

DIXON SOCCER CLUB CHARTER

(A Non-Profit Organization)



REVISED 02-2021

TABLE OF CONTENTS

DIXON SOCCER CLUB CHARTER.....	3
Name and Purpose.....	3
Affiliation.....	3
Membership.....	4
Board of Directors.....	4
Coaches and Referees.....	5
Meetings.....	5
RULES AND REGULATIONS.....	7
Rules.....	7
Non-Discrimination.....	7
Registration Fees.....	7
Financial Policy.....	8
Refund Policy.....	9
Disciplinary Action Policy.....	10
Amendments.....	13
BOARD OF DIRECTORS BYLAWS.....	14
Board of Directors Positions.....	14
Board of Directors Duties.....	16
Committees.....	17
EXHIBITS	
A. Livescan, Fingerprinting and Confidentiality Statement	
B. Invoice Expense Reimbursement Form	
C. Refund Request Form	

Dixon Soccer Club Charter

NAME

This organization shall be known as the Dixon Soccer Club, hereinafter, referred to as “DSC”.

PURPOSE

The DSC is a youth organization that shall operate exclusively for charitable purposes as a tax-exempt organization to comply with rules and guidelines of the Internal Revenue Service 501 (c) (3). More specifically, the purposes are:

1. To develop and promote the game of soccer within the community;
2. To provide the opportunity for enjoyment and recreation through competition for all boys and girls who voluntarily participate in such a program;
3. To promote the ideals of sportsmanship and the principles of fair play;
4. To provide for those who desire to coach in DSC, the opportunity to improve their instructional skills;
5. To develop player skills and knowledge of the game;
6. To provide a quality program at the lowest possible cost to the participants;
7. To promote and further such other purposes as are set forth in this Charter and Bylaws.

AFFILIATION

The DSC shall be an affiliated branch of the following:

- Sacramento Youth Soccer League (SYSL);
- US Club Soccer
- NorCal Premier
- California Youth Soccer Association (CYSA)
- United States Soccer Federation (USSF)
- Federation Internationale de Football Association (FIFA)

MEMBERSHIP

1. A membership shall be granted to each family of registered players in the recreational program who shall agree to abide by the Charter, Bylaws and other writings and who may be required to pay a fee as determined by the Board of Directors.
2. A membership shall be granted to any person who has an interest in the purposes of DSC and who shall abide by the Charter, Bylaws and other writing and who have paid dues as may be set by the Board of Directors.
3. DSC reserves the right to revoke or refuse membership to those, who by their actions demonstrate their inability or unwillingness to abide by the laws, rules and regulations of DSC.
4. Each member(ship) shall be represented by its affiliate Coach or Board of Directors representative at the Annual General Meeting and at other times as necessitated by this Charter, Bylaws or other writings of DSC.

BOARD OF DIRECTORS

DSC shall be governed by a Board of Directors who shall be elected by the Membership in the manner specified in this Charter and its included Bylaws or other writings of DSC. Members of the Board of Directors, also known as Board members, shall be the following:

1. President*
2. 1st Vice President*
3. 2nd Vice President*
4. Secretary*
5. Treasurer*
6. Registrar*
7. Fields & Equipment Coordinator
8. Head Coach Coordinator
9. Head Referee Coordinator
10. Snack Bar Coordinator
11. Public Relations Coordinator
12. U-6 Coordinator.

Each Board member shall have one vote except the President who shall vote only in the instance of a tie and as a Coach if applicable. The description and duties of each Board member is specified in this Charter, under the Dixon Soccer Club Board of Directors Bylaws.

**Denotes members of the Executive Board*

COACHES AND REFEREES

1. The President and Head Coach shall annually approve the assignment of Coaches for all teams. Should there be any contradiction on the Head/Assistant Coach application, the DSC reserves the right to suspend the Coach until the outcome of the contradiction can be determined.
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. If this removal is due to disciplinary issues, please see Disciplinary Action Policy.
3. The President and Head Referee shall annually approve referees and or a referee assigner. The President, with the approval of the Board of Directors, may remove or suspend any referee upon evidence of misconduct or gross incompetence. Please see Disciplinary Action Policy.
4. All Board of Directors and Coaches must be Livescan Fingerprinted prior to working with children and or the season starting. See Livescan Fingerprinting, Exhibit A.

MEETINGS

1. Annual General Meeting (AGM): The DSC shall conduct an annual meeting in either the month of January or February for the purpose of electing the Board of Directors. The President, 2nd Vice President, Treasurer, Registrar and Head Referee shall be elected on even numbered years. The 1st Vice President, Fields & Equipment Coordinator, Secretary, Head Coach Coordinator, Snack Bar Coordinator and Public Relations Coordinator shall be elected on odd numbered years. All annual reports from the officers and or committees will be submitted at this time.
2. At the AGM, each registered recreational team (Coach) and each eligible member of the DSC Board of Directors, in good standing with the DSC, shall be entitled to one vote. Voting shall be restricted to the recreational teams and DSC Board of Directors who have been registered during the most recent season. Voting by proxy shall not be allowed. The President shall cast a vote only in the case of a tie and as a recreational team representative/Coach if applicable.
3. Special Meetings: Special Meetings may be called at any time or upon request of the majority of the Board of Directors or by request of the President. Each eligible member of the DSC Board of Directors shall be entitled to one vote for action items.

4. Board Meetings: Board meetings shall be regularly held each month with the exception of December. Each eligible member of the DSC Board of Directors shall be entitled to one vote for action items.
5. Public meeting notices, physical or virtual, must provide the time, place and purpose of the Annual General or regularly scheduled Board 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 DSC's ability in the local media or the DSC website.
6. Quorum: A quorum shall consist of a majority of the Board of Directors for a regularly scheduled meeting, or in the case of an Annual General Meeting, a majority of eligible voters present at the meeting.
7. Any person wishing to speak at the Board meeting shall contact the DSC President (2) two days prior to the meeting and request to be placed on the agenda. Only people on the agenda will be able to formally address the board at the meeting.
8. Robert's rules of order will be used to conduct the meetings.

Rules and Regulations

RULES

1. DSC will comply with the official Playing Rules and Regulations published by its affiliated organizations for the current season. The DSC season begins in February and ends in January of the following year.
2. DSC may make changes or adopt rules that will help govern the day to day operations. 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 DSC Charter or Bylaws at the AGM.

NON-DISCRIMINATION

DSC Will not discriminate on the basis of race, creed, color, sex, age, national origin, disability, or sexual orientation.

REGISTRATION FEES

Registration fees for players are determined by the Board of Directors. As a non-profit organization, DSC will set the annual registration fees in order to meet the needs of the recreational organization.

FINANCIAL POLICY

1. The Board of Directors shall decide all matters pertaining to the finances of the DSC. The DSC's direct expenditures shall give no individual or team an advantage over the other.
2. An annual budget shall be submitted by the President and Treasurer to the Board of Directors for approval for the upcoming season. The budget must be approved by a majority of the board after the AGM.
3. Any expenses outside of the annual budget will require the approval of the majority of the board prior to the expense being made.
4. All receipts for expenses submitted to the Treasurer will require an invoice sheet attached to the receipt. The invoice sheet shall include the reason/purpose for the expense and the Board of Director's name whom authorized the transaction. The invoice sheet is shown as Exhibit B.
5. 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 shall only use these funds to cover costs and expenses incurred during the year.
 - All Recreation Teams will be limited to \$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 team accounts must have a team coordinator to oversee these funds. The coordinator must supply the DSC Treasurer with a monthly account balance and list of expenditures. Upon written request from the DSC Treasurer, an audit of the team account shall be conducted. The notice shall give the account coordinator 7 calendar days of notice to prepare for the audit. The audit shall be conducted within 14 calendar days of the notice being given to the account coordinator.
 - Any team that dissolves folds or merges with another team, must forfeit all funds to the DSC. The DSC will at this point determine the use of these funds.
6. No part of the net earnings of the DSC shall be taken advantage of for benefit, or be distributable to its members, officers or other private persons. However, the DSC shall be authorized and empowered to pay reasonable compensation for services rendered. No part of the activities or funds of the DSC can be used for the purpose of furthering or influencing political legislation, propaganda, or any political campaign.

7. Upon dissolution of the DSC, all assets shall be distributed to another youth sports organization in Dixon that meets the IRS code 501(c)(3) status for one or more exempt purposes within the meaning of section 501(c)(3) 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.

REFUND POLICY

1. Once an application for a player has been submitted and it is processed by the Registrar, it is considered to be complete.
2. Once a player has been placed on a team and/or a player(s) pass has been issued, a refund may be issued minus the DSC administrative fee. The administrative fee will be set annually by the DSC Board at the same time as the registration fee is set.
3. A refund of 50% is available if a request is received prior to picture day or the first game of the season, whichever occurs first. After this point, no refunds are allowed for voluntary withdrawal from the DSC.
4. Players who withdraw from the league due to injury prior to the middle of the season, may request a 50\$ refund. Players who withdraw may not return to play in the same season even if their injury is healed prior to the end of the season.

A refund request should be submitted to the registrar using the specific refund request form as shown in Exhibit C.

DISCIPLINARY ACTION POLICY

The purpose of this policy is to provide general guidelines for disciplinary hearings, protests and appeals. It is designed to assist the DSC with the proper administration of protests, appeals and discipline.

1. Definitions:

Disciplinary Hearing-Hearing conducted to investigate and make decisions concerning allegations of misconduct. Such misconduct may be a violation of a published rule, regulation or procedure, may involve behavior disrespectful to the DSC or its affiliated members, or a violation of legal requirements either civil or criminal, including failures to adhere to legally recognized standards of care. Hearings are where evidence, either by documents or by testimony, are received and considered. The Disciplinary Hearing will be conducted by a panel consisting of the Protest and Disciplinary (PAD) Committee or the DSC Executive Board. This panel is labeled the Hearing Panel.

Protest- Related to actions in a specific game or an administrative decision. It must be filed by one of the involved team officials in the specific game or by an individual directly affected by the administrative decision. It must be in accordance with the protest procedures of DSC.

Appeal-A filing of a request for re-review of an issue as the result of an adverse decision from a disciplinary hearing or protest. Only those parties involved in the original hearing shall be allowed to appeal. The original decisions will be stayed pending the result of the appeal.

2. The Protest and Disciplinary (PAD) Committee will be the initial DSC representing body that may administer Disciplinary Action. Disciplinary Action may include; probation or suspension of any referee, coach or player for violation of any of the rules and regulations as well as code of conduct published by DSC or its affiliate organizations for that current season. The PAD Committee will serve as the initial Hearing Panel in a Disciplinary Hearing.
3. PAD Responsibilities during the Disciplinary Hearing shall include but be not limited to:
- a) Remain impartial and respectful as well as recuse themselves should there be a conflict (nepotism, direct involvement, etc.) relating to any complaint under review.
 - b) Having the ability to refer a matter directly to the next higher authority, the DSC Board, due to conflicts of interest or inability to make a decision. Upon review of the matter, the next higher authority may choose to hear the matter or refer it back to the original hearing body or again refer the issue to their next higher authority, SYSL. Decisions rendered by the PAD Committee shall stand and be complied with until they are overturned by a higher authority, or be stayed pending the result of an appeal
 - c) Each committee member shall have one vote in a Disciplinary Hearing.
 - d) Consultation with SYSL Disciplinary Action procedures should the DSC rules and regulations not be expressive on the issue under review.

- e) Maintaining complete records (e.g. game cards, letters of protest, minutes of hearing and any correspondence) of each protest or rule violation claim. Results shall be reported at the next regular Board Meeting.
4. Referees, coaches, and/or players may be suspended from regularly scheduled League games for the following violations:
 - a) Failing to play all registered players who have attended and participated in practice sessions the week prior to the game, at least one half of said game, except for disciplinary purposes, illness or injury, provided that notice is given to the opposing coach and referee.
 - b) For playing a player who is not registered with DSC.
 - c) For playing a player who is over age for the division on which the team is registered.
 - d) For committing, while on probation, the same or similar violations.
 5. Protests of rules violations during divisional or tournament games must be filed with the PAD Committee for investigation.
 6. All protests related to games must comply with the following rules as specified by the DSC affiliate organizations:
 - a) The coach of the opposing team must be notified by the protester before leaving the field of play. If a referee's ruling is being protested, the referee must be so notified at the end of the game.
 - b) Referee decisions that are purely judgment calls shall not be protested.
 - c) All protests must be telephoned within forty-eight (48) hours to the PAD Committee and written notification emailed within the same time period.
 - d) A fee of \$100 must accompany any protest to the PAD Committee. This will be returned if the protest is upheld by the Committee or if the decision is overturned by a higher authority.
 - e) The PAD Committee shall schedule biweekly meetings (phone or in person) during the playing season.
 - f) The PAD Committee shall hear or consider every matter submitted at the next scheduled meeting.
 7. Official complaints of rules and regulations violations as well as code of conduct violations by coaches, referees or players during the season must be filed in writing with the PAD Committee for investigation and review.
 8. Once a filing has been received the issue will be reviewed and validated by the PAD committee within 48 hours. The Chair of the PAD Committee shall then schedule a Disciplinary Hearing within 48 hours of the validation of the filing and notify all principal parties involved.
 9. Disciplinary Hearings shall be utilized as an opportunity to discuss complaints regarding claims of rule or code misconducts as reported to the PAD Committee. In all hearings, parties accused of a violation shall be provided:

- a) notice of the specific charges or alleged violations in writing and possible consequences if the charges are found to be true;
 - b) reasonable time between receipt of the notice of charges and the hearing within which to prepare a defense;
 - c) the right to have the hearing conducted at a time and place so as to make it practicable for the person charged to attend;
 - d) a hearing before a disinterested and impartial body of fact finders;
- In appeal hearings, parties accused of a violation shall additionally be provided:
- e) the right to be assisted in the presentation of one's case at the hearing;
 - f) the right to call present oral and written evidence and argument;
 - g) the right to question witnesses that appear at the hearing.
 - h) a written decision, with reasons for the decision, based solely on the evidence of record, issued in a timely fashion.
10. During the Disciplinary Hearing each party will have the opportunity to present an opening statement concerning their case. The hearing panel will ask questions of the parties. Each party will be allowed to ask question of the other party through the Chair if necessary. Each party will also be allowed the opportunity to present a closing statement concerning their case. The parties will then be excused, and the Hearing Panel will deliberate in private.
 11. The Hearing panel, will provide each party the preliminary findings and decision of the panel within 48 hours of the Disciplinary Hearing and a comprehensive decision within 7days. The correspondence letter will outline the findings, the basis for the complaint, and an outline of the penalty if applicable as well as specific information regarding the appeals process and contact information for further questions.
 12. The initiation of an appeal is filed by those parties involved in the original action. An official appeal statement should be made in writing to the DSC President and the Chair of the PAD Committee describing the basis for the appeal including the specific rule or policy that allegedly has been violated or misapplied. All supporting documentation must be included. A filing fee deposit of \$100 shall be included. The fee shall be retained by DSC if the appeal is denied unless the decision is overruled by a higher authority.
 13. The DSC President shall schedule the Appeal Hearing within 72 hours of the receipt of an appeal filing. The same format as the Disciplinary Hearing shall be followed in the case of an appeal, however in the appeals case the DSC Executive Board will act as the Hearing Panel. The Hearing Panel may make an overruling decision to the original Disciplinary Hearing should it be necessary. The PAD Committee shall also present its findings at the Hearing.
 14. The DSC President will notify each involved party the preliminary findings and decision of the panel within 48 hours of the Appeal Hearing and a comprehensive decision within 7 days. The correspondence letter will outline the findings, the basis for the complaint, and an outline of the penalty if applicable as well as specific information regarding the appeals process and contact information for further questions

AMENDMENTS

This Charter, 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 Meeting.

Updated at Annual General Meeting.

Board of Directors Bylaws

BOARD OF DIRECTORS POSITIONS

PRESIDENT – The President shall conduct all meetings of the DSC 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 as assigned 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 and meeting notes), handle all correspondence, give notice of meetings and maintain these records on file for the DSC. The meeting notes shall also be placed on the DSC's web site.

TREASURER - The Treasurer shall maintain an updated monthly record of the DSC's finances. This record, along with the most current bank statement, shall be made available at the monthly meetings for review by any board member. All cash transactions will require a receipt to be issued.

All accounts shall be paid by check or debit card from the DSC's account. The checks shall bear two (2) signatures; that of the Treasurer, and additionally one of the following people: President, 1st Vice President or Secretary. No two persons related by blood or marriage shall be allowed to co-sign the same check.

The Treasurer shall be responsible for ensuring that all of the required financial documentation for the DSC (Federal and State tax filings, etc.) is completed as required by law.

REGISTRAR - The Registrar shall be responsible for ensuring 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 COORDINATOR - The Coordinator shall work with the City of Dixon to secure and reserve the use of soccer fields for practices, games and tournaments, used from July through November. The Coordinator also monitors the equipment and orders equipment approved by the Board of Directors based on the needs of DSC.

HEAD COACH COORDINATOR - The Head Coach shall coordinate all Training, Certifications and Development of DSC coaches. The Head Coach shall also be responsible for communication of all pertinent information of the DSC Board of Directors with all Coaches. One of the primary roles of the Head Coach is to Coordinate the DSC Seeding Tournament with the DSC Board of Directors and with the coaches of DSC teams and participate in the placement of DSC teams within the SYSL Division Brackets, post a DSC Seeding Tournament debrief and information session with DSC coaches. Should the Head Coach not be able to participate in the SYSL placement the Board President shall appoint a designee to serve in place of Head Coach.

HEAD REFEREE COORDINATOR - The Head Referee shall recruit, train and provide development opportunities to all DSC referees. Establish a plan to meet the referee needs for the current season. Assign referees or select a referee assigner in collaboration with the Board, as needed for all games played in the City of Dixon. The Head Referee shall monitor and evaluate the abilities of each referees. The Head Referee shall coordinate at minimum one referee certification training to be held by DSC prior to the beginning of the season.

SNACK BAR COORDINATOR -Track a record of all sales of the snack bar. Track all income and expenses for the snack bar. All such records shall be reported at the monthly meetings. Organize all purchases of snacks and refreshments for the snack bar if a snack bar is to be utilized for the season. Track a record of all sales of the snack bar.

PUBLIC RELATIONS COORDINATOR - 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 or web site. Serve as the contact person for fundraising activities.

U6/U8 COORDINATOR - The U6/U8 Coordinator shall work closely with the Registrar on the formation of the U6/U8 teams as needed. The U6/U8 Coordinator shall coordinate and hold informational meetings for the U6/U8 age level coaches as soon as possible after the formation of the teams and as often as necessary to help facilitate the development of the coaches and teams. The coordinator shall be responsible for the managing and ordering of the U6/U8 team uniforms and trophies. The coordinator shall arrange the scheduling of the U6/U8 games and coordinate with the Executive Board as needed regarding the U6/U8 program.

BOARD OF DIRECTORS DUTIES

1. The governance of the DSC 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 Coordinator, Registrar, Head Coach Coordinator, Head Referee Coordinator, Public Relations Coordinator, Snack Bar Coordinator and U6/U8 Coordinator. 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. No more than two persons related by blood and/or marriage shall serve at one time, on the Board of Directors for the DSC. No board member shall be on the board of, or affiliated with, another soccer organization, league, club or program which conflicts with the goals and purpose of the DSC.
2. Duties of the officers are set forth in the Bylaws and CYSA operational guides of affiliated leagues with other duties as required. A member or Officer of the Board of Directors may be removed from their position for failure to satisfactorily comply with the duties and/or requirements of the position.
3. All matters concerning the operation of the DSC shall be decided by a vote of the Board of Directors, and no motion shall be carried without a quorum at any meeting.
4. Nominees for the positions of Board of Directors for the upcoming season will be nominated at the November regular board meeting. Positions filled by nomination and vote in November will be seated immediately after the Annual General Meeting. If more than one person is nominated for a position at the November regular meeting, the winner will be decided by an election at the Annual General Meeting.
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. 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 for more than three Board Meetings in a season, the Board of Directors shall have the right to address the absenteeism by following the procedures in the Disciplinary Action Policy.
7. Only Board of Directors will be authorized to vote during Monthly, General and Special meetings.
8. Matters in which a potential conflict of interest may present itself, the member(s) affected on the DSC Board of Directors, shall recuse themselves from voting on such matters.

9. A stipend will be given to the Registrar for registering the players with the DSC. 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 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.
10. The Board of Directors shall have the right and authority to suspend, bar completely or otherwise discipline any player, parent, coach, manager, team assistant, league official, referee, or any individual from the DSC by following the procedures in the Disciplinary Actions policy.
11. The President shall appoint the chairpersons of the committees at the beginning of his/her term of office.

COMMITTEES

PROTEST AND DISCIPLINARY (PAD) COMMITTEE - The PAD shall be set every year by the 1st Vice President. The committee shall consist of at least 3 members of the DSC Board including the 1st Vice President. The committee will follow the procedures in the Disciplinary Action Policy to resolve issues that occur within the DSC that may or may not be applicable to the SYSL PAD review and other DSC issues as needed.

RULES AND REVISIONS COMMITTEE - This committee will consist of at least 3 members of the DSC Board including the 2nd Vice President. The committee will review and prepare changes to the DSC Charter and Bylaws as needed. This committee will propose changes to be adopted by the Board of Directors at the AGM.

SCHOLARSHIP COMMITTEE - The Scholarship Committee will consist of at least 3 members of the DSC Board including the Board Secretary. Members of this committee will coordinate with Dixon High School representative(s) all necessary actions to award an annual scholarship(s) on behalf of Dixon Soccer Club. This will include review of all scholarship applications and final presentation of award at the Dixon High School Senior Awards Night.

OPENING DAY COMMITTEE - The Opening Day Committee will consist of at least 3 members of the DSC Board including the Public Relations Coordinator. This committee will coordinate all opening day festivities and coordinate with necessary vendors and entertainment representatives.

Exhibit A

Livescan, Fingerprinting and Confidentiality Statement

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 Section 5164 and Penal Code Section 11105.3. Under these regulations 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 coaches”.

BACKGROUND INFORMATION BEING RELEASED

Penal Code Section 11105 and 1330 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 fingerprints 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

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

CHECKING STATUS OF FINGERPRINT SUBMISSION

Allow a minimum of seven days before a status inquiry. After this period contact the Department of Justice's 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 prompted for the necessary information to complete this process.

CUSTODIAN OF RECORDS

The Custodian of Records (Custodian) is the approved and designated person to receive this information. Custodian must go through the approval process 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 Custodian the necessary documents to get fingerprinted to proceed with the background checks. Once approved, Custodian must carry a one million dollar professional liability policy and Errors and Omissions Policy.

AUTHORIZED ACCESS OF INFORMATION

Criminal Offender Record Information (CORI) shall only be accessible by the Custodian. Staff/Volunteer with access to CORI shall 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 background checked 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 Constitution, 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.

PRIVACY OF INFORMATION

State summary criminal background information is officially known as 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 check produces a response that no criminal record exists. This information is confidential.

NO LONGER INTERESTED FORM

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 vendor.

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 an as needed basis and/or yearly by the Department of Justice. All this information shall be under lock and key and only accessible by the Custodian.

NOTIFICATION

At the completion of the background check, an applicant that does not pass the background check will receive a letter in the mail indicating the reason. The Custodian will also receive a notice indicating that this individual did not pass the background check. The Custodian will make contact with the applicant in regards to the finding.

AGENCIES REQUIRED TO OBTAIN BACKGROUND INFORMATION

Education Code Section 10911.5 and Public Resource Code 5164 clearly requires 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 employee and volunteers other than those covered under Education Code Section 10911.5, Public Resource Code 5164 and Penal Code 11105.3. Included are 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 volunteers; or independent contractors and their employees.

**EMPLOYEE/VOLUNTEER STATEMENT FORM USE OF
CLETS CRIMINAL JUSTICE INFORMATION
AND DEPARTMENT OF MOTOR VEHICLES RECORD INFORMATION**

As an employee/volunteer of the **DIXON SOCCER CLUB**, you may have access to confidential criminal records, Department of Motor Vehicle records, or other criminal justice information, much of which is controlled by statute. All access to California Law Enforcement Telecommunications System (CLETS) related information is based on the "need to know" and the "right to know". Misuse of such information may adversely affect an individual's civil rights, and violates the law and/or CLETS policy.

Penal Code Section 502 prescribes the penalties relating to computer crimes. Penal Code Sections 11105 and 13300 identify who has access to criminal history information and under what circumstances it may be released. Penal Code Sections 11141-11143 and 13302-13304 prescribe penalties for misuse of criminal history information. Government Code Section 6200 prescribes the felony penalties for misuse of public record and CLETS information. California Vehicle Code Section 1808.45 prescribes the penalties relating to misuse of Department of Motor Vehicle record information. Penal Code Sections 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 employee/volunteer who is responsible for CLETS misuse is subject to immediate dismissal from employment. Violations of the law may result in criminal and/or civil action.

I HAVE READ THE ABOVE AND UNDERSTAND THE POLICY REGARDING MISUSE OF ALL CLETS ACCESSIBLE INFORMATION.

Signature: _____

Print name: _____

Date: _____

**This form must be completed annually

Exhibit B

Invoice Expense Reimbursement Form

1. All purchases must be approved by the board prior to the purchase.
2. An Expense Reimbursement Form must be created for every reimbursement check written.

Name: _____ Signature: _____

Date purchase was approved: _____ Amount: _____

Description of service provided: _____

Attach ALL receipts:



To Be Completed By DSC Treasurer:

Date: _____ Amount Paid: _____ Check : _____

**Exhibit C
Refund Request Form**

Name: _____ Signature: _____

Date Refund is being requested: _____ Amount: _____

Description of reason refund is being requested: _____



To Be Completed By DSC Treasurer:

Date: _____ Amount Paid: _____ Check : _____