

The Dixon Soccer Club Charter



(A Non-profit, Organization)

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The Dixon Soccer Club Constitution

Name This organization shall be known as the DIXON SOCCER CLUB:
HEREINAFTER REFERRED to as "LOCAL CLUB".

Purpose The local club is for the youth in the community and is here to provide good sportsmanship, honesty, loyalty, and encouragement to teach fair play skills.

- A. This objective will be achieved by providing supervised competitive soccer games.
 - B. The development of Coaches, Parents, and Children is the primary goal of the local club. The achievement of exceptional athletic skills or winning the games is a secondary accomplishment.
 - C. The Dixon soccer club was formed exclusively to foster amateur sports competition within the meaning of IRS Section 501c3.
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- Meetings**
- 1. Annual Meeting: The Local Club shall conduct an annual meeting in either the month of January or February for the purpose of electing the Board of Directors. All annual reports from the officers and or committees will be submitted at this time
 - 2. Special Meetings: Special or General Meetings may be called at any time or upon request of the majority of the Board of Directors or by request of the President.
 - 3. Board Meetings: Board meetings must be established and regular meetings held each month.
 - 4. Public meeting notices must provide the time, place, and purpose of the Annual or General Meetings. These meetings must be announced at least seven (7) days in advance of the scheduled meeting date. They must be announced to the best of the Local Club's ability in the local media or the club website.
 - 5. Quorum: A quorum shall consist of a majority of the Board of Directors, or in the case of an Annual or General Meeting, a majority of eligible voters present.
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The Dixon Soccer Club By Laws

Board Positions

President – The President shall conduct all meetings of the Local Club and shall cast a vote only in the case of a tie. The President shall appoint additional officers as necessary.

1st Vice President – The 1st Vice President shall succeed to the powers of the President in their absence. The 1st Vice President shall assume any duties by the President.

2nd Vice President – The 2nd Vice President shall succeed to the powers of the 1st Vice President in their absence. The 2nd Vice President shall assume any duties assigned by the President.

Secretary – The Secretary shall keep an accurate record of all meetings (agenda's and meeting notes), handle all correspondence, give notice of meetings and maintain these records on file for the Local Club. The meeting notes shall be also be placed on the Local Club's web site.

Treasurer – The Treasurer shall maintain an updated monthly record of the Local Club's finances. This record must be made available at the request of the Local Club and with adequate notice being given to the Treasurer. All accounts shall be paid by check and shall bear a signature of the Treasurer and/or that of the President, Secretary or Registrar. Two persons related by blood or marriage shall be allowed to co-sign the same check. All annual reports must be completed and filed with the club accountant.

Registrar – The Registrar shall be responsible for insuring the proper registration of players and teams according to the requirements set forth by the District Registrar / CYSA Registrar. The Registrar shall serve as the League Insurance Coordinator.

Fields & Equipment – There are two basic duties for the Board position of Fields & Equipment as listed below:

1. Work with the City of Dixon to secure and reserve the use of soccer fields for League games and tournaments. Starting in July through December with tournaments.
2. Monitor the equipment needs of the Club. Balls, ball bags, flags or cones for practices, goal nets, tent stakes, net fasteners, goals and field marking paint.

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The Dixon Soccer Club By Laws, continued

Board Positions

Head Coach – Training, Certifications and Development of new coaches. Organizational Assistance and Soccer Program Development of the youth in Dixon.

Head Referee – The Head Referee shall recruit, train and develop all referees. Establish a plan to meet the needs for the current season. Assign referees as needed for all games played in the City of Dixon. The Head Referee shall monitor and evaluate the abilities of each referee.

Snack Bar – Organize all purchases of snacks and refreshments for the snack bar. Track a record of all sales of the snack bar. Track all income and expenses for the snack bar.

Public Relations/Fundraising – Organize and arrange all announcements for public media and newspaper ads for registration. Keep meeting information up to date as to location and time and advertised in the public media, newspaper and web site. Serve as the contact person for fundraising activities.

Metro/Competitive – Assist the President in setting club directions for yearly planning and activities as related to Metro and Competitive teams.

For further detailed duty description of the board positions, please see the Appendix at the end of this document.

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The Dixon Soccer Club By Laws, continued

Registration Fees

Registration fees for players are determined by the Board of Directors to meet the needs of the Local Club.

The Board of Directors Duties

1. The governing of the Local Club shall be under the supervision of the President and the Board of Directors. The Board of Directors shall be made up of the President, two Vice-Presidents, Secretary, Treasurer, Fields & Equipment Manager, Registrar, Head Coach, Head Referee, Metro/Competitive Coordinator, Public Relations/Fundraising Coordinator and Snack Bar Manager. The Executive Board shall be comprised of the President, two Vice-Presidents, Secretary, Treasurer and Registrar. The board members maintain all voting authority for the duration of their position.
2. Duties of the officers are set forth in the current bylaws appendix and CYSA operational guide with other duties as required.
3. All matters concerning the operation of the Local Club shall be decided by a vote of the Board of Directors, and no motion shall be carried without a quorum at one of our meetings as laid out in Article V. (Refer to Page 2, Heading Meetings, Section #5 Quorum)
4. At the General Meeting to be held in November, the nominees for the Board of Directors will be selected. If more than one member is nominated for a position, elections will be done at the AGM to decide the winner.

Continued on next page

The Dixon Soccer Club By Laws, continued

Board of Directors (continued)

5. If any vacancy occurs in the Board of Directors by death, resignation, or otherwise, it may be filled by a majority vote of the remaining officers at any board meeting or any special meeting called. If a board member resigns his/her position and wishes to return to the board, the current board must vote to approve the returning person.
6. If a member of the Board of Directors is absent without cause for more than two successive regular board meetings or without cause from more than three regular Board Meetings in a fiscal year, the office becomes vacant automatically.

A member is not absent if his/her absence is:

Due to illness or unavoidable circumstances and the member gives the President or Secretary of the board notice before the date of the meeting that he/she will be absent and giving the reason for the absence.

7. Only current members of the Board of Directors will be authorized to vote during Monthly, General and Special meetings. Only current Board Members, coaches in good standing with the Club from the just completed season, Club Volunteers, Club Referees and one person per family, will be allowed to vote at the AGM. Verification of standing with the Club will be checked at the AGM. Voting by proxy is not allowed.
8. A stipend will be given to the Registrar for registering the players with the Club. The stipend will be set every year by the current board. The stipend shall be consistent with the stipend paid by other Clubs in the League but shall not exceed the amount paid to the League Registrar. The purpose of the stipend is to help the offset the costs associated with the required travel that is necessary to fulfill the duties of the Registrar. The stipend will be paid when the season is complete and the final fees to the League have been paid.

Continued on next page

The Dixon Soccer Club By Laws

Coaches & Referees

1. The President and Head Coach shall annually approve the assignment of coaches for all teams.
2. The President, with the approval of the Board of Directors, may remove or suspend any Coach from his/her position after charges have been presented to him/her in writing. If this removal is due to the Livescan response, please see the procedures under Livescan for the necessary process. The Coach is entitled to be present with representation at a hearing before the Board of Directors, which should be held within 48 hours after written notice is given.
3. The President and Head Referee shall annually approve referees. The President, with the approval of the Board of Directors, may remove or suspend any referee upon evidence of misconduct or gross incompetence. The Referee is entitled to be present with representation at a hearing before the Board of Directors, which should be held within 48 hours after written notice, is given.
4. All Board Members and Coaches must be Livescan Fingerprinted prior to working with the kids and or season starting. See Livescan Policy. If a Board member or Coach does not submit to, refuses to submit to or pass the Livescan check, the Registrar will notify them of their removal from the Club, this includes people who have been convicted or who are awaiting trial on pending arrests. The person that is removed from the Club will be entitled to a hearing to discuss his/her removal with the entire Board of Director if he/she chooses.
5. If there is any contradiction in the coaches (includes assistant and head) application that they have completed and submitted to the Club. The Club reserves the right to suspend the coach until the outcome can be determined.

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The Dixon Soccer Club Rules and Regulations

Rules

1. The local club will comply with the official Playing Rules and Regulations published by its affiliated organizations for that current season.
2. The Club may make changes or adopt rules that will help govern the day to day operations of the Club. These rules shall be brought up at any meeting and changes to be made with the approval of the majority of the board. These rules will only apply to the current season unless they are adopted into the Club by-laws at the AGM.

Financial Policy

1. The Board of Directors shall decide all matters pertaining to the finances of the local club and its direct expenditures that will give no individual or team an advantage over the other such as equipment, etc.
2. All bills payable by the Treasurer must be approved for payment by the board members, prior to them being made.
 - No purchases will be made unless approved or accounted for in the yearly budget.
 - All purchase receipts must be turned into the Treasurer to be accounted for. All purchases or services that are paid for will require the board members name on the receipt for tracking purposes.

Refund Policy – Once a player pass has been issued, past week one, no refunds will be given. If an extenuating circumstance arises, they may come before the board to discuss their case. Prior to week one, they may receive a refund minus the SYSL fee. All refunds will be processed by the mid season break and refunded to the original payee.

Continued on next page

The Dixon Soccer Club Rules and Regulations, Continued

Financial Policy
(continued)

In witnessed whereof, we have hereunto subscribed our names this Tuesday of January 15th 2008.

_____ President Dixon Soccer Club

_____ 1st Vice President Dixon Soccer Club

_____ Treasurer Dixon Soccer Club

To take effect upon completion of the 501c3 being completed and filed with the IRS.

3. Upon dissolution of the club, all assets shall be distributed to another youth sports organization in Dixon that meets the IRS code 501c3 status for one or more exempt purposes within the meaning of section 501c3 of the Internal Revenue Code. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of Solano County, exclusively for the purposes, or to such organizations, as said court shall determine, which are organized and operated for such purpose.
4. A yearly budget for the coming year will be established. The budget must be approved by a majority of the board prior to the new season starting.
5. Park Lighting Policy – The Dixon Soccer Club is not responsible for the costs associated with the use of the lights at Hall Park. If teams wish to practice under the lights, these teams will be responsible for paying for this expense. These funds must be collected and given to the Dixon Soccer Club prior to the use of the lights. The club will contact the City with the approved schedule.

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The Dixon Soccer Club Rules and Regulations, Continued

Financial Policy (continued)

6. The Board discourages individual teams from fundraising unless they will be participating in tournaments or events that charge entrance/participation fees and/or need to cover expenses associated with these types of events. All teams will have a limit placed on how much can be donated or earned through fundraising. Teams use these funds to cover costs and expenses incurred during the year.
 - All Recreations Teams will be limited to \$500.00 yearly.
 - All Metro Teams will be limited to \$2,500.00 yearly.
 - No more than (2) corporate sponsors per team.
 - All expenses must be appropriate team expenses such as team equipment, tournaments, etc.
 - All Metro accounts must have a Team Coordinator to oversee these funds. The Coordinator must supply the Club Treasurer with a monthly account balance and list of expenditures.
 - Any team that dissolves folds or merges with another team, they must give all funds to the local club. The local club will at this point determine the use of these funds.

7. No part of the net earnings of the club shall be taken advantage of for benefit, or be distributable to its members, officers, or other private persons. However the club shall be authorized and empowered to pay reasonable compensation for services rendered. No part of the activities or funds of the club can be used for the purpose of furthering or influencing political legislation, propoganda, or any political campaign.

Amendments

This Constitution, with the exception of rules required by SYSL, CYSA, USSF and its affiliates may only be amended or repealed by a two-thirds vote of the Regular Members in attendance at a Special or General Meeting.

Last Update

Updated January 15, 2008 at Annual General Meeting

-End-

The Dixon Soccer Club By Laws, Appendix

Board Positions The following are detailed duties descriptions for the following board positions.

- President
- 1st Vice President
- 2nd Vice President
- Secretary
- Treasurer
- Registrar
- Fields & Equipment
- Head Coach
- Head Referee
- Snack Bar
- Public Relations/Fundraising
- Metro/ Competitive Coordinator

President

- Attend the monthly SYSL meetings or send a replacement.
- Act as a conduit between the SYSL League and the Dixon Soccer Club.
- Preside over the monthly Dixon Soccer Club meetings.
- Maintain open communications with all Board members.
- Work with the other Board members in coordinating the various activities required throughout the season.
- Contact person for the City of Dixon.
- Equipment purchasing agent with the Fields Director.
- Hold keys accessing equipment and lights at Hall Park.
- Key contact person for all problems that arise during the soccer season.
- Oversee development of Coaches and Referees.
- Attendance at all League and District functions such as AGM's.
- Oversee and approve all expenses necessary for Club functions prior to monthly board meetings if needed.
- Organize and implement yearly budget with assistance of Treasurer, for Club approval.
- Ensure proper usage and implementation of Club By-Laws and Rules.
- Other duties as needed by the Club and when necessary.
- **Required Hours:** Out of season 20 hours per month, In season 10-15 hours per week.

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The Dixon Soccer Club By Laws, Appendix

1st Vice President

- Attend all monthly meetings of the Dixon Soccer Club.
 - Maintain open communication with all Board members.
 - Fill in for the President in their absence.
 - Assist the President in setting Club direction for yearly plan and activities.
 - Handle all standings during the season.
 - Handle collections of scores during season and ensure they are sent to league on time.
 - Represents Club at PAD meetings.
 - Oversees the Head Coach and Head Referee and assists them in preparation for season.
 - Work with all Board Members and assists where needed.
 - Other duties as needed by the Club and when necessary.
 - **Required Hours:** Out of season 10 hours per month, In season 20 hours per week.
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2nd Vice President

- Attend all monthly meetings of the Dixon Soccer Club.
 - Maintain open communication with all Board members.
 - Fill in for the 1st Vice President in their absence.
 - Assist the President in setting Club direction for yearly plan and activities.
 - Work with Public Relations to ensure positive attributes and distributed to the Public Media.
 - Organize and establish Opening Day Ceremony plans.
 - Oversee fields and equipment and assist where needed in preparation for season.
 - Other duties as needed by the Club and when necessary.
 - Obtain necessary scholarship information and send to the SYSL for reimbursement by mid season break.
 - **Required Hours:** Out of season 10 hours per month, In season 20 hours per week.
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The Dixon Soccer Club By Laws, Appendix

Secretary

- Attend all monthly meetings of the Dixon Soccer Club.
- Maintain open communication with all Board members.
- Arrange for coverage at any meetings that I cannot attend.
- Keep accurate and detailed notes of all official meetings of the board.
- Keep all past notes in a binder for reference.
- Post Agenda's and Meeting Notes monthly on the club web site.
- Distribute meeting notes ahead of time to ensure accuracy before being approved at the monthly meetings.
- Keep Constitution and By-Laws up to date and available for reference when needed.
- Keep records of attendance at all meetings.
- Work with the President to build agendas for monthly meetings.
- Other duties as needed by the Club and when necessary.
- **Required Hours:** Out of season 10 hours per month, In season 10-15 hours per week.

Treasurer

- Attend all monthly meetings of the Dixon Soccer Club.
- Maintain open communication with all Board members.
- Maintain detailed checkbook registries (Both computer and in hard copy), which supplies information not only about who received payment but also what services payee provided.
- Complete all banking for the Club.
- Assist Club President with creating a budget for the year.
- Provide up-to-date information on club finances at all board meetings.
- Secure paperwork from the club bank at year-end for adding or removing allowable signatures on Club checking account.
- Pay Referees amounts provided to you by Head Referee.
- Collect mail from the Club P.O. Box at least once every month out of season and weekly in season.
- Ensure that yearly budget and expenditures are kept in line for the approved season.
- Key contact for the accountant for maintaining the non-profit status.
- Other duties as needed by the Club and when necessary.
- **Required Hours:** Out of season 10 hours per month, In season 20 hours per week.

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The Dixon Soccer Club By Laws, Appendix

Registrar

- Attend all monthly meetings of the Dixon Soccer Club.
- Maintain open communication with all Board members.
- Registrar players and coaches for Recreational and Metro League play.
- Registrations responsibility consists of attending mandated Registrars meetings to obtain all material to conduct Club registration. These are generally held three times throughout the season.
- Must maintain a break down of registration fees received; regular registration fees, late registration fess, scholarship players and other discounted fees.
- Hold registration on assigned dates agreed upon by the Board.
- Coordinator to see that registration dates are advertised listing the locations, approved fees and appropriate age matrix.
- Obtain copies of approved birth documentation and picture of players a long with properly completed registration forms.
- Obtain completed coaches registration forms indicating age group they are willing to coach.
- Submit completed registration forms with approved documentation to the League Registrar at an agreed upon drop off point and picks up registration packets as they are completed.
- Scheduled draft dates a long with Head Coaches for coaches to select players.
- Assigns team numbers and approves team names in accordance with league policy.
- Submits list of coaches to Head Coach and Club Manager.
- Keeps a record of all teams, coaches and assigned players for a minimum of three years as of 2001 also keep all player passes issued throughout the season.
- Other duties as needed by the Club and when necessary.
- **Required Hours:** Out of season 10 hours per month, In pre-season 15-20 hours per week, In season 5-10 hours per week.

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The Dixon Soccer Club By Laws, Appendix

Fields & Equipment

- Attend all monthly meetings of the Dixon Soccer Club.
- Maintain open communication with all Board members.
- There are two basic duties for the Board position of Fields & Equipment as listed below:
 1. Work with the City of Dixon to secure and reserve the use of soccer fields for League games and tournaments. Starting in July through December with tournaments.
 2. Monitor the equipment needs of the Club. Balls, ball bags, flags or cones for practices, goal nets, tent stakes, net fasteners, goals and field marking paint. Order equipment as needed within budgeted amounts.

- Communicating with the Board to determine the equipment needs and procuring the necessary items for the season.
- Distributing equipment and keeping records of use during the season.
- Ensure the set up of weekly equipment distribution for games and securing at days end.
- Setting schedules of field usage at Hall Park under the lights.
- Working with other youth sports maintaining fields and use times schedule for their weekly maintenance.
- Work with vendors to get the best deals on all supplies.
- Other duties as needed by the Club and when necessary.

- **Required Hours:** Out of season 10 hours per month, In season 10 hours per week.

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The Dixon Soccer Club By Laws, Appendix

Head Coach

- Attend all monthly meetings of the Dixon Soccer Club.
- Maintain open communication with all Board members.
- Training and Certifications:
 1. Organize introductory coaching clinics.
 2. Assist with the offering of locally held private soccer camps.
 3. Develop and maintain familiarity with coaching resources (Video tapes and books) Make resources available for loan to the Dixon Soccer Club Coaches.
 4. Develop and maintain a mentor program for new coaches.
 5. Coordinate (Publicize, reserve fields and classrooms) F and E licenses clinics.
 6. Be available to coaches for questions regarding licenses and training.
- Organizational Assistance:
 1. Assist with the development of competitive (Class 1) soccer program as part of Sac United. Become familiar with the policies and procedures of the Sac United programs. Participate in Sac United tryouts and attend Sac United meetings as necessary.
 2. Lead the formation of Metro (Class 111) teams. Hold a pre-try out organizational meeting. Assist coaches in finding F and E license clinic opportunities. Set up and assist in try-outs Work with Metro Coordinator to organize teams for current year and teams that should move up to Metro due to skill development.
 3. Recruit new coaches, particularly for U-6 and U-8 age groups.
 4. Distribute to coaches, including prospective coaches a Dixon Soccer Club board developed time table and calendar showing dates for player registration, Competitive and Metro tryouts, Recreational player draft, referee and coaches training clinic sessions. Coaches meetings and critical due dates for application forms and registrations.
 5. In conjunction with the Dixon Soccer Club Registrar, develop and maintain a coaching database for use by the Dixon Soccer Club Board.
 6. In conjunction with the Field and Equipment Manager, recommend the purchase of equipment. (Goals, scrimmage vest, flags, cones and balls)
 7. Other duties as needed by the Club and when necessary.
- **Required Hours:** Out of season 10 hours per month, In pre-season 10 hours per week, In season 20 hours per week.

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The Dixon Soccer Club By Laws, Appendix

Head Referee

- Attend all monthly meetings of the Dixon Soccer Club.
- Maintain open communication with all Board members.
- Approve all referees for the Club with the assistance of the President.
- The Head Referee shall recruit, train, evaluate and develop all referees.
- Establish a plan to meet the needs for the current season.
- Assign referees as needed for all games played in the City of Dixon.
- Provide for additional training and / or feedback as necessary.
- The Head Referee shall coordinate SYSL Referee classes for all current and potential Non-Certified Referees.
- The main contact for any problems with local Referee's and informs the President of any problems that occur.
- Forward Treasurer; names, addresses and payment amounts for processing referee payments.
- Keep a current list of all active Referees' for the Club to utilize.
- Other duties as needed by the Club and when necessary.
- **Required Hours:** Out of season 5 hours per month, In season 10 hours per week.

Snack Bar

- Attend all monthly meetings of the Dixon Soccer Club.
- Maintain open communication with all Board members.
- Organize all purchases of snacks and refreshments for the snack bar.
- Track a record of all sales of the snack bar.
- Track all income and expenses for the snack bar.
- Keep accurate and up to date records of all transactions.
- Coordinates snack bar coverage.
- Keep all cash accounted for at all times forward deposits to Treasurer weekly.
- Other duties as needed by the Club and when necessary.
- **Required Hours:** Out of season 5 hours per month, In season 15 – 20 hours per week.

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The Dixon Soccer Club By Laws, Appendix

Public Relations/Fund raising

- Attend all monthly meetings of the Dixon Soccer Club.
 - Maintain open communication with all Board members.
 - Key contact for all fundraising activities.
 - Organize and arrange all announcements for public media, newspaper ads for registration
 - Other duties as needed by the Club and when necessary
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Metro / Competitive

- Attend all monthly meetings of the Dixon Soccer Club.
 - Maintain open communication with all Board members.
 - Assist the President in setting Club directions for yearly plan and activities as related to Metro and Competitive teams.
 - Works with Public Relations to ensure positive attributes are distributed to the public media.
 - Organized and recognizes all potential development for stronger teams.
 - Works with coaches to make sure licenses are kept up to date.
 - Other duties as needed by the Club and when necessary
 - **Required Hours:** Out of season 10 hours per month, In season 20 hours per week.
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Dixon Soccer Club Livescan Fingerprinting Policy

What is Livescan Livescan fingerprinting systems capture your fingerprints optically and electronically without the use of ink or paper forms. Effective July 1, 2005 Penal Code Section 11077 mandates the Department of Justice to only accept electronically transmitted images from regulatory entities.

Who Has to Get Livescanned? The Dixon Soccer Club falls under the guidelines of volunteers and working with minors. The State of California, Department of Justice has also established guidelines for any agency to obtain State summary criminal information for volunteers other than those covered under the Education Code Section 109115.5 Public Resource Code 5164 and Penal Code 11105.3. Under these regulation we fall under the category of must be fingerprinted due to the classification “all those who are involved in the care, security of children or contact with children” “volunteer or coaches”.

Background Information Being Released Penal Code Section 11105 and 13300 identifies who may have access to criminal history information and under what circumstances it may be released. Penal Code Section 13101 has a statutory provision relating to youth organizations providing limited information dissemination to convictions for a specific offense. This includes arrest information for certain narcotic and sex crimes.

Background Check Timing Livescan fingerprinted have to be submitted within 24 hours of being taken. Once the electronic submission has occurred from the provider to the Department of Justice receive this information within minutes. From this point the criminal background check is usually processed within 72 hours.

Livescan Requirements You need the following items to be fingerprinted.

1. Request for Livescan Form BCII 8016
2. ORI Code
3. Valid Photo ID (Expired identification is not accepted)
 - State Drivers License
 - State Identification Card
 - Passport / Immigration Documentation
4. Submission fees for background check and rolling fee
5. Valid Social Security Number or Worker Number

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Dixon Soccer Club Livescan Fingerprinting Policy, Continued

Checking Status if Fingerprint Submission

Allow a minimum of seven days before a status inquiry. After this period please contact the Department of Justices 24 hour automated telephone service center at 916.227.4557. You must have your ATI number which is located on the bottom of form BCII 8016, Request for Livescan Form. You will be promoted for the necessary information to complete this processes.

Custodian of Records

The approved designated person to receive this information. You must go through the approval processes with the DOJ and or FBI. Complete the DOJ Livescan Non Profit & DOJ Live Scan Processing Packet and submit the designated fee. After they have received the necessary information the DOJ will forward you the necessary documents to get fingerprinted to proceed with the background checks. Once approved you must carry a one million dollar professional liability policy and Errors & Omissions Policy.

Authorized Access of Information

(CORI) Criminal Offender Record Information shall only be accessible by the Records Custodian. Staff/ Volunteer with access CORI have received training and counseling on the handling of the CORI and have signed a statement form of acknowledgement and understanding of the criminal penalties for the misuse of CORI. Penal Code Section 502, 11142 and 11143. These individuals have also completed the necessary background check through the DOJ and FBI. Volunteers must be back grounded to pursuant to Section 45125. (I) of the Education Code. Background checks conducted pursuant to Penal Code Section 11105.03 does not meet the Education Code requirements for Volunteer Organizations or State and Local Agency requirements.

Sharing Information

The sharing of information is strictly prohibited and infringes upon the right of privacy as defined in the California Constitutions as defined in Loder v. Municipal Court (1976) 17 Cal. 3d 859. This also precludes the DOJ to control dissemination of CORI as outlined in Section 11105 of the Penal Code.

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Dixon Soccer Club Livescan Fingerprinting Policy, Continued

Privacy of Information

State summary criminal background information is officially known as Criminal Offender Record Information (CORI). The California constitution grants California citizens absolute rights to privacy, any individual or agencies violating these privacy rights by the unauthorized release of this information places themselves at both criminal and civil liability. Even when a criminal background checks produces a response that no criminal record exists. This information is confidential.

No Longer Interested Notification

Once the volunteer is no longer affiliated with the designated organization it is the responsibility of that organization to submit the No Longer Interested form to the DOJ and or FBI for processing. At this time the designated Request for Livescan Form BCII 8016 and corresponding background report must be cross shredded and disposed of per the guidelines of the DOJ and or FBI. This is including having the shredded paperwork destroyed by an approved vender.

Storage of Information

All record information that is retained by the applicant agency must be stored in a secure and confidential file. This person and area is subject to inspection and record reviews on as needed bases and or yearly by the Department of Justice. All this information shall be under lock and key and only accessible by the Custodian of Records.

Notification

After completion of being fingerprinted the applicant that does not pass the background check will receive a letter in the mail indicating why. The Custodian of Records will also receive a notice indicating that this individual did not pass the background check. The Custodian of Records will have to speak with the applicant in regards to the finding.

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Dixon Soccer Club Livescan Fingerprinting Policy, Continued

STATEMENT REGARDING THE USE OF CRIMINAL JUSTICE INFORMATION

As the Registrar of the Dixon Soccer Club, it may be necessary for you to have access to confidential criminal record information in making decisions. Access to such criminal record information is controlled by statute. Misuse of such information may adversely affect the civil rights of prospective volunteers and violates the law. Penal Code Section 502 prescribes the penalties relating to computer crimes. Penal Code 11105 and 1300 identify who I permitted access to criminal history information and under what circumstances information may be released. Penal Code Section 11140 – 11144 and 13301-13305 prescribes penalties for misuse of criminal history information. Government Code Section 6200 prescribes the felony penalties for misuse of public records and California Law Enforcement Telecommunications Systems (CLETS) information. Labor Code Section 432.7 prescribes penalties for misuses of certain criminal record information in volunteer decisions.

Penal Code Section 11142 and 13303 state:

Any person authorized by law to receive a record or information obtained from a record who knowingly furnishes the record or information to a person not authorized by law to receive the record or information is guilty of a misdemeanor.

Any volunteer who is responsible for such misuse of criminal record information may be subject to discipline up to and including immediate termination. Violation of this may also result in criminal and or civil action.

I HAVE READ AND UNDERSTAND THE ABOVE AND DIXON SOCCER CLUB POLICY FOR CRIMINAL BACKGROUND CHECKS AND SECURING RECEIVED CRIMINAL HISTORY INFORMATION. I AM AWARE OF THE STATUES AND POLICIES PERTAINING TO THE MISUSE OF CRIMINAL RECORD INFORMATION.

The duration of this agreement is based valid per board year. This agreement expires after the election of a new board even though the person may retain the same position.

Signature

Typed / Printed Name

Date

Continued on next page

Dixon Soccer Club Livescan Fingerprinting Policy, Continued

WHICH AGENCIES ARE REQUIRED TO OBTAIN BACKGROUND INFORMATION

Education Code, Section 10911.5 and Public Resource Code 5164 clearly require agencies that operate recreational areas, programs or centers to obtain State summary criminal information on employees and volunteers, existing or new, who have specific contact with minors. Education Code, Section 10911.5 and Public Resource Code 5164 allow agencies that operate recreational areas, programs or centers to obtain State summary criminal information on independent contractors and their employees who have specific contact with minors.

The State of California, Department of Justice has also established guidelines for any agency to obtain State summary criminal information on employees and volunteers other than those covered under Education Code Section 10911.5, Public Resource Code 5164 and Penal Code Section 11105.3. The following, also taken from the Penal Code, provides the basis for those guidelines.

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Dixon Soccer Club Livescan Fingerprinting Policy, Continued

Must Be The following table can be used as a guide by your agency to help determine which employees, volunteers, and/or applicants can, and must be fingerprinted.

Must Be Fingerprinted **Test:**
Must Fingerprint

Classifications:

All who are, or will be, involved in the care and security of children, the elderly, or the handicapped or mentally impaired. Can be full or part-time; paid or volunteer; or independent contractors and their employees.

Settings:

Preschool
School
After School
Camps
Sports Centers
Recreation Centers/Leagues
Adult Centers
Recreational Trips

Types:

Teachers
Coaches
Camp Staff
Recreational Staff
Senior Staff
Chaperones
Drivers
Child Care Staff
Volunteers
Non-Licensed Staff

Continued on next page

Dixon Soccer Club Livescan Fingerprinting Policy, Continued

Should Be

Test:

Should Fingerprint

Classifications:

Those who would be at sites, recreational centers or facilities, and do not have specific contact with children, the elderly, or the handicapped or mentally impaired.

Settings:

Schools

Camps

Pools

Beaches and Lakes

Sports Centers

Recreation Centers

Museums

Adult Centers

Types:

Lifeguards

Docents

Other Volunteers

Custodians

Building Attendants

Groundskeepers

Special Events Staff

Test:

At Discretion of Agency (1)

Classifications:

Those who could be at sites, recreational centers or facilities, and do not have specific contact with children, the elderly, or the handicapped or mentally impaired.

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Dixon Soccer Club Livescan Fingerprinting Policy, Continued

Continued

Settings:

All

Types:

Office Staff

Equipment Distributors

Performers

Sports Officials

Adult-Only Events Staff

Adult-School Teachers

Adult-Sports Coaches

General Employees

General Volunteers

Note

(1) A Code, statute or regulation must exist, containing specific reference to, and include requirements and/or exclusions, expressly based upon specific criminal conduct. See Exhibit B for example of policy statement that meets this requirement.

-End-