Park is responsible for storing corner flags and benches and locking the shed.

F. Corner flags for the Altoona Intramural Field will be stored at Greenwood Park shed. Unless other arrangements are made for transportation and storage, the first coach of the day at IM is responsible for retrieving the flags from Greenwood and bringing them to IM, and the last coach of the day at IM is responsible for bringing the flags back to Greenwood and ensuring that the shed is locked.

G. Any problems with the field or field equipment shall be reported to the Field and Safety Director.

#### 4. Referees:

A. Referee fee schedule is as follows, with travel and classic fees listed in AR 1 / AR 2 / Center format:

##### IN-HOUSE PROGRAM

U8 (5 v 5, 4 X 10 min)	\$20 / \$20 (2 referees available) \$25 (one referee available)
U10 (7 v 7, 4 X 12 min)	\$20 / \$20 (2 referees available) \$30 (one referee available)
U12 (9 v 9, 4 X 15 min)	\$25 / \$25 (2 referees available) \$35 (one referee available)

TRAVEL PROGRAM (NOTE: groups listed below reflect age groupings)

currently in use by Mountain District; further breakouts will be added if applicable)

U10 (7 v 7, 2 X 25 min)	\$30 / \$30 / \$40
11U (7 v 7, 2 X 30 min)	\$35 / \$35 / \$50
13U (9 v 9, 2 X 35 min)	\$40 / \$40 / \$60
U15 (11 v 11, 2 X 40 min)	\$45 / \$45 / \$70
U19 (11 v 11, 2 X 45 min)	\$50 / \$50 / \$80

CLASSIC PROGRAM:

U9, U10 Academy	\$40, single official
U11 Academy, U12 (9 v 9, 2 X 30 min)	\$40 / \$40 / \$60
U13 & U14 (11 v 11, 2 X 35 min)	\$50 / \$50 / \$80
U15 and up (11 v 11)	\$60 / \$60 / \$90
(2 X 40 min for U15-U16, 2 X 45 min U17 and up)	

The “#U” designation (e.g. 11U, 13U) represents the “Modified” age group designations used in the Mountain District where U11 and U13 play by the rules for one age group lower, though 11U plays 30 minute halves without a buildout line (though still 7 v 7).

B. Should a game be cancelled prior to the start of the game due to weather, field conditions or incorrect paperwork, each Referee and AR present at the field shall be given \$15 for time and travel. Verification of presence at the field is the responsibility of the Referee Assigner and/or Referee Coordinator.

C. Referees are required to fill out a form W-9 prior to compensation by the club. For Travel and In-House games, referees will be paid directly by check by the Club Treasurer. Classic referees will be paid cash at the game. Referees earning over \$600/year will receive an IRS form 1099-MISC for miscellaneous income. **Any referee without a signed W-9 on file prior to the beginning of the spring 2026 season will not be eligible to accept game assignments until a signed form is received.**

D. Should only one or two referees show for a game, they shall only be paid the fee for the position they are working. A two-man system shall not be permitted per PA West rules. If a parent or volunteer chooses to act as an AR (i.e. a “club linesman”), they shall not be paid.

E. If a referee has an issue with a coach related to conduct before, during, or after a match, he/she shall report the problem to the Referee Assignor. Likewise, any coach having a problem with a referee shall do the same. Parents are not permitted to address the referees or contact the assignor.

F. Coaches who negotiate additional homes games beyond what is scheduled by the league after schedules have been released are responsible for paying the additional referee fees. The club suggests having parents chip in for referees because they are

saving time and gas to travel to an away game.

**G.** Referees assignments will be disseminated via the ArbiterOne system. All referees will need an Arbiter account. Referees will need to establish their availability at the soonest opportunity; it will be assumed that any dates and/or times not shown as blocked indicates that the referee is available during that time frame. Referees are expected to monitor their designated mode of communication for assignments and to respond to them within 72 hours of receiving them; referees should also continue to monitor their email throughout the course of the season for system-wide communications from the club. A seasonal donation of \$5 per referee will be requested to assist in offsetting the cost of the system.

## **5. Coaches:**

**A.** Coaches are role models. All coaches shall be disciplined and display respect towards their players, player parents and referees. Any coach found to be out of compliance with SafeSport guidelines or who has clearances that have lapsed shall immediately be suspended from coaching until such time as the applicable situation has been rectified.

**B.** Any coach receiving more than one red card during a playing session shall be suspended from coaching a team registered through the Club for one year.

*i. Exception: Red cards received at tournaments do not count towards this total.*

**C.** All coaches shall hold a license equal to PA West's requirements for their age group and division. All coaches shall also maintain the appropriate background checks (FBI, Childline, and State Police) as required by PA West, and shall maintain a current certification in SafeSport at all times."

**D.** Coaches are required to maintain, safeguard, and have available a binder including, at minimum, the following: Executed player and parent codes of conduct, medical releases with emergency contact information, media releases for minors, official roster, player passes, instructions for team-related navigation of the Affinity site (e.g., game day roster procedures, Club Pass Procedures, etc.), and copies of the bylaws and club policies and procedures. The initial binder will be provided by the club; for coaches with existing binders, only the contents relating to new players/teams will be provided by the club. The coach will have the binder present at all practices and games. Coaches are encouraged to make backup copies of these documents upon receipt.

**E.** The club shall reimburse 50% of a coach's registration fee for a licensure class, payable upon the club's receipt of a proof of both payment and attendance and following one year's service as outlined in item i., below. Reimbursement for expenses for mileage and hotels will be determined on a case-by-case basis.

*i.* In exchange for the 50% reimbursement, the coach commits to at least one year of service to FC 814 subsequent to licensure. If the coach waives the commitment, they also waive the right to reimbursement.

**F.** All coaches shall be subject to USYS rule 531-9 governing referee abuse.

## **6. Parent and Spectator Conduct:**

**A.** Parents are role models to not only their children, but other youth players and spectators. Foul language, badgering referees and/or coaches and altercations with

opposing fans or coaches or other unsporting behavior will not be tolerated. Problem parents will be suspended from attending games and practices for the remainder of the playing session.

B. Parents are required to sign and follow FC 814's Parents' Code of Conduct and FC 814 medical release within one (1) week of the team's first practice of a fall-to-spring playing year. Parents who do not sign the Code of Conduct may not attend practices or matches once this period has passed. By signing the Code of Conduct, parents are agreeing to abide by the terms therein.

C. No more than two weeks prior to the beginning of each playing season, the Club shall offer the link to SafeSport's free parental training course to all parents in the club via Affinity and fc814.org website email blasts. Taking the course is optional but offering it is a PA West requirement.

D. All parents shall be subject to USYS rule 531-9 governing referee abuse.

E. Any parent or spectator shall not be permitted to attend any FC814 function who has been convicted of or has open charges pending for the following crimes:

- Involuntary deviant sexual intercourse
- Unlawful sexual contact with a minor
- Corruption of minors
- Statutory sexual assault
- Domestic battery and/or assault
- Aggravated indecent assault
- Child abuse
- Any offense punishable with perpetrator registration under Megan's Law

Persons in violation of this policy will be asked to leave the premises immediately. Persons cleared of these charges shall be permitted to resume attendance at FC814 functions.

**7. Player Conduct:** Players are required to sign and follow FC 814's Player Code of Conduct within one (1) week of the first practice of a fall-to-spring playing year. Players who do not sign the Code of Conduct may not attend practices or matches once this period has passed. By signing the Code of Conduct, players agree to abide by the terms therein.

**8. Minimum Playing Age:** U8 birth year shall be the minimum age to play travel soccer. U7s and under shall play solely in an in-house league. Playing up shall be at the discretion of the parents, coaches, and club.

**9. Player Fees and Rostering:**

A. Travel soccer players (Divisions 4 and 5) shall pay \$150 to FC 814 for each playing session in order to be registered through US Youth Soccer and play on an FC 814 team.

B. Classic team players shall pay \$300 to FC 814 for each playing session. C. Classic and/or Division 4 players who dual-roster on a Division 5 team for the expressed purpose of enabling that team to have enough players to reasonably field a team shall pay \$50 to their Division 5 team in addition to the fees for their primary team shown above. Fees for a player dual-rostering for any other purpose shall be decided on a case-by-case basis.

D. For new Travel/Classic players, the head coach is responsible for completing the information spreadsheet with each player's pertinent information. This will then be forwarded to the Registrar and Child Protection Advocate/Assistant Registrar for upload into the Affinity system.

E. When a team completely fills their game day roster with the maximum allotted number of players permitted and additional players want to be part of the team, they may be added to an extended roster ("the practice pool team") to allow the player to practice with the team. These players shall pay \$30 to FC 814 to be registered through US Youth Soccer and will then be covered by the Club's insurance. These players can be added to the game day roster via Club Pass should a spot become available. This same policy and price structure shall govern the establishment of Classic team "alternates."

F. Players will pay the fee for their primary team to their head coach. Dual-roster players, practice players, and classic alternates will make payment for their fees to the head coach of the applicable team. The head coach will then deliver payment for the whole team, with a list clearly designating what payment method and amount is being included for each player, to the Treasurer or their designee at a date to be determined by the Club prior to the beginning of each playing session. **Beginning in fall 2026, player fees will be paid through fc814.org as part of the registration/team assignment process.**

G. Players who have paid their club registration fee, then elected not to play prior to the start of the first scheduled game are entitled to a refund of the fee paid less \$20. Player or coach must return the player pass, if previously distributed, to the club registrar prior to receiving the refund. Players who are injured prior to the beginning of the season are eligible for a full refund.

**H. Players who have not paid the player fees by the time that games have begun will be deactivated from the game day roster and will be ineligible to participate in practices or games until their fees are paid in full. The coach will issue a standardized request for payment letter to the player's parents or guardians, copying the Treasurer. Upon receipt of payment for the overdue fees, the player's full training and playing privileges will be reinstated.**

I. In house players shall pay \$75 per season for the Fall or Spring only season to FC 814. In house players will register and pay via the FC814 website. The jersey will be ordered at registration.

J. Roster changes made between playing seasons (i.e., between fall and spring) are at the discretion of the Board and are typically reserved for springtime additions to the club's player pool. While input from coaches is invited, final decisions on rosters are made by the Registrar in concert with the Board. Coaches must learn to develop weaker players and make them better instead of swapping them out with another team's players.

- i. Players being released from a fall Division 4 or 5 roster prior to spring season must complete and sign the FC 814 Player Release Request Form and turn it in to their head coach. The head coach will counter-sign the form and forward it to the Registrar and Secretary. No less than two

weeks prior to the date by which team declarations are required by the registrar, the full Board will vote on the complete slate of player releases being requested, either at the meeting closest to the deadline or electronically/remotely.

- ii. Classic players wishing to be released from their team must complete the FC 814 Player Release Request Form as well as the PA West Player Release Request Form.
- iii. Classic players who have dual-rostered with a Division 4 or 5 team during the fall session are exempt from having to execute the FC 814 Player Release Request Form to be removed from the roster of that Division 4 or 5 team prior to the spring session.
- iv. If a team disbands after the fall season, the addition of the players who played exclusively for that team (i.e., were not dual-rostered on a higher-level team) to a roster of an equal-level team does not require the approval of the Board, but only notification to the Registrar or their designee as part of the typical rostering process outlined elsewhere in this section.
- v. In-season additions to a roster with available space do not require approval of the Board.

**K.** Team naming shall adhere to the following format: FC 814 – Gender – Birth year of oldest rostered player – team name (e.g. FC814 G08 Energy). If the team has no name, substitute the head coach's last name (e.g FC814 G08 Frye).

**L.** Classic tryouts will be held on the Monday and Tuesday of the second full week of June. Travel evaluations will be held on the Wednesday and Thursday of these weeks.

**M.** Head coaches of travel and classic teams will qualify for a discount of 50% off the player fee for the child on that team. Assistant coaches and team managers (up to two per team) will qualify for a 25% discount. The children of board members, unlimited in number, will not pay a player fee.

**N. [SPACE RESERVED FOR FINALIZED PROCEDURES GOVERNING TRAVEL EVALUATIONS AND CLASSIC TRYOUTS TO BE DETERMINED]**

**10. Guest/Club Pass:** Guest players may be rostered on teams only as permitted by PA West Playing Rules. To promote player development, the club prohibits the use of guest players unless the team required additional players to play the games safely. Adequate numbers of players required to play games safely are dictated by the club as follows:

11 v 11 format: Teams with 15 players or more on the game day roster shall not roster additional guest players

9 v 9 format: Teams with 12 players or more on the game day roster shall not roster additional guest players

7 v 7 format: Teams with 10 players or more on the game day roster shall not roster additional guest players

If a team is missing a goalkeeper, they may guest a goalkeeper regardless of the numbers so long as all PA West rules are followed. Per PA West Rules, teams may not guest

between classic and non-classic divisions. Dual-rostered players are also not subject to this limitation.

Guest play is only allowed if the player plays for their primary team on that day, or if the primary team is idle on the day the player is guesting.

## 12. Games/ Tournaments/Friendly Matches

A. Coaches are discouraged from scheduling double-headers if possible. If a double header is scheduled, the game shall be played for the full duration. Shortened game lengths are prohibited.

B. All teams playing in Division 1, 2, or 3 are highly encouraged to play in either the State Cup or President's Cup national tournament series, as applicable.

C. Teams playing in the A bracket of Division 4 are highly encouraged to play in the President's Cup.

D. All Division 4 and 5 teams are encouraged to play in the PA West Open Tournament

E. Friendly matches can be scheduled by coaches at their discretion. The coaches shall coordinate field availability with the appropriate club's home game scheduler. These matches may take place both within and outside of the time frame of an official PA West/USYS playing season.

i. Official rosters and game day rosters are not required for friendly matches. Per PA West regulations, teams can only be composed of players possessing currently-valid player passes from the same club. Guest players from outside of the club are therefore prohibited for friendly matches. As the development of the FC814 team playing the friendly match is the point of the game, guest players should be used sparingly, e.g. with the intent to fill out a roster.

ii. If the friendly is scheduled as a makeup for matches lost due to circumstances caused by USYS, PA West, The Mountain District, or FC814, the Referee Assignor shall assign a full appropriately-staffed referee crew and the club will pay the Travel or Classic rate, as applicable to the participating teams, for the referees.

iii. Unless scheduling is being handled by the club due to circumstances as noted in 10.E.ii, above, the head coach will be responsible for obtaining officials, and the club will not pay for nor reimburse any fee paid to an official. The Referee Assignor may, at their discretion, assign officials to the game, but the payment of these officials will be the responsibility of the coaches of the participating teams.

## 13. Uniforms and Apparel

A. Color: To show consistency throughout the club and make it easier to share players between teams, all players on a team registered through the club shall wear a uniform consistent with the colors of the club. Each team will have a home and away jersey. The official home (green) and away (white) uniforms shall be standard across the club. Primary Club colors are as follows.

i. Jersey: Kelly green with white trim (home), white with kelly green trim (away)

- ii. Shorts: Black
  - iii. Socks: black (home), white (away)
  - iv. *Exception: U19 high school teams registering through the club and playing Division 5, shall not be required to wear club colors and may wear their High School colors.*
- B. Uniforms shall bear the FC 814 logo on the left chest of the jersey.
  - C. Player number shall be on the back of the jersey.
  - D. Player number on shorts is optional by team – cost will be incurred by the parents
  - E. Player name on jersey is optional by team – cost will be incurred by the parents
  - F. Teams shall, at their discretion, be permitted to order a third jersey of their choice, so long as the jersey meets the following criteria:
    - i. The base color must be white, kelly green, or black
    - ii. The club-wide FC814 shield shall be the logo used. Variations of the club logo created under the club’s spirit wear exception (see 11.G, below) shall NOT be permitted.
    - iii. This third jersey shall only be used outside of club-sanctioned outdoor league play (e.g. tournaments, indoor, friendlies, etc.)
  - G. Teams have the ability to order and design their own independent “spirit wear”; however, the apparel must contain either the FC 814 logo or the name “FC 814”, and must be in the colors of FC 814

**14. Sponsors/Team Fundraising:**

- A. Sponsors are permitted on the uniform provided they follow PA West rules regarding sponsorship logos and location.
- B. Teams are encouraged to solicit sponsors to pay expenses for Indoor Leagues, Tournaments etc. rather than the PA West League. Checks from sponsors should be made out to the team coach/manager and not to FC 814 in these cases, as FC814 does not place teams at these events.
- C. If a sponsor’s check is made out to FC 814, the check will be deposited into the general account to be used by the club as a whole for equipment / field maintenance and not be given to one specific team.
- D. *Exception: If the team obtains a letter from the sponsor on company letterhead stating the monies are to be allocated to a specific team, the monies will be dispersed as such. Receipts will be required to receive such monies. **The Treasurer will then issue a “thank you for your donation” letter to the sponsor for tax-writeoff purposes.***
- E. Teams for whom the league fees for individual players exceed the fee charged to classic players, teams playing in national leagues, or teams who earn a berth in national finals for President’s Cup or State Cup are permitted to individually fundraise to help defray costs, with the permission of the executive board.

F. Teams at a level lower than what is listed in E, above, are permitted to individually fundraise solely with the approval of both the Fundraising Coordinator and the Executive Board.

G. Club-wide fundraisers are optional and while highly encouraged, they are not mandatory. An opt-out fee is not necessary.

H. Teams are not permitted to use the club's federal Tax Identification Number for fundraising purposes.

#### 15. Interim Board Positions/Vacancies:

A. Upon receiving interest or application for a board position, there should be a one-week waiting period from the application deadline or application submittal.

B. Certain circumstances may warrant an Emergency Vote of the **Executive** Board of Directors. In the event of an unexpected Treasurer vacancy, a qualified person who can properly fill this role should be voted upon and accepted as soon as possible, as an Interim Treasurer, so there is no lapse in the management of the Club's finances. Also, in the event of an unexpected President vacancy, a qualified person who can properly fill this role should be voted upon and accepted as soon as possible, as an Interim President, so there is no lapse in the management of the Club.

C. In the case of the Assistant Registrar or Vice President, those persons may step into the vacant position by Emergency Vote of the **Executive** Board of Directors, the interim office holder would then serve out the remaining term of the office holder being replaced.

#### 16. Paid Board Positions

A. **The Registrar shall be paid an annual stipend of \$5,000. This stipend is subject to amendment after the current Registrar's term expires in June 2026.** [Replaced text: *The Registrar shall be paid a per-season fee of \$40 for each team registered.*]

B. The Secretary shall be paid a flat fee of **\$1,000** for the fall season, and **\$2,000** for the spring season. These fees are subject to amendment after the current Secretary's term expires in June 2027. [*Replaces \$500 and \$1,000*]

C. The In-house Coordinator shall be paid \$1,000 per season. **The In-house Coordinator's assistant coordinator, if any, shall be paid \$300 per season.**

**D. The Treasurer shall be paid a \$2,500 annual stipend.**

E. The Referee Assignor shall be paid \$4.50 per game including rescheduled games. The Assistant Referee Assignor, if the position is filled, shall be paid \$250 per season for a total of \$500 for a fall-to-spring year. The Referee Coordinator shall be paid \$500 per season for a total of \$1,000 for a fall-to-spring year. **[This item was**

moved here from 4.E]

**17. Scholarships:** FC 814 shall budget \$3,000 as an annual line-item for scholarships. These shall be spent on a discretionary basis and will fall under the jurisdiction of the Fundraising Coordinator. Options will include paying for player fees and/or referee course fees for lower-income members, or providing a scholarship to a local high school player. This list is not all-inclusive. Coaches may nominate a player for scholarship funds via the Fundraising Coordinator.

**18. Club checks and expenditures:**

- A. All checks expending FC 814 funds will be signed by two of the following three signatories: President, Treasurer, and Secretary.
- B. Club-funded expenditures between \$250 and \$500 require the approval of the Treasurer and at least one week's lead and approval time. Expenditures over \$500 require approval of a majority of the Executive Board and at least two week's lead and approval time.

**19. Team Equipment:**

- A. An initial allotment of equipment (balls, bag, pinnies, cones, etc.) will be provided by the club. Replenishment of worn equipment can be made at the club's discretion. Additional equipment purchased by the coach shall be at the coach's expense. Three (3) game balls per team will also be provided by the club.
- B. Additional equipment that the club has available to borrow in limited quantities, such as additional pinnies, practice balls, and PUGG goals, may be signed out via the Equipment Manager at the start of a fall or spring season. All equipment borrowed from the club is expected to be turned back in at the end of the season in working order.
- C. When a team "ages up" from 9 v 9 to 11 v 11, they may request an initial allotment of six (6) size 5 practice balls from the club.
- D. The Equipment Manager shall be custodian of the VEO Cameras. Teams may request use of the VEO Cameras to the Equipment Manager via email.
  - a. The Equipment Manager will provide the camera to the first team playing on a given day at a mutually agreed-upon time prior to the game.
  - b. If there are more teams that request cameras than number of cameras on-hand on a particular day, the earlier team will be responsible to get the camera to the later team, and the later team will be responsible to return the camera to the Equipment Manager following download of the games.
  - c. The last team in possession of a camera on a game day is also to fully charge the camera and return it, and all included gear, to the Equipment Manager prior to the next scheduled set of games.
  - d. Unless permission is sought and granted from the Executive Board for an exception, the VEO cameras are for use by the classic program only.