



United States Adult Soccer Association, Inc.

Policy Manual

Adopted by National Board of Directors

February 5, 2025

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TO BE UPDATED UPON ADOPTION OF POLICIES

Chapter 100 - Membership Policies

101. PLAYING RULES

- 101.1. Except as provided by USASA, its Organization Members or member leagues, the International Football Association Board (IFAB) "Laws of the Game" apply to all competitions.
- 101.2. An Organization Member and any of its members may not approve games or tournaments involving teams or players not properly registered or not in good standing with USASA, the Federation or FIFA.

102. ORGANIZATION FEES AND INFORMATION

- 102.1. On an annual basis the Board of Directors shall propose to the National Council for consideration the requirements for fees and for other information from Member Organizations, including the deadline for when the fees, documents, and registration data are due. Once the budget is approved, a schedule of fees shall be published and distributed to the members.

102.2. Organization Member Annual Fees

To remain in good standing each Organization Member shall submit annually to the USASA Corporate Office the applicable annual membership fee for a State Association, USASA League, USASA Affiliate, or USASA Associate.

102.3. Organization Member Information

Each member must send to the USASA Corporate Office the following:

- 102.3.1. A list of the Member's officers and directors and their names, addresses, email addresses and phone numbers;
- 102.3.2. Any changes made in the past ninety (90) days to the Member's Bylaws and Policies or equivalent documents.

102.4. Other Provisions

- 102.4.1. Three dollars (\$3) of each player registration fee paid to USASA for the registration of a player in a USASA League shall be paid to the State Association where the team is domiciled.
- 102.4.2. The annual fee of each Organization Member for a given calendar year must be paid to USASA by January 31st of that year. Failure to submit the annual membership fee or required annual documents and Member registration data by this deadline may result in loss of National and Regional Council voting rights and a fine of \$100.

103. PLAYER FEES AND INFORMATION

- 103.1. Annual player fees are proposed by the USASA Board of Directors for various categories of players during the annual budget process. The proposed budget is then approved by the USASA National Council at the Annual Meeting. A list of annual player fees and their

respective amounts must be promptly published in the annual budget document. Players may be registered:

- 103.1.1. Directly through an Organization Member (except an Associate Member, which may not register players); or
- 103.1.2. Through the US Adult Soccer National Office on behalf of an Organization Member under a policy approved by the National Board of Directors and National Council.
- 103.1.3. Player registration information and fees shall be submitted by each Organization Member no later than 15 calendar days from the end of each calendar quarter for registrations within or before that quarter. Quarters end on March 31, June 30, September 30 and December 31, respectively. Failure to timely submit quarterly player registration information and fees may result in a fine of \$1 per late player.

103.2. The following information is required for each registered player:

- 103.2.1. Last name(s)
- 103.2.2. First name
- 103.2.3. Date of birth
- 103.2.4. Gender identification
- 103.2.5. e-mail address
- 103.2.6. complete mailing address (street, city, state, zip code)

103.3. [to be deleted]

103.4. Insurance Liability Waiver Forms

- 103.4.1. Every Organization Member must ensure that a USASA approved Insurance Liability Waiver is digitally or physically signed each year by each player as part of the player registration process.
- 103.4.2. Every Organization Member must maintain a copy of each such signed waiver form for a period of five years.
- 103.4.3. Every Organization member must promptly provide to the USASA an electronic copy of any such form or forms upon request from USASA Staff.
- 103.4.4. All insurance liability waiver forms must meet the requirements set forth by USASA. Members may seek approval from the USASA Insurance Provider of their own waiver form. No other waiver forms will be accepted for compliance with this policy.
- 103.4.5. USASA members may be audited to ensure that the requirements of this insurance liability waiver policy and the policies on player registration, information, and fees are being followed. Any failure to comply with this policy could result in sanctions. The sanctions that could be imposed by the USASA Board include, but are not limited to: (a) fines of up to \$1.00 per player per year that the waiver was not in place or retained for the required five years; or (b) the Member may be placed in bad standing and ineligible to vote until every player has a waiver on file that is accessible to USASA.

103.5. Temporary Player Registrations – **(NOT ADOPTED – NBOD will further review)**

103.5.1. Tryout Pass – temporary player registration for the purposes of trying out for a team.

103.5.1.1. The number of sessions used under a tryout pass may not exceed six. An Organization Member such as a State Association or League may further limit the number of sessions.

103.5.1.2. An Organization Member may limit the number of tryout passes that teams may use in a given season.

103.5.1.3. An Organization Member may determine a cutoff date for the use of tryout passes during each season.

103.5.1.4. An Organization Member may limit the number of times a player may obtain a tryout pass during a season.

103.5.1.5. The USASA fee for a Tryout Pass is \$6.00. An Organization Member may charge an additional fee.

104. REGISTRATION OF TEAMS

104.1. An Organization Member may register teams and may establish regulations for participation by players on teams within competitions governed by the Organization Member, but such regulations must comply with the provisions of the Ted Stevens Olympic and Amateur Sports Act.

104.2. The maximum number of players allowed to register for a team within competitions governed by an Organization Member may be determined by that Organization Member.

105. SANCTIONS, COST REIMBURSEMENT AND TERMINATIONS POLICY

105.1. An Organization Member failing to pay fees or report information to USASA as required will be subject to sanctions. Such sanctions could include, without limitation, censure, fines, the loss of the privilege to make or second motions, to introduce Bylaw or Policy proposals, and/or to vote at Regional and/or National Council meetings, revoking (or refusing to issue) a certificate of insurance, and/or termination of membership.

105.2. Determination of such sanctions may initially be made by an *ad hoc* disciplinary committee appointed by the Board for this purpose. This committee, if appointed, will initially determine and recommend the nature and timing of any such sanctions, subject to the approval of the Board of Directors.

105.3. The suspension of an Organization Member remains in effect until the Board of Directors provides otherwise.

105.4. Upon notice by USASA, a suspension or other disciplinary action imposed by USASA must be recognized by all members of USASA. Suspensions and other disciplinary actions imposed by members of USASA must be recognized by USASA and all other USASA members on proper notification to USASA.

105.5. After the appeals process has been exhausted, suspended or terminated members may apply to the Board of Directors for reinstatement.

106. State Association Policies

A State Association Member is an Organization Member that must:

106.1. Be an administrative body within a territory determined by the USSF to carry out USASA's programs for registered players.

106.2. Administer and promote the game of soccer within its territory as recognized by the U.S. Soccer Federation.

106.3. Register all players with USASA who participate in any form of competition affiliated with the State Association.

106.4. Appoint a representative to the State Referee Committee.

106.5. Submit to USASA any amendment to its Charter, Articles of Incorporation, Bylaws, Policies, Rules, or Regulations no later than ninety (90) days after the adoption of such amendment.

106.6. Submit to USASA its most current annual reports and financial statements within ninety (90) days after the start of its fiscal year and a copy of its tax return at least annually.

106.7. Submit to USASA all player registrations and player data by the required deadlines.

106.8. Otherwise retain and maintain its own governance, tax classification status, and autonomy, except as otherwise provided in the Bylaws and these Policies.

107. USASA LEAGUE POLICIES

107.1. A USASA League is an Organization Member that must:

107.1.1. Be a league with teams that compete across four or more State Associations.

107.1.2. Register with USASA each player before he or she participates in any game, tryout, practice or activity of a member team.

107.1.3. Submit to USASA any amendment to its Charter, Articles of Incorporation, Bylaws, Constitution, Policies, Rules and/or Regulations no later than ninety (90) days after the adoption of such amendment.

107.1.4. Submit to USASA its most current annual reports and financial statements within ninety (90) days after the start of its fiscal year.

107.1.5. Maintain its own governance, tax classification status, and autonomy, except as otherwise provided in the Bylaws and Policies.

107.1.6. USASA Leagues must hold at least one season per year that lasts at least three months.

107.1.7. Teams within the division/conference of a USASA League must be from and compete among four (4) or more State Associations and there must be at least two (2) teams in three (3) or more of the State Associations involved in the division/conference.

107.1.8. A team's official location is in the State Association in which the team's home field is located.

107.2. USASA National League

107.2.1. Minimum of 36 teams.

107.2.2. Teams must be located among all four (4) time zones of the continental United States (Eastern, Central, Mountain & Pacific).

107.3. USASA National League Tier 1

107.3.1. A National League that has met the USASA requirements as being designated a National league as defined by the current by-laws and policies, can request National Tier 1 status with USASA. In order for a team to be eligible for this top tier, the following criteria must be met.

107.3.2. League must be in good standing as a National League member of USASA for a minimum of 10 years.

107.3.3. The National League must maintain the standards specified under USASA by-laws and policies.

107.3.4. The national League supports and promotes the US Adult Soccer National Amateur Cup.

107.3.5. The League and all teams must be Safe Sport compliant.

107.4. USASA Multi-State League

107.4.1. Must have a minimum of 16 teams.

107.4.2. Must have teams from each of at least four (4) State Associations. In at least three (3) of these four (4) State Associations, the League must have at least two teams.

107.5. Player Registration - All registration data and fees shall be submitted as follows:

107.5.1. All players and coaches will be registered with USASA, including the registration of trial players.

107.5.2. All fees and required registration data must be submitted to USASA by required deadlines.

107.6. Composition and Play

107.6.1. League must determine a champion each year based on seasonal play or by means of a postseason tournament/playoff.

107.6.2. League playing rules must comply with all relevant USASA and FIFA guidelines and the IFAB Laws of the Game.

107.7. Markets, Stadia & Fields

107.7.1. League stadia and arenas must have controllable ingress and egress.

107.7.2. The length of the field for league matches may not be more than 120 yards nor less than 110 yards and the width of the field may not be more than 80 yards nor less than 60 yards.

107.7.3..

107.7.4. Not later than 90 days prior to the start of each season, each team shall have a permit or other permission to use a least a home field for one full season.

107.7.5. League specific minimum stadium seating capacity:

107.7.5.1. USASA National League – 500 seats.

107.7.5.2. USASA Multi-State League – 100 seats.

107.8. Referees for USASA League Matches

107.8.1. All matches require the use of the diagonal system of control, which consists of one referee and two assistant referees. Use of a fourth official is recommended.

107.8.2. Referee Assignments:

107.8.2.1. USASA National League – Assignments will be managed through the USSF assigning system. Each league must appoint a referee coordinator.

107.8.2.2. USASA Multi-State League - Each league must appoint a USSF certified referee assignor.

107.9. Financial Viability

107.9.1. Every team will be required to post with its league or, if directed, with USASA, an adequate performance bond to secure the performance of the team's obligations for the current season.

107.9.1.1. Obligations include stadium use commitments, third party vendor obligations, player registration fees, team registration fees and/or referee fees.

107.9.1.2. The performance bond shall be set aside by the league as a liability account or in an escrow account.

107.9.1.3. The performance bond will be used to offset any fees, costs or operating expenditures that were incurred due to the default of a team. It may also be used to offset expenditures of other teams within the league that were adversely affected by the offending team's default.

107.9.1.4. Any team withdrawing from a league in good standing shall be entitled to refund of any unused portion of their performance bond.

107.9.1.5. Any team whose performance bond is used during the season will be required to replenish it at least 90 days prior to the next season.

107.10. Required Notice - Leagues will furnish to USASA prompt written notice of the following:

107.10.1. Any violation of the standards.

107.10.2. Filing or commencement of or any written threat or notice of intention of any person to file or commence any action, suit, litigation or proceeding whether at law or in equity or by or before any governmental authority, against the League or one or more teams in the League that could foreseeably result in a Material Adverse Effect.

107.10.3. Any development that has resulted in or could foreseeably result in a Material Adverse Effect.

107.10.4. "Material Adverse Effect" means:

107.10.4.1. A material adverse change in or effect on the business, condition, results of operation, assets or liabilities of the League or teams in the league;

107.10.4.2. The ability of the league or its teams to perform any of its obligations under these Standards;

107.10.4.3. The ability of the league or its teams to meet any of their financial obligations.

107.11. League Offices and Administration

107.11.1. USASA National and Multi-State Leagues must have year-round a designated/registered postal address able to receive mail during regular business hours.

107.11.2.

107.11.3. USASA National Leagues must have the following:

107.11.3.1. Central office operating year-round during regular business hours.

107.12. Media

107.12.1.

107.12.2. All leagues will prominently display the USASA logo on its web site and include links to the USASA web site and social media used by USASA

107.13. Application for USASA League Membership

107.13.1. Applicants must submit the following:

- 107.13.1.1. Letter of intent to join USASA stating the specific league category the league intends to enter.
- 107.13.1.2. Supporting documents showing the league's charter, articles of incorporation, or other business entity organizational and governing documents.
- 107.13.1.3. Any bylaws, rules, regulations, rules of play and other governing documents sufficient to describe the structure, nature and extent of the organization's activities that supports specific league category requested.
- 107.13.1.4. Financial statement and business plan describing league operation.
- 107.13.1.5. Names of principals and officers including contact information
- 107.13.1.6. List of teams committed to play in the league. Proof of commitment must be included (agreements, deposits, etc.). Along with city and state of where the team will play, include contact information of the main principal or manager of each team.
- 107.13.1.7. List of staff/volunteers describing operational roles within the organization.
- 107.13.1.8. The ability to meet the standards set forth in this policy.
- 107.13.1.9. The application must include the deposit of the annual affiliation fee for the league category applied.
- 107.13.1.10. If it is necessary for USASA to incur any reasonable costs to review the financial viability of the league and its teams, that cost will be offset from the fee and the league must submit any amount used replenish the deposit.
- 107.13.1.11. If the league is not granted membership, what remains from the deposit shall be returned.

107.14. Fees

- 107.14.1. All fees must be submitted annually by the deadline set forth by USASA.
- 107.14.2. In addition to player registration fees set by USASA, proof of the appropriate documents and fees to reinstate a player to amateur status or to register a player as a professional as required by USSF policies must be submitted to USASA.
- 107.14.3. Affiliation and player registration fees for USASA National Leagues and USASA Multi-State Leagues shall be recommended by the Board of Directors and approved by the National Council.

107.15. Minimum Requirements to Remain in Good Standing

- 107.15.1. Each League must submit to USASA an annual report setting forth, in reasonable detail, the status of its compliance with these requirements and standards to meet its league category, including league and team financial information, steps taken to increase league awareness and continued demonstration by the league and its teams of the promotion of soccer in their home market.
 - 107.15.2. Payment of fees and submission of required data by the deadlines set forth by USASA including registration of players prior to the commencement of the league season.
 - 107.15.3. Adoption of the Disciplinary Protocol set forth by USASA.
 - 107.15.4. The USASA Code of Conduct signed by all teams in the League.
 - 107.15.5. When requested any financial information, books and records of the league and its teams, including any audits conducted by either the league or any of its teams if there is question of financial irregularities.
- 107.15.5.1. USASA shall have authority to conduct an independent audit and the league must cooperate in the audit process.
 - 107.15.5.2. The costs of such audit shall be incurred by the league if the audit establishes material irregularities.

107.15.6. League shall notify USASA if a team has payables overdue by thirty (30) days or more for any of its team's stadium lease commitments, third party vendor obligations, player registration fees or team fees.

107.15.7. Waivers

107.15.7.1. A league may request a temporary waiver from compliance with any requirements or standards. The request must be made in writing and explain in detail the requirements or standards that the waiver is sought and why it is necessary.

107.15.7.2. With the temporary waiver request the league must provide a plan to correct the compliance standard for which the waiver was sought so that the league will be back in good standing.

107.15.7.3. If a waiver is granted by USASA, it will be for a period of no longer than one year.

107.15.7.4. If the waiver is denied, the membership category may be modified by USASA if it meets other requirements and standards or the membership may be terminated.

107.15.8. If USASA makes any modifications to these policies that may adversely affect the membership category of the league, the league shall have two (2) years from when the modification is enacted to meet any new requirements or standards that have changed. The league must show that it is making progress to meet those new requirements and standards.

107.16. Votes at USSF and USASA National Council Meetings: USASA National Leagues and USASA Multi-State Leagues are entitled to votes as provided under the USASA Bylaws at National Council Meetings of USASA and USSF.

108. USASA STATE PREMIER LEAGUE POLICIES

108.1. A USASA State Premier League is a league managed or registered by at least one State Association.

108.2. The League has teams that participate in high level competitions and/or has a significant history as a competitive or Premier USSF/USASA member.

108.3. The League has a season that lasts at least three (3) months each year.

108.4. A USASA State Premier League is not an Organization Member as defined in the USASA Bylaws. A USASA State Premier League is a top amateur league among our member State Associations. These leagues are affiliated through their State Associations and are included in this policy for the sole purpose of distinction and honor. Organization Member benefits, including votes at National or Regional Councils, are not granted to these leagues. USASA State Premier Leagues are represented through their respective State Associations and not entitled to any votes.

108.5. Application for USASA State Premier League

108.5.1. The league must be operating and in good standing with its respective State Association.

108.5.2. The league must include a written application that supports the status through a combination of these standards:

108.5.2.1. Teams that participate in high level competitions administered by USASA or member State Association.

108.5.2.2. Significant history as a USSF/USASA member.

108.5.2.3. Ability to promote itself through use of media outlets, internet and/or social media.

108.6. The league must provide the following contact information:

108.6.1. Names of principals and officers.

108.6.2. List of administrators/staff/volunteers describing operational roles.

108.6.3. List of teams playing in the league including contact information of the main principal/manager of each team.

108.7. Team and Player Registration - All registration data and fees shall be submitted as follows:

108.7.1. All teams, players and coaches will be registered directly with the respective State Association where the team is based.

108.7.2. Every player must be registered in the Premier Player category and pay the corresponding fee for that category. For leagues with multiple divisions, only the top division must meet this requirement.

109. **USASA AFFILIATE MEMBERS**

109.1. A USASA Affiliate Member is an Organization Member that must:

109.1.1. Be an association which conducts independent recreational competitions among teams from several State Associations.

109.1.2. Register with USASA its players.

109.1.3. Comply with the standards and responsibilities applicable to it established by USASA policy.

109.1.4. Submit to USASA any amendment to its Charter, Articles of Incorporation, Bylaws, Policies, Rules, or Regulations no later than ninety (90) days after the adoption of such amendment.

109.1.5. Submit to USASA its most current annual reports and financial statements within ninety (90) days after the start of its seasonal year.

109.1.6. Submit to USASA all player registrations by the required deadlines.

109.1.7. Maintain its own governance, tax classification status, and autonomy, except as otherwise provided in the Bylaws and these Policies.

109.2. An Application for Affiliate Membership must include the following:

109.2.1. Supporting documents showing the charter, articles of incorporation or other business entity.

109.2.2. Any bylaws, rules, regulations, rules of play and other governing documents sufficient to describe the structure, nature and extent of the organization's activities that supports specific league category requested.

109.2.3. Financial statement and business plan describing the Affiliate's operation.

109.2.4. Names of principals and officers including contact information

109.2.5. List of the cities and states of where the Affiliate will operate.

109.2.6. The application must include the payment of the appropriate annual affiliation fee.

110. **USASA ASSOCIATE MEMBERS**

110.1. A USASA Associate Member must:

- 110.1.1. Be formed to advance a particular aspect of adult soccer; but is not responsible for recruiting, training, fielding, managing or funding leagues, tournaments, teams, players, or coaches.
- 110.1.2. Submit to USASA any amendment to its Charter, Articles of Incorporation, Bylaws, Policies, Rules, or Regulations no later than ninety (90) days after the adoption of such amendment.
- 110.1.3. Submit to USASA its most current annual reports and financial statements within ninety (90) days after the start of its seasonal year.
- 110.1.4. Submit to USASA all required registrations, if any, by the required deadlines.
- 110.1.5. Otherwise retain and maintain its own governance, tax classification status, and autonomy, except as otherwise provided in these Bylaws.

110.2. Application for Associate Membership

The applicant shall include with the application a detailed business plan, copies of its charter or articles of incorporation, bylaws, rules, regulations and other governing documents appropriate to understanding the structure and activities of the organization

111. INDIVIDUAL MEMBERS

A USASA Individual Member must be a natural person who:

- 111.1. Is a player, coach, referee, or administrator recognized as a member of any of the Organization Members set forth above; or
- 111.2. Is a current or past elected Officer or National Board member of USASA, or a USASA Regional Officer, *ex officio*; or
- 111.3. Is an individual appointed to a USASA Committee, provided that such an individual shall be an Individual Member, *ex officio*; or
- 111.4. Is an individual who has been inducted into the USASA Hall of Fame.

112. APPLICATION PROCESS FOR ORGANIZATION MEMBERS

The Executive Director shall prescribe the procedure for submitting the application and any required documents. The Executive Director shall refer an application for Organization Membership to the Board of Directors for consideration. The Board of Directors shall immediately submit the application and accompanying documents to the Rules Committee. The Rules Committee may reject the application until the application and accompanying documents are changed to comply with the requirements of USASA and the Federation.

Chapter 200 - Governance Policies

201. NATIONAL COUNCIL MEETINGS

- 201.1. The suggested order of business at National Council meetings shall be as follows:
 - 201.1.1. Moment of Silence
 - 201.1.2. Roll call.

- 201.1.3.Credentials.
- 201.1.4.Approval of the proposed agenda
- 201.1.5.Consent Agenda including approval of minutes
- 201.1.6.Elections.
- 201.1.7.Communications.
- 201.1.8.Reports.
- 201.1.9.Unfinished business.
- 201.1.10.Amendments to the Articles of Incorporation, Bylaws or Policies.
- 201.1.11.New business.
- 201.1.12.Good of the Game.
- 201.1.13.Adjournment.

201.2.Any business item (other than proposed amendments to the Articles of Incorporation, Bylaws or Policies of USASA) to be presented at a regular meeting of the National Council must be provided in writing to the delegates of the National Council at least 30 days before the meeting. In urgent cases, with a two-thirds vote, the National Council may decide an item that was not submitted on time.

202. NBOD MEETINGS

202.1.Any business item to be presented at a regular meeting of the National Board of Directors must be provided in writing to all the Directors. The Executive Director should submit to the NBOD the draft agenda, draft minutes, and other business items to be considered at the meeting at least four business days before the meeting.

202.2.The National Board of Directors may go into Executive Session for the consideration of sensitive business items. The meeting minutes shall reflect that the meeting went into Executive Session and record any vote taken, or resolution adopted, but shall provide no other information unless authorized by a majority of the NBOD. Examples of matters that can be considered in Executive Session include, without limitation:

- 202.2.1.Negotiations involving contracts.
- 202.2.2.Real estate negotiations.
- 202.2.3.Litigation or potential litigation involving the USASA, or other matters involving consultation with legal counsel.
- 202.2.4.Discussion of employee personnel and performance matters.
- 202.2.5.Other business negotiations.
- 202.2.6.Negotiations with Organization Members or other soccer governing bodies.
- 202.2.7.Disciplinary actions or potential such actions involving Organization or Individual Members
- 202.2.8. Other business items upon an affirmative vote of every member of the NBOD present at the meeting.

202.3.Minutes shall include the following information:

- 202.3.1.The text of each motion or resolution made.
- 202.3.2.The identity of the maker of the motion or resolution and the person who seconded it.

202.3.3. Whether or not the motion or resolution was approved.

202.4. Draft Minutes

Draft action minutes of each meeting of the Board of Directors shall be provided by the National Secretary or Executive Director via email to each Board member within fourteen (14) days of the adjournment of each meeting.

202.5. Approval of Minutes

The Board of Directors shall approve minutes from a previous meeting at the next meeting, or electronically via email vote within 60 days of the adjournment of each meeting.

202.6. Publication of Minutes

Within fourteen (14) days of the approval of the minutes, , the approved minutes must be posted on the USASA website by the USASA staff.

202.7. Pre-Meeting Materials

Staff reports, proposed resolutions, financial documents and other pre-meeting materials provided to the NBOD shall be provided upon request to any member of the National Council by the USASA Executive Director. This does not include pre-meeting materials pertaining to business items to be considered in Executive Session.

203. USASA COMMITTEES

203.1. USASA may establish committees that will assist in the administration of activities, programs and events of USASA.

203.2. Appointments to Committees – see the USASA Bylaws for information about the appointment process.

203.2.1. Within 30 days of any individual appointment, the USASA website shall be updated to reflect the current membership of each Committee.

203.3. Responsibilities and Terms of Committees

203.3.1. Committees may not prescribe Policies or enforce existing Policies without the express prior approval of the Board of Directors.

203.3.2. The Board of Directors may grant a committee the power to enforce specific Policies or Bylaws, recommend Policies or Bylaws for consideration by the Board and/or expend USASA funds in accordance with an approved budget and within purposes and limits specified by the Board.

203.3.3. For special committees established for a specific purpose (such as a task force or ad hoc committee), members may continue until that purpose has been fulfilled or the committee ceases to exist.

203.3.4. A committee member may be replaced at any time. Removal of any committee member may be recommended by the President and must be approved by the Board of Directors. Notification in writing of any removal shall be provided by the President in a timely manner.

203.4. Committee Reports

203.4.1. Committee Chairs are responsible for providing a written annual report to be published in the materials provided to the National Council for the Annual General Meeting. Committee reports shall also be published on the USASA website unless the Board of Directors prohibits such publication.

203.4.2. The Board of Directors may call for more frequent reports from a particular Committee.

203.4.3. The Executive Director shall assist Committee Chairs with the process for publishing Committee reports.

203.5. USASA may have has the following committees:

203.5.1. National Executive Committee

203.5.2. Appeals Committee

203.5.3. Budget & Finance Committee

203.5.4. ~~Finance Committee~~

203.5.5. Credentials Committee

203.5.6. Rules Committee

203.5.7. Governance Committee

203.5.8. Nominating Committee

203.5.9. Hall of Fame Committee

203.5.10. Referee Committee

203.6. Appeals Committee

203.6.1. The Appeals Committee is responsible for considering and deciding appeals pertaining to the Bylaws, Policies, rules and procedures of USASA and its members, except as otherwise provided by the Federation.

203.6.2..

203.6.3. All avenues of appeal must be exhausted at all levels below the Appeals Committee before the Appeals Committee will consider the appeal.

203.6.4. The Appeals Committee shall only consider appeals from decisions of Organization Members, Individual Members and Affiliates of USASA.

203.6.5..

203.6.6. No member of the Appeals Committee shall participate in any other level of appeal or discipline.

203.7. Budget and Finance Committee

203.7.1. Shall review the annual operating budget that is proposed by the Board of Directors. The committee may make recommendations to the Board of Directors after their review.

203.7.2. Shall present the budget to the USASA National Board of Directors and the National Council for approval.

203.7.3. Shall ensure that an annual financial report is developed and provided to the Board of Directors, National Council and the independent auditing firm.

203.7.4. Shall set long-range financial and investment goals for consideration by the Board of Directors.

203.7.5. The Committee shall provide reports at least quarterly to the USASA Board and an annual report to the USASA National Council on the USASA Investment Fund's performance. The

Committee shall also provide advice to the Board regarding investment strategy, the performance of the Investment Managers and other issues related to the Investment Fund.

203.7.6.Shall ensure that USASA complies with its Investment Policy.

203.8.Credentials Committee

203.8.1.The Credentials Committee shall establish a uniform procedure for determining whether a voting member is in good standing, and for submitting and certifying eligible votes at National Council meetings.

203.8.2.In the event of a dispute regarding the eligibility of a particular individual to serve as a National Council Delegate, the Credentials Committee shall evaluate the circumstances and make a report and nonbinding recommendation to the National Council. The National Council shall have the authority to decide the issue.

203.8.3.Record and check the authenticity of votes cast at National Council meetings.

203.9.Rules Committee

203.9.1.The Rules Committee shall review all proposals involving changes to the USASA Articles of Incorporation, Bylaws and Policies. After careful consideration, the Committee shall forward the amendments and/or changes to the Board of Directors and the National Council with its recommendation to adopt or reject each proposal.

203.9.2.Time the receipt of proposals and subsequent distribution to members as provided by USASA Bylaws.

203.9.3.Propose normal housekeeping amendments to USASA Bylaws and ensure that all applicants for Association membership be informed of membership requirements and any changes necessary to bring their application documents into compliance with USASA Bylaws, rules, policies or procedures.

203.9.4.Propose amendments to these Bylaws subject to the Bylaw requiring advance notice to members of the National Council.

203.9.5.Keep the Federation Rules Committee, the President of USASA, and the Board of Directors updated about proposed Bylaw amendments.

203.9.6.Assist the Board of Directors in the interpretation and adoption of Bylaws, policies and rules as requested.

203.10.Governance Committee

203.10.1.The Governance Committee shall engage in an on-going review of all USASA Bylaws and Policies, and suggest revisions in accordance with best practices for non-profit corporations.

203.10.2.Propose amendments to the Bylaws and Policies of USASA that provide necessary structures and rules that permit the organization to attain its stated goals of growth, efficiency and inclusion.

203.10.3.Submit to the Board annually an evaluation of the conformance of Bylaws, Policies and rules with the strategic goals of USASA.

203.11.Nominating Committee

203.11.1.The Nominating Committee is responsible for identifying, evaluating and recommending qualified candidates for the position of Independent Director. The Committee shall conduct appropriate and necessary inquiries into the backgrounds and qualifications of

possible candidates, and recommend to the National Council, no later than 30 days in advance of the AGM, names of qualified persons to be nominated for election or re-election.

203.11.2. Nominations and applications for Independent Director candidates must be submitted to the Nominating Committee, no later than 90 days prior to the respective AGM, for consideration.

203.12. Referee Committee

203.12.1. Arranges for the assignment of referees for games and competitions managed by a USASA Competition Committee.

203.12.2. Provides input to the Referee Department of U.S. Soccer regarding the development of grassroots referees for the adult game.

203.13. Hall of Fame Committee

203.13.1. USASA shall have a Hall of Fame Committee, which shall solicit nominations and recommend to the USASA Board of Directors the selection of those individuals whose distinguished service to the USASA makes them eligible for induction into the United States Adult Soccer Association's Hall of Fame. The Committee shall use the criteria described elsewhere in the Policy Manual when making its recommendation(s).

203.13.2. The Committee, with assistance from USASA staff, shall manage the induction process for each annual Hall of Fame ceremony.

203.13.3. The Committee shall consist of a Chairperson plus eight members (two from each region). The Chairperson of the Committee is appointed for a two-year term by the President of USASA, subject to the approval of the Board of Directors. The Chairperson shall be appointed in even-numbered years following the Annual General Meeting and shall be chosen from among the current members of the United States Adult Soccer Association's Hall of Fame.

203.13.4. The Committee shall also include eight additional members consisting of two members from each Region who shall serve two calendar year terms elected by a vote of that Region's respective USASA Hall of Fame members. In even numbered years, four of these eight members shall be elected, one from each Region. In odd numbered years the other four members shall be elected, also one from each Region. All committee members elected under this subsection are subject to approval by the Board of Directors.

203.13.5. For purposes of nomination and voting for Committee members, a person's Region is the Region in which they resided at the time they were inducted into the Hall of Fame.

203.13.6. Each Regional election shall be run by the current Committee member(s) from that Region who is not a candidate in that election.

203.13.7. Elections shall be conducted in December of each year. The candidate with the plurality of votes for each position shall be elected for a term beginning in January of the following year. In the case of a tie, the NBOD shall choose between the tied candidates.

203.13.8. Candidates for the Committee may be nominated by any USASA member, including any member of the Hall of Fame. Each candidate shall be asked to consent to being on the ballot.

203.13.9. In the unlikely event that no current Hall of Fame member can be found from a particular Region to serve on the Committee, a current Hall of Fame member from another Region may be elected to serve instead.

203.13.10. In the event of an unexpected vacancy among one of the eight additional Committee members, the Committee Chairperson shall nominate a Hall of Fame member from the appropriate Region to fill the remainder of the term of the vacancy with approval from the Committee.

203.14. Competition Committees

USASA may form committees for USASA National Cups, tournaments, and other competitions. Such a Committee shall assist with the planning and management of the particular competition.

204. CONFIDENTIALITY POLICY

204.1. As part of the fiduciary duty owed to USASA, all Directors, Officers, Committee members and employees of USASA (“Fiduciaries”) are expected to not disclose confidential information related to USASA. This policy also applies to other persons who are granted access to confidential information. Confidential information includes personally identifiable information collected by USASA, donor and supporter lists and related records, fundraising strategies, financial information about USASA, organization plans, marketing information, expense information, personnel matters and all credentials used to access physical or digital media containing information related to USASA. This also includes any software or services owned, leased, subscribed to, or used by USASA for USASA’s purposes, including, but not limited to, computer login identification and passwords, email login identification and passwords, serial numbers or software keys for local copies of software and cloud-based services login identification and passwords and to prevent unauthorized disclosure to any outside party, except to the extent such information is otherwise disclosed in accordance with the ordinary course of business to the public or third parties or otherwise is required to be disclosed under applicable law.

204.2. The following categories of information are not considered “confidential information”:

- 204.2.1. Information that is already in the public domain that is not in the public domain as a result of an improper disclosure by a Director, Officer, Committee member or employee of USASA.
- 204.2.2. Information that is ordered to be disclosed pursuant to a validly issued subpoena, court order, or other government or legal process requiring disclosure.
- 204.2.3. Information that was or became available on a non-confidential basis from a source other than USASA or its representatives, provided that such source has obtained the information lawfully and is not bound by a confidentiality agreement with, or does not have a fiduciary duty to, USASA.

205. USASA CONFLICT OF INTEREST POLICY

205.1. Purpose

The purpose of this Conflict-of-Interest Policy is to protect the tax-exempt status, financial and other operational interests, and reputation of the United States Adult Soccer Association, Inc. (the “Corporation”), particularly with respect to potential or actual transactions that involves certain individuals or organizations who have a special relationship with the Corporation, either directly or through family or business relationships. As described below, the Corporation’s directors, officers, and other key leaders with governing authority owe fiduciary duties to the Corporation, including a broad and unbending duty of loyalty to the Corporation. As such, they shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the Corporation or knowledge gained therefrom for improper financial or other benefit for themselves or for other organizations, including nonprofits, with which the person may be involved as a director, officer, owner, employee, or family member. The Corporation’s interests must be the first priority in each director’s decisions and actions. This Policy is intended to supplement but not replace applicable laws governing conflicts of interest for nonprofits.

205.2. Fiduciary Duties of Leaders

Directors, officers, and other key persons with governing authority (collectively “Leaders”) are legally required to fulfill the following fiduciary duties to the Corporation.

205.2.1. *Duty of Diligence*: All Leaders are fully responsible for the Corporation’s actions and well-being. They are required to carry out their Board responsibilities with careful attentiveness and dedication. This includes attending meetings, actively participating in Board deliberations, seeking outside counsel and guidance as appropriate; and ensuring that all state and federal taxes, registrations, returns, and other financial reports required under applicable laws are timely filed. They have the responsibility to administer the Corporation’s affairs honestly and prudently, and to exercise their best care, skill, and judgment for the Corporation’s sole benefit.

205.2.2. *Duty of Loyalty*: Leaders must always act in the best interests of the Corporation. This applies to not only decisions that involve their own personal or business loyalties, but also those of other key employees, directors, and officers involved in the Corporation. They shall comply at all times with this Conflict-of-Interest Policy. They shall refrain from making non-program loans, gifts, or advances from the Corporation to any entity, except as permitted under applicable law. Additionally, they should avoid accepting commitments which would place their fiduciary duties to the Corporation in conflict with their duties to another organization or program. As part of such duty of loyalty, Leaders are expected to not disclose any Confidential information of USASA, as listed in the Confidentiality Policy.

205.2.3. *Duty of Obedience*: Leaders are required to ensure that the Corporation’s activities adhere and conform to the Corporation’s purposes and to use the Corporation’s assets for the best interest of the Corporation’s beneficiaries. They are to avoid wasting charitable assets. This includes, but is not limited to, taking steps to avoid incurring penalties, fines, and unnecessary taxes.

205.3. Definition of Interested Person: An “Interested Person” shall include:

205.3.1. Any director, officer, member of a Committee with Board-delegated decision-making power, or key employee of the Corporation (an employee with decision-making authority);

205.3.2. A substantial contributor to the Corporation;

205.3.3. Any family member of the individuals described above;¹ and/or

205.3.4. Any corporation, trust, or other entity in which persons described above hold more than 35 percent of the total combined voting power of the Corporation.

205.4. **Conflict-of-Interest**. A “Conflict-of-Interest” is any transaction or arrangement involving the Corporation, which directly or indirectly benefits an Interested Person, or any transaction or arrangement in which an Interested Person’s duties to another organization or person may compromise the Interested Person’s ability to act in the best interest of the Corporation, including access to Confidential information.

205.5. Annual Conflict of Interest Statements

205.5.1. Each director, officer, member of a Committee with Board-delegated decision-making power, or key employees of the Corporation (an employee with decision-making authority) shall annually sign a statement which affirms that such person: (1) has received a copy of this Policy; (2) has read and understands the Policy; (3) has disclosed on the annual conflict of interest statement all known potential Conflicts of Interest that may arise, or have

¹ A person’s family is limited to: (i) Spouse; (ii) Brothers or sisters (by whole or half-blood); (iii) Spouses of brothers or sisters (by whole or half-blood); (iv) Ancestors; (v) Children; (vi) Grandchildren; (vii) Great grandchildren; and (viii) Spouses of children, grandchildren, and great grandchildren.

arisen; (4) agrees to not disclose the Corporation's Confidential information; and (5) agrees to comply with the Policy.

205.5.2. The Corporation's Board of Directors shall maintain a record of other known potential Conflicts of Interest that may arise or have arisen with Interested Persons not otherwise disclosed in the annual conflict of interest statement.

205.5.3. The Secretary of the Board of Directors and the Executive Director shall be responsible for ensuring that copies of all signed annual conflict of interest statements are maintained at the corporate office for the period specified in the USASA Document Retention Policy.

205.6. Procedures for Addressing Conflicts of Interest

205.6.1. Loyalty to the Corporation. The Corporation must be careful with respect to transactions and arrangements involving Interested Persons. The Leaders must act in the best interest of the Corporation by ensuring that any Interested Person, or an organization with which the Interested Person is affiliated, is not receiving an improper benefit or improperly receiving confidential information.

205.6.2. Duty to Disclose and Recuse from Discussion and Vote. Interested Persons with decision-making authority in the Corporation have a duty to disclose the existence of a potential Conflict-of-Interest in any proposed transaction or arrangement involving the Corporation. After disclosing the Conflict-of-Interest and all material facts related thereto, including any questioning by the disinterested Leaders on the Board or Committee, the Interested Person with the Conflict-of-Interest shall recuse himself or herself and: (a) is not permitted to participate in any discussion or vote on the transaction or arrangement; and (b) if any confidential information will be disclosed, is not permitted to listen to the discussion.

205.6.3. Investigation and Due Diligence Analysis. The Corporation has a duty to investigate alternatives to any proposed transaction or arrangements involving Interested Persons to determine whether the proposed action is in the best interest of the Corporation and whether any confidentiality could be compromised. If appropriate, the President shall appoint a Committee to perform this investigation. After exercising due diligence, the Board or Committee shall determine whether the Corporation can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a Conflict-of-Interest, as well as whether the Corporation's confidential information can be sufficiently protected.

205.6.4. Decision-Making. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a Conflict-of-Interest, the Board or Committee shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in the Corporation's best interest and whether it is fair and reasonable to the Corporation. The disinterested members of the Board or Committee shall make its decision as to whether to enter into or continue the transaction or arrangement in conformity with such determination. Such decision may include a determination that the Interested Person should recuse herself or himself from a specific transaction or arrangement or, alternatively, that the Interested Person should resign or otherwise remove himself or herself from the Corporation's leadership due to an ongoing conflict involving confidential information and therefore that cannot be satisfactorily resolved otherwise.

205.7. Violations of the Conflicts of Interest Policy

205.7.1. If the Board or Committee has cause to believe that an Interested Person has failed to disclose actual or possible conflicts of interest, it shall inform the individual of the basis for such belief and provide them an opportunity to explain the alleged failure to disclose.

205.7.2. If, after hearing the response and making such further investigation as may be warranted in the circumstances, the disinterested members of the Board or Committee determine that he

or she has in fact knowingly failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and/or corrective action. This may include suspension or removal from his or her position in any manner permitted.

205.7.3. In any case where a conflict of interest is subsequently disclosed, the Board or Committee should take any appropriate action to remedy the situation so that any prior decision or prior action taken is actually taken by only disinterested members of the Board or Committee.

205.8. Compensation and Avoiding Excess Benefits

205.8.1. Duty to Recuse for Compensation. An Interested Person who receives compensation, directly or indirectly, from the Corporation for services, whether as an employee or an independent contractor, is precluded from voting on matters pertaining to his/her compensation and/or any benefits provided by the Corporation to the individual.

205.8.2. Review of Compensation Arrangements. All compensation arrangements between the Corporation and an Interested Person shall be reviewed at least every other year by the Corporation to assure that compensation is reasonable and is the result of arms' length bargaining. Decisions regarding compensation shall be made only after the Board or an appropriate independent Committee examines relevant financial information regarding compensation received by similarly situated individuals for similar services performed. A copy of such relevant comparable financial information, including a description of how the data was obtained, shall be maintained as a part of the records of Board or appropriate Committee making such compensation decision.

206. INSURANCE RESERVE POLICY

(REFERRED TO BUDGET & FINANCE COMMITTEE – NOT YET ADOPTED)

207. OPERATING RESERVE POLICY

(REFERRED TO BUDGET & FINANCE COMMITTEE – NOT YET ADOPTED)

208. INVESTMENT POLICY

(REFERRED TO BUDGET & FINANCE COMMITTEE – NOT YET ADOPTED)

209. USASA WHISTLEBLOWER POLICY

The United State Adult Soccer Association (USASA) requires directors, employees, volunteers and members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As directors, employees or representatives of USASA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

209.1. Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable USASA directors, employees, volunteers, members and others to raise serious concerns internally so that USASA can address and correct inappropriate conduct and actions. It is the responsibility of all directors, employees, volunteers, and members to report concerns about violations of:

- 209.1.1. The USASA Code of Ethics;
- 209.1.2. USASA Employee Handbook;
- 209.1.3. USASA SafeSport and Prohibited Conduct Policy;
- 209.1.4. Other USASA or USSF Policies;
- 209.1.5. Laws and government regulations that apply to USASA.

209.2. No Retaliation

It is contrary to the values of USASA for anyone to retaliate against any director, employee, volunteer, member or other person for reporting the observation of possible violations. A person who in good faith reports a violation as described above. Anyone who retaliates against a person who has reported a violation in good faith is subject to sanction up to and possibly including termination of employment, position or status.

209.3. Reporting Procedure

Directors, employees, volunteers, members and others should share their questions, concerns or complaints with the Executive Director, President, or another Board member of USASA. Persons making reports are encouraged to put them in writing. Reports may also be submitted anonymously in writing to the Executive Director, President or another Board member of USASA.

209.4. Handling of Reported Violations

All reports will be promptly investigated and appropriate corrective action will be taken if warranted. The person making the report will be informed that follow-up has or is occurring within two weeks after the report has been received. The USASA Board shall be informed of all such complaints or reports.

209.5. Acting in Good Faith

Any good faith report, concern or complaint is fully protected by this policy, even if the report, question or concern is, after investigation, not substantiated. Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation as stated above. Any allegations that prove to be false and have been made maliciously or with the knowledge that they were false will be treated as a serious disciplinary offense.

209.6. Confidentiality

USASA will use its best efforts to protect the confidentiality of any person making a report. Reports of a violation or suspected violations will be kept confidential to the extent possible, with the understanding that confidentiality may not be maintained where identification is required by law or in order to enable USASA or law enforcement to conduct an adequate investigation.

Chapter 300 - Administrative Policies

301. GRIEVANCES AND DISPUTES INVOLVING ORGANIZATION MEMBERS

301.1. Each Organization Member shall have provisions for the resolution and determination of grievances, disputes and appeals provisions in its governing documents that comply with the processes specified in the Bylaws and Policies of USASA and US Soccer Federation. These provisions shall be in Bylaws, rules or other documents that clearly state the procedures under which adjudication of grievances, appeals and other disciplinary matters occur.

301.2. If an Organization Member does not have those procedures required by Section 301.1, the following procedures apply:

301.2.1. All parties are entitled to a hearing with proper notification.

301.2.2. Once a grievance, dispute or appeal has been properly filed and verified, the Organization Member shall notify all involved parties within 14 calendar days of receipt of the grievance, dispute or appeal, the nature of the grievance, dispute or appeal, the names of all parties, of a copy of the grievance, dispute or appeal and the date, time and place of the hearing.

301.2.3. The conduct of the hearing shall be as determined by the rules of the Organization Member.

301.2.4. A written record (called the "official record") shall be kept of the proceedings that includes, at a minimum:

301.2.4.1. All documents, exhibits, or other evidence that was used at the hearing;

301.2.4.2. Copies of all rules, procedures, and bylaws used to support the charges and to conduct the hearing;

301.2.4.3. The notice of charges and/or hearing provided the defendant/appellant;

301.2.4.4. The decision of the hearing body and any appeals decisions; and

301.2.4.5. Any audio, video, transcript, or other type of recording of the hearing (if one was made).

301.2.5. A written notification of the decision shall be sent to all involved or interested parties within 7 days of the hearing. This notice shall be sent by certified mail.

301.2.6. All hearings shall take place within 30 days of notice of the grievance, dispute or appeal, unless there are circumstances that prevent the scheduling of the hearing within that time frame. Any hearing not scheduled within 30 days should be set as expeditiously as possible.

302. EXHAUSTION OF REMEDIES REQUIREMENT

302.1. No Organization or Individual Member, or affiliated official, club, league, team, coach, referee, player or the representative of any of them, may invoke the aid of the courts of any state or of the United States without first exhausting all available remedies within the appropriate soccer organization and as provided by this subpart.

302.2. Any person violating this Policy is subject to the penalties of suspension and fines and shall be liable to the USASA, Organization Members and Individual Members for expenses they incur, as appropriate, in defending each court action, including but not limited to the following:

302.2.1.Court costs.

302.2.2.Attorney fees.

302.2.3.Reasonable compensation for time spent by USASA, Organization Members, Individual Members, officers and employees in responding to and defending against allegations in the action, including responses to discovery and court appearances.

302.2.4.Travel expenses.

302.2.5.Expenses for holding National Council or other meetings necessitated by the court actions.

303. REFeree ABUSE

303.1.For an allegation of misconduct toward a referee occurring in a match sanctioned by a USASA League, original jurisdiction to adjudicate the matter shall vest immediately with USASA as set forth in USSF Policy 531-9. A hearing by at least three neutral members shall take place within thirty (30) days of the verification of the abuse or assault. The panel to adjudicate the hearing shall be appointed by the President.

304. APPEALS PROCESS

304.1.All avenues of appeal must be exhausted at all levels below the Appeals Committee before the Appeals Committee will consider the appeal.

304.2.The Appeals Committee shall only consider appeals from decisions of Organization Members, Individual Members and Affiliates of USASA.

304.3.All appeals must be sent in writing to the USASA office to the attention of the Executive Director and upon receipt the Executive Director must forward a copy of the appeal to the USASA Secretary and USASA President.

304.4.An appeal other than an Expedited Appeal must be filed in writing and submitted within 10 calendar days from the date of official receipt of the decision by the party making the appeal. An appeal may be summarily denied if it is not filed by the deadline.

304.5.The appeals procedure before the USASA Appeals Committee is started by submitting a written notice of appeal, supporting documents and a summary of the arguments to the Chairperson of the Appeals Committee in care of the USASA office.

304.6.The party submitting the appeal must send copies of the appeal to all opposing parties and to the body whose decision is being appealed on the same day as the notice of appeal is filed. The decision-making body from whom the matter has been appealed shall, within 10 days of receipt of the appeal send a copy of the official record of its decision to the USASA office and to the interested parties to the appeal.

304.7.Within 10 days of receipt of the official record, all opposing parties may submit to the USASA office and to the interested parties to the appeal any written arguments they wish to make in opposition to the appeal.

304.8.Within 10 days of receipt of the written arguments in opposition to the appeal, the party submitting the appeal may submit to the USASA Office any written argument that party may wish to make in response to any opposition to the appeal that was submitted.

- 304.9. The regular appeals fee is \$200. The Expedited Appeal Fee is \$500. The fee must accompany the notice of appeal. The fee shall be paid by ACH transfer cashier's check or certified check made payable to "USASA".
- 304.10. All materials previously submitted by all interested parties shall be deemed pertinent to the appeal and shall be made available to all parties involved. No party to the appeal shall be denied access to any information that could apply to the appeal
- 304.11. An Expedited Appeal is an appeal that must be decided on an accelerated or emergency basis. The Appeals Committee has the discretion to make an immediate determination as to whether an appeal involves a matter that must be decided with shorter time frames, such as those involving an ineligible player, a team advancing (or not) in a competitions. When the Appeals Committee determines an appeal should be expedited, the Committee may shorten the deadlines for an opposition and any response to an opposition as it deems appropriate under the circumstances.
- 304.12.. Any Expedited Appeal must be filed within 48 hours after the decision that is the subject of the Expedited Appeal.
- 304.13. The Board liaison for the Appeals Committee is the USASA Secretary.
- 304.14. The Appeals Panel Handling an Appeal:
- 304.14.1. Must be composed of a minimum of three members of the Appeals Committee appointed by the Chair of the Appeals Committee. The Chair shall ensure that all such appointed persons will not have any connection or conflict of interest regarding the specific appeal.
 - 304.14.2. Shall base its decision on the official record used by the body whose decision is being appealed; and
 - 304.14.3. May not rehear the facts and circumstances but may remand the matter to the lower decision-making body for rehearing
 - 304.14.4. May consider refunding the appeal fee (or not) if an appeal is successful as part of its discretion.
- 304.15. The Appeals Committee may deny an appeal if:
- 304.15.1. The party submitting the appeal fails to submit the appropriate fee as specified in this policy;
 - 304.15.2. The appeal goes beyond the scope of the official record or presentation of the original action or decision;
 - 304.15.3. The appeal is filed by a party other than the original parties to the dispute;
 - 304.15.4. Proper procedures have not been followed in appealing to the Appeals Committee;
 - 304.15.5. The information necessary to make a fair and just decision on the appeal has not been furnished; or
 - 304.15.6. The party appealing has not met its burden of proving that the decision being appealed from was clearly erroneous.
- 304.16. Except in cases of an Expedited Appeal, the Appeals Committee shall render its decision regarding the appeal and submit the decision in writing to all interested parties within 30 days after the date of the last submission by the parties. If a written decision is not issued within a maximum of 60 days from the date of the official receipt of the original submission of the appeal request by the party making the appeal, the party making the appeal may

submit the appeal to the USASA Board of Directors. When the Appeals Committee fails to issue a written decision within that 60-day period, the Committee loses authority to determine the appeal and the appeal fee may be applied at the next level.

304.17.A decision of the Appeals Committee, Organization Member or any other decision-making body within USASA shall stand and be in full force and effect until changed by a higher authority.

304.18.Failure to abide by any decision of the Appeals Committee is grounds for disciplinary action by the Board of Directors.

305. RECOGNITION OF FEDERATION DISCIPLINARY ACTIONS

305.1.USASA MEMBERS ARE REQUIRED TO COMPLY WITH THE UNITED STATES SOCCER FEDERATION'S POLICY 241-1, RECOGNITION OF DISCIPLINARY ACTIONS (THE "RECOGNITION POLICY").

305.1.1.THE RECOGNITION POLICY PROVIDES FOR THE RECOGNITION OF SUSPENSIONS AND OTHER DISCIPLINARY ACTIONS IMPOSED ON A PERSON BY THE FEDERATION AND MEMBERS OF THE FEDERATION, IF CERTAIN REQUIREMENTS ARE SATISFIED.

305.2.DISCIPLINARY ACTION IMPOSED BY A MEMBER OF THE FEDERATION SHALL BE RECOGNIZED BY THE FEDERATION AND ALL MEMBERS OF THE FEDERATION, PROVIDED THE MEMBER HAS NOTIFIED THE FEDERATION OF SUCH DISCIPLINARY ACTION AND PROVIDED THE FEDERATION WITH THE WRITTEN DECISION SHOWING DUE PROCESS FOR THE INDIVIDUAL INVOLVED. FOR FURTHER DETAILS, REFER TO USSF POLICY 241-1 – RECOGNITION OF DISCIPLINARY ACTIONS.

305.3.THE FEDERATION DISTRIBUTE AT LEAST ONCE EACH MONTH A DISCIPLINARY ACTION REPORT, LISTING ALL PERSONS AGAINST WHOM DISCIPLINARY ACTIONS HAVE BEEN RECOGNIZED. USASA MEMBERS ARE REQUIRED TO RECOGNIZE THOSE DISCIPLINARY ACTIONS.

306. HALL OF FAME

306.1.The purpose of the Hall of Fame is to honor those individuals who have provided lengthy and distinguished service to the USASA and its members.

306.2.Selection of Nominees

306.2.1.The Hall of Fame Committee shall invite nominations annually from among the USASA membership. April 15 (postmarked or delivered) shall be the annual deadline for receipt of nominations. Nominations received after that date shall not be considered for induction that year.

306.2.2.The Committee will initially evaluate the nominations received as to whether each nominee meets the established criteria. All nominees who meet the Criteria shall then be considered for induction that year, along with all nominations from the prior two years who were also found to have met the criteria. (That is, once a nominee has been evaluated and classified as having met the Criteria, a new nomination does not need to be submitted for a three-year period - although it may be submitted, particularly if any updated information is included.)

306.2.3.The Committee shall then evaluate the nominees to determine those who are most qualified for induction that year, with the general goal of selecting at least one inductee from each of the four (4) categories specified under "Criteria for Nomination" - Administrator,

Coach, Player, and Referee. Given the depth of involvement in the game, it is often the case that those nominated often qualify in more than one of the specified categories, and, thus, a secondary category may also be considered.

306.2.4.

306.2.5. The maximum number of inductees each year shall be no greater than four individuals.

306.3.Criteria for Nomination

306.3.1.To be considered for induction into the USASA Soccer Hall of Fame, candidates shall be nominated as either Administrators, Coaches, Players or Referees. Each nominee must meet the criteria specified for that category. Individuals meeting the qualifications under two or more categories may be nominated for consideration under a single category or under multiple categories. Length of service criteria may only be waived by the unanimous consent of the selection panel, under extraordinary circumstances.

306.3.2.Administrator candidates shall include persons who have served as officers (or in other relevant capacities) of national, regional, state or league organizations and, in these capacities, have rendered exceptional service to adult amateur soccer over a period of at least ten years. Their work, assistance, sponsorship, or other valuable contribution must have furthered the development of adult amateur soccer in the United States.

306.3.3.Coaching candidates shall be those who have served the adult amateur soccer community in a coaching capacity over a period of at least ten years and have a demonstrated record of coaching success at the national, regional, state or league levels, exhibiting exceptional coaching and teaching ability. Candidates should also have contributed to the promotion and growth of a positive image for adult amateur soccer and its programs.

306.3.4.Need to add definition for Player candidate here. – REFERRED TO HALL OF FAME COMMITTEE)

306.3.5.Referee candidates shall have served the adult amateur soccer community in a refereeing capacity over a period of at least ten years. Factors to be considered shall include, but not be limited to: participation in State, Regional and National cups; and participation in national programs such as the National Amateur Cup, Steinbrecher Cup, Soccer Fest, etc. This category shall also include referee administrative positions, such as instructors, assessors, assignors and referee administrators within adult amateur soccer.

306.3.6.All nominees shall be considered and chosen on the basis of having made a significant contribution toward the development and advancement of adult amateur soccer at the national, regional or state level. Candidates may be either active or inactive in adult amateur soccer when nominated. Deceased persons, if elected, shall be inducted posthumously.

306.4.Committee Composition and Nominee Selection Procedure

306.4.1.The Nomination committee shall be composed of the Committee Chair (appointed by the USASA President). The committee shall initially meet at least nine months prior to the USASA Annual General Meeting to start the nomination and selection process.

306.4.2.The Committee shall ensure that an appropriate Hall of Fame nomination form is available on the USASA web site along with instructions for its use.

306.4.3.Unless chosen for induction, an individual who is nominated in the current year remains a candidate for three (3) consecutive years, including the year of nomination.

306.4.4.The committee will vote to determine if a nominee meets the criteria for consideration for selection. Once there is a set of nominees that meet the criteria, the committee then votes to recommend the top four nominees to the Board for approval. These votes are done by on-line secret ballot.

306.4.5.All candidate categories (administrator, coaching, player, and referee) have equal weight.

306.4.6. If a candidate is identified as qualifying for more than one category, then she or he is listed for voting purposes in each of the qualifying categories, not only in the category that is identified as primary.

306.4.7. The maximum number of persons that may be selected for induction is four (4). The maximum number may be changed by the Board of Directors.

306.4.8. At the conclusion of the selection and Board approval process, the Committee Chairman, the person who made the nomination and the two committee members from the selected person's region will hold a virtual meeting to inform the inductees-to-be of their selection.

305.4.9 At the conclusion of the selection process, the Committee Chair will inform nominators of non-selected nominees of their non-selection.

307. USASA EXPENSE REIMBURSEMENT POLICY

This policy sets the guidelines for reimbursement of travel-related and other types of out-of-pocket expenses incurred on behalf of USASA. As a general rule, an itemized receipt must be provided for any expense over \$25 that is not covered by the per diem.

307.1. Covered Travelers: The travel-related expenses of the following individuals will be covered under this policy:

307.1.1. USASA Directors attending meetings of the USASA Board of Directors and USASA National Council meetings unless those expenses are reimbursed by others.

307.1.2. Any other travel must be approved in advance by the USASA Executive Director

307.2. Required Form and Deadlines for Travel Reimbursement

307.2.1. All reimbursement expense forms must be submitted to the USASA Treasurer on the USASA Expense Report form for approval, except that the Treasurer's reimbursement request should be approved by the President, Vice President, or Secretary.

307.3. The completed Expense Report form should be submitted with receipts within 30 days of completion of travel or after other types of out-of-pocket expenses have been incurred.

307.4. Allowable Travel-Related Expenses and Required Documentation

307.4.1. Airlines: Only coach or economy class fares will be reimbursed. Travelers are expected to use the most cost-effective routing when traveling by air. If airfare is over \$600, approval is needed in advance from the Executive Director. The cost of upgrades will not be reimbursed. Baggage fees will be reimbursed for one bag each way. For documentation: The original invoice or other documentation (like an email confirmation), which includes the cost, ticket number and transaction fees, must be included with the USASA Expense Report. If a baggage fee for one bag is paid separately, a copy of that receipt must also be included.

307.4.2. Airport parking: Only economy/long-term parking will be reimbursed.

307.4.3. Rental cars: Use of rental cars, including the selection of the rental car company and the type of car, must be reasonable under the circumstances.

307.4.4. Taxis, Ride-share Services or Shuttles as used appropriately under the circumstances.

307.4.5. Personal Vehicle: Mileage will be reimbursed for travel to and from the event and reasonable travel during the event at the existing IRS approved reimbursement rate.

307.4.6. Lodging: Only the base room charge plus any mandatory additional charges will be reimbursed. Excluded items include charges for food and movies, laundry, mini bar, and

other personal charges. Documentation: a copy of the paid itemized lodging bill must be included with the Expense Report form.

307.4.7.Meals and Miscellaneous Expenses: When traveling, USASA will reimburse fixed amounts (called “per diem”) for a full day and for half a day to cover the cost of meals and miscellaneous expenses such as parking meters and tips to airport baggage handlers. The per diem amounts will be those for destinations as determined on the US General Services Administration’s web page “Per Diem Rates Look-Up”, in the “Meals and Incidental Expenses (M&IE) Breakdown” section after entering destination information (currently located at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>) multiplied by 1.25. Do NOT submit receipts for these types of expenses.

307.4.8.Exceptions: Any exceptions to the above policies will be considered on an individual basis and will be at the discretion of the Executive Director and the Treasurer.

307.5.Reimbursement for Expenses Other Than Travel

307.5.1.If possible, such expenses should be coordinated with and approved in advance by the Executive Director of USASA.

307.5.2.Expenses incurred that do not relate to travel must be reasonable under the circumstances and will only be reimbursed with a receipt.

308. USASA PRIVACY POLICY (NOT YET ADOPTED)

309. DATABASE USAGE POLICY (NOT YET ADOPTED)

310. CYBERSECURITY POLICY (NOT YET ADOPTED)

311. INFORMATION TECHNOLOGY SUPPORT POLICY

Requests for USASA specific IT support should be directed to the Executive Director of USASA.

312. REMOTE WORK POLICY

When working by remote means, all USASA employees, officers, directors and volunteers are expected to follow all policies in the Policy Manual and follow all data encryption, protection standards and settings, and ensure their private network is secure.

313. INTERNET USAGE POLICY

When accessing the Internet via the USASA network, employees, officers, directors and volunteers shall:

313.1.Report a perceived threat or possible security weakness in company systems to the Executive Director of USASA.

313.2.Refrain from downloading suspicious, unauthorized or illegal software on USASA owned equipment and networks.

313.3.Avoid accessing suspicious or potentially compromising websites that can damage the security of our network and computers.

313.4. Not download or upload obscene, offensive, illegal or copyrighted material including movies, videos and music.

313.5. Not send confidential information to unauthorized recipients.

313.6. Not perform unauthorized or illegal actions, like hacking, fraud, buying/selling illegal goods or anything else prohibited by law.

313.7. Not post, comment or display information that is obscene, harassing, or otherwise in violation of USASA workplace policies against discrimination, harassment, or hostility toward another person on account of race, religion, color, gender, pregnancy, age, marital status, family status, honorably discharged military or veteran status, national origin, citizenship status, mental or physical disability, sexual orientation (including gender identity and gender expression), genetic information, or any other category protected by law.

314. SOCIAL MEDIA POLICY

314.1. USASA is dedicated to fostering and growing a community that supports the mission and purpose of the USSF, the USASA, our member organizations and our member leagues, clubs, and players. Social media accounts may be established to support this effort and to promote its program to the public. This policy applies to any social media accounts controlled by USASA or its Regions. The primary purpose this use of social media is to:

314.1.1. Spread awareness and promote USASA competitions, member leagues, teams and clubs.

314.1.2. Promote the USASA mission.

314.1.3. Inform and educate the public about adult amateur soccer.

314.1.4. Use as platform to distribute news releases about USASA and its members.

314.2. Use of USASA or Region controlled Social Media accounts for any other purpose is prohibited by this policy.

314.3..

314.4. When officially representing USASA on USASA controlled social media:

314.4.1. Be respectful, polite and patient, when engaging in conversations on USASA's behalf. You should be extra careful when making declarations or promises towards customers and stakeholders. Never post discriminatory, offensive or libelous content or commentary. Except as to candidate announcements for a position within the USASA, a USASA controlled social media account should not be used to comment on any specific candidate.

314.4.2. Follow USASA's confidentiality policy and data protection policy and observe laws on copyright, trademarks, plagiarism and fair use.

315. DOCUMENT RETENTION POLICY

315.1. This Document Retention Policy is adopted to ensure that documents generated by, or in the possession of, the USASA are properly maintained as long as they serve a function for achieving the USASA's purpose, and to comply with law or regulations. "Documents" shall include all written correspondence, emails, voice mails, memos, financial records and all other records in whatever media, which pertain to the USASA's activities and generated in the ordinary course of the USASA's activities.

315.2.Retention of Documents - Documents should be retained for as long as they serve a useful purpose for the USASA, or as required by law or regulations, whichever is longer. Attached as an Exhibit to this policy is a list of retention periods for specific types of documents that may be generated by the USASA. Documents of the types listed in the Exhibit shall be retained for the period indicated in the Exhibit. In addition, any documents which may be relevant to any pending or threatened litigation or governmental investigation shall be retained during the course of such litigation or investigation, or until it is definitively determined that they are not relevant.

315.3.Destruction of Documents - Documents shall be destroyed in the ordinary course of business when they are no longer subject to retention in accordance with of this policy. No documents shall be subject to destruction which may be relevant to any pending or threatened litigation or governmental investigation. Any questions as to the relevancy of documents to pending or threatened litigation or governmental litigation shall be decided by the President of the USASA or such officer appointed by the Board of Directors.

315.4.Conflict of Laws - Other state or federal laws or regulations relating to retention or destruction of Documents shall apply where the provisions of those laws or regulations are more stringent than this Document Retention Policy.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Annual conflict of interest statements	3 Years
Audit reports	10 years
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	5 years
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Case by case
Correspondence (general)	2 years
Correspondence (legal and important matters)	10 years
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Duration of useful life
Depreciation Schedules	7 years
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	10 years
Insurance Policies (expired)	3 years

Insurance records, current accident reports, claims, policies, etc.	10 years
Insurance waivers (USASA waivers annually signed by players)	5 years
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	7 years
Tax returns and worksheets	10 years
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

316. **USASA ONLINE PRIVACY POLICY (NOT YET ADOPTED)**

Chapter 400 – Risk Management Policies

401. **USASA SAFESPORT POLICY PART 1**

REQUIREMENTS FOR USASA OFFICERS, DIRECTORS AND EMPLOYEES

401.1. This policy applies to all members of the USASA National Board of Directors (NBOD), USASA Regional Officers and USASA Employees (collectively “USASA Leaders”).

401.2. Prohibited Conduct

USASA prohibits conduct that includes bullying, hazing, harassment (including sexual harassment), emotional misconduct, physical misconduct, and sexual misconduct, as those terms are defined by the U.S. Center for SafeSport. For a list of all the types of prohibited conduct, see the SafeSport Code at: <https://uscenterforsafesport.org/response-and-resolution/safesport-code/>.

401.3. Required Reporting of Prohibited Conduct

All USASA Leaders are mandatory reporters as defined in the Federal *Protecting Young Victims from Sexual Abuse and SafeSport Authorization Act of 2017* (“SafeSport Act”). Within 24 hours of observation any prohibited conduct, these mandatory reporters must report the incident to:

401.3.1. Local law enforcement

401.3.2. US Soccer hotline - <https://www.ussoccer.com/report-a-concern>

401.3.3. The Center for SafeSport at: <https://uscenterforsafesport.org/report-a-concern/>

401.4. Any individual member of USASA may also report prohibited conduct to the above listed organizations. Reports may be made anonymously and no fee or other cost is involved.

401.5. USASA Leaders are prohibited from retaliating against individuals making good faith reports of prohibited conduct.

401.6. Required Training and Background Screening for USASA Leaders

401.6.1. USASA Leaders must take the online SafeSport Trained Core training provided by the Center for Safe Sport. Thereafter USASA Leaders must take the annual online refresher SafeSport training or re-take the SafeSport Trained Core, in accordance with SafeSport policy.

401.6.2. All USASA Leaders must annually provide a copy of their certificate of training to the USASA Staff.

401.6.3. Background Screening - The USASA National office shall be responsible for conducting screenings for USASA Leaders.

402. USASA SAFESPORT POLICY PART 2

REQUIREMENTS FOR ORGANIZATION MEMBERS

402.1. USASA Organization Members must formally adopt a SafeSport policy that is consistent with U.S Soccer Federation Policy 212-3.

402.2. USASA shall assist Organization Members with policy templates for this purpose.

402.3. Part 1 of an Organization Member’s SafeSport policy shall apply to the mandatory reporters within the Organization Member as defined under the SafeSport Act. These mandatory reporters include the Organization Member’s employees, board members and members of standing committees.

402.4. Part 2 of an Organization Member’s SafeSport policy shall apply to the members of that Organization Member.

402.5. Each USASA Organization Member shall assist its members in adopting similar SafeSport compliant policies.

403. USASA SAFESPORT POLICY PART 3

REQUIREMENTS FOR AFFILIATED TEAMS

403.1. This policy applies to affiliated teams that register one or more players who are under 18 (“U18”).

403.2. According to the SafeSport Act, persons who are 18 or older (“adults”) who have close and continuing contact with persons who are U18 must take the following actions:

403.2.1. One-on-one interactions between an adult and a U18 player on the team must be limited in accordance with the SafeSport Code (<https://uscenterforsafesport.org/response-and-resolution/safesport-code/>.)

403.2.2. The adult players and staff on a team with one or more U18 players must maintain a current annual certificate of SafeSport Training.

403.2.3. Background screening of each of the adult players and adult team staff members on such teams must be done once every two years.

403.3. Background Screening Requirements

403.3.1. Screening Test 1: The adult’s name must be checked against the sex offender registry in the relevant state, if such exists.

403.3.2. Screening Test 2: The adult’s name must be checked against the U.S. Soccer disqualification list at: <https://ussoccer.box.com/s/whfzcaetbyoho4tvhenr8pohldvu1op8>. The password for access is: V4@#+S{h9nCr

403.3.3. Screening Test 3: The adult’s name must be checked against the SafeSport Centralized Disciplinary Database available at: <https://uscenterforsafesport.org/response-and-resolution/centralized-disciplinary-database/>.

403.3.4. It shall be deemed a failure of a Screening Test if the adult player or staff member is listed in the corresponding database or if the adult refuses to comply with the screening requirements.

403.3.5. An adult who fails Screening Test 1 and/or 2 may not participate in any way on a team with one or more U18 players.

403.3.6. An adult who fails Screening Test 3 and is listed by the Center for Safe Sport as ineligible or suspended must be removed from the team and may not participate on the team, in the league, USASA Organization Member, or the USASA in any way.

403.3.7. An adult who fails Screening Test 3 and is listed by the Center for Safe Sport as temporarily restricted or limited participation may possibly play for the team or serve as a staff member depending on the specific nature of the restrictions or limits. The USASA Organization Member handling the background screening would have to obtain the specifics for the restricted/limited adult from the Center for Safe Sport.

403.4. Enforcement Options

403.4.1. An affiliated team, league, State Association or other Organization Member of USASA may establish policy that prohibits the registration of U18 players.

403.4.2. USASA Organization Members that allow the registration of U18 players must establish a policy that determines the following:

403.4.2.1. What member organization will perform the background screening and maintain a record of the results for adults registered with teams having one or more U18 player(s);

403.4.2.2. What member organization will collect and maintain a file of applicable certificates of SafeSport training for these adults; and

403.4.2.3. How the adjudication will be handled for a person who does not pass Screening Test 1 or 2 and how the associated records will be maintained.

403.4.3. Background screening adjudication decisions may be appealed in accordance with USASA and US Soccer Bylaws and policies.

404. GENDER IDENTIFICATION POLICY

- 404.1. For the purposes of player registration on USASA gender-based amateur teams, a player may register with the gender of the team with which the player identifies. Confirmation sufficient for guaranteeing access shall be satisfied by documentation or evidence that shows the stated gender is sincerely held and is part of a person's core identity. Documentation satisfying the herein stated standard includes, but is not limited to, government-issued documentation or documentation prepared by a healthcare provider, counselor, or other qualified professional not related to the player.
- 404.2. Where Federal, State or local law may conflict with this policy, the Federal, State or local law shall prevail.

500 Revision Procedures

501. POLICY REVISIONS

- 501.1. In accordance with Bylaw 6.1.6, the USASA National Council may adopt, rescind or amend policy provisions. Under Bylaws 9.1.1 and 9.1.6, the USASA NBOD may adopt or take other policy actions as required at any scheduled meeting. However, when the NBOD makes such policy changes, they are only in effect until ratified or rescinded by the National Council at its next meeting (typically the Annual General Meeting).
- 501.2. Any member of the National Council may propose the adoption, rescission or amendment of policy provisions. Such proposals must be considered for approval by the National Council as long as they comply with the notice requirements of Bylaw 6.5.

NOTE: The provisions in this Policy Manual supersede any corresponding provisions in USASA policies approved prior to February 5, 2025.