

# Berkeley Soccer Association

## Policy 07-02

### Communications

**APPLICABILITY:** The Berkeley Soccer Association (BSA) policy applies to all administrators, coaches and players that participate within the BSA.

#### **POLICY STATEMENT:**

**A. Complaints.** All complaints concerning referees, coaches, spectators, etc. must be submitted in writing (via electronic mail or conventional mail) to the Corresponding Secretary for investigation. The Club will not respond to verbal complaints.

**B. Correspondence.** Correspondence (via electronic mail or conventional mail) must be addressed to the Corresponding Secretary. All correspondence from the Club which requires a Team response must be answered. Failure to respond will be subject to disciplinary review of the Team by the Board and may result in fines and/or suspension of coach(s).

#### **RESPONSIBILITIES:**

##### ***1. BSA Executive Board***

a. The Executive Board will consider all complaints, questions and requests covered by this policy at the next scheduled Executive Board Meeting. However, the Board has the ability to convene a special Executive Board meeting to address the matter at hand.

b. The Board will make arrangements to speak to the parties involved in the matter at hand. Based upon availability, all concerned parties should meet with the Board at the appointed time and place.

c. The Board will provide sufficient notice, not less than 72 hours, regarding the scheduling of a special session to resolve an open issue or complaint.

d. The Board will provide a decision on any issue or complaint within ten (10) business days of having heard the facts of the matter. A quorum of Board members is required to make final judgments.

## ***2. Coaches***

a. Will ensure that they are available to meet with the Board on matters associated with their team.

b. May request a special Board meeting to address a matter of concern to them. The subject may be related to a specific team matter, or a matter than affects the BSA in a broader sense. Coaches are encouraged to bring issues to the Board as soon as possible. Further, coaches are encouraged to attend regularly scheduled General Meetings in an effort to stay informed and aware of ongoing events within the Club.

## ***3. Parents and Players***

Players of any age may speak before the Board on matters than directly affect their status as a player in the BSA. On matters relative to individual teams, players under the age of 18 should be accompanied to the Board meeting by a parent or legal guardian.

***This policy will remain in place until modified or eliminated by the Berkeley Soccer Association Executive Board.***