



# Oklahoma Energy FC

Policy and Procedure Manual

2023

## TABLE OF CONTENTS

<b>SECTION I - ORGANIZATION</b> .....	<b>1</b>
PURPOSE OF POLICIES AND PROCEDURES MANUAL	
OVERVIEW	
MISSION STATEMENT	
VISION STATEMENT	
CORE VALUES	
<b>ADMINISTRATION</b> .....	<b>2</b>
EXECUTIVE BOARD OF DIRECTORS	
OPERATIONAL COMMITTEE	
ADMINISTRATOR/REGISTRAR	
DIRECTOR(S) OF COACHING	
TECHNICAL DIRECTOR	
VOLUNTEERS	
ORGANIZATIONAL STRUCTURE CHART	
<b>SECTION II - PROGRAMMING</b> .....	<b>4</b>
OVERVIEW	
COMPETITIVE PROGRAM (AGES U11 – U19)	
GOALKEEPER PROGRAM (AGES U9-U19)	
TRAINING CAMP PROGRAM	
<b>SECTION III - REGISTRATION</b> .....	<b>5</b>
OVERVIEW	
PLAYER REGISTRATION FEE	
PLAYER REGISTRATION	
PROOF OF AGE	
PLAYER IDENTIFICATION PHOTO	
MEDICAL RELEASE POLICY	
NON-PLAYER REGISTRATION	
MISCELLANEOUS FORMS	
TERM OF REGISTRATION	
FALSIFICATION	
PRIVACY POLICY	
SALE OF PERSONAL INFORMATION POLICY	
RELEASE OF PERSONAL INFORMATION POLICY	
LEAGUE, STATE, AND NATIONAL ASSOCIATION REQUIREMENTS	
CONDITIONS OF REGISTRATION	
<b>SECTION IV - OPERATIONAL AND ADMINISTRATIVE</b> .....	<b>8</b>
OVERVIEW	
RIGHT TO REFUSE PARTICIPATION POLICY	
NON-DISCRIMINATION POLICY	
TOBACCO, ALCOHOL, DRUGS AND OTHER CHEMICAL SUBSTANCES POLICY	
CLUB COMMUNICATIONS POLICY	
<i>Communication Flow Chart</i>	
<b>SOCIAL MEDIA POLICY</b> .....	<b>9</b>
<i>Website</i>	
<i>Media Release Policy</i>	
<i>Social Media and Electronic Communication Guidelines</i>	

<i>Social Media and Electronic Communication Policy</i>	
GENERAL FUNDRAISING POLICY .....	12
CLUB LOGO, APPAREL AND MERCHANDISING POLICY	
CLUB FUNDRAISING POLICY	
TEAM FUNDRAISING POLICY	
PROMOTIONS, SOLICITATIONS AND DISTRIBUTIONS OF MATERIALS POLICY	
CONFLICT RESOLUTION POLICY .....	13
DISCIPLINARY AND MISCONDUCT PROCEDURE POLICY	
<i>Verbal Warning</i>	
<i>Counseling I</i>	
<i>Counseling II</i>	
<i>Written Notice</i>	
<i>Final Notice</i>	
<i>Appeals</i>	
<i>Additional Penalties for Competitive Program Coaches</i>	
<i>Red Cards</i>	
<i>Immediate Removal or Disbarment by Board of Directors</i>	
<i>Removal Pending Investigation</i>	
<i>Immediate Escalation of Events</i>	
INJURY POLICY .....	16
TEMPORARY INJURY RELEASE POLICY	
CONCUSSION POLICY	
MANDATORY CONCUSSION TRAINING COURSE	
RISK MANAGEMENT POLICY .....	17
<i>Criminal Background Screening Policy</i>	
<i>U.S. Center for SafeSport Training and Certification</i>	
<i>Prohibited Conduct</i>	
<i>Mandatory Reporting of Child Abuse</i>	
<i>Mandatory Reporting of Prohibited Conduct other than Child Abuse</i>	
<i>Intentionally Filing False Allegations</i>	
<i>Disciplinary Action for Non-Criminal Prohibited Conduct</i>	
<i>Disciplinary Action for Prohibited Conduct Criminal in Nature</i>	
<i>Additional Disciplinary Action for Bullying, Hazing or Harassing Behavior</i>	
<i>Prohibited Misconduct Prevention Policy</i>	
SECTION V - FACILITY AND EQUIPMENT .....	25
SEVERE WEATHER POLICY	
Inclement Weather Policy	
<i>Training Sessions</i>	
Inclement Weather Policy	
Hot Weather Policy	
Cold Weather Policy	
LIGHTNING POLICY	
FACILITY COMMUNICATIONS POLICY	
INSPECTION OF GOALS AND PLAYING FIELD	
FACILITY AND FIELD ASSIGNMENT POLICY	
SECTION VIII - PROGRAM .....	30
TEAM POLICIES	
TEAM OFFICIALS	

<b>ROSTERING POLICIES</b>	
<b>PLAYER POLICIES</b>	
<b>FINANCIAL POLICIES</b>	
<b>COACH AND COACHING POLICIES</b>	
<b>SECTION IX - MISCELLANEOUS SCHEDULES</b> .....	<b>47</b>
<b>ORGANIZATIONAL STRUCTURE CHART</b>	
<b>PROGRAMMING FEE SCHEDULE</b>	
<b>FUNDRAISING EVENT FORM &amp; TRADEMARK POLICY</b>	
<b>CODE OF CONDUCTS</b>	

## **SECTION I - ORGANIZATION**

### **PURPOSE OF POLICIES AND PROCEDURES MANUAL**

The Policy and Procedure Manual of Oklahoma Energy FC is a working document intended to reflect, and assist in facilitating the execution of, the mission, vision, and core values of the Organization. The manual is intended to be updated regularly to reflect the changing conditions of the operations of Oklahoma Energy FC. The purpose of the Policy and Procedure Manual of Oklahoma Energy FC is to support the bylaws of the organization, serve as a resource for every OEFC staff, coach, volunteer, and parent or guardian of a player actively engaged in the organization and provide operational guidance to the Club.

OEFC reserves the right to modify or delete policies herein with or without cause and with or without notice.

Nothing in this Policies and Procedures Manual creates a contract of employment, joint venture, partnership; your relationship with OEFC is at will, meaning it can be terminated by you or by OEFC for any reason.

Player parents and guardians are responsible for communicating the policies herein to the player.

### **OVERVIEW**

Oklahoma Energy FC is a community-oriented Non-Profit 501(c)(3) providing competitive soccer, as well as a variety of in-season and off-season player training programs focused on team and individual player development. Oklahoma Energy FC originated from the merging of the Competitive Programs for Edmond Soccer Club and North Oklahoma Energy Football Club with the goal of providing an elevated level of soccer within the State and Nation. Oklahoma Energy FC is actively engaged in providing services designed and implemented by licensed and certified professionals to ensure the highest level of development for players of all ages and abilities. It is the objective of the club to fulfill all aspects of its mission and vision statements, while remaining true to its core values. More information about the organization may be found at [www.okenergyfc.org](http://www.okenergyfc.org).

### **MISSION STATEMENT**

Oklahoma Energy FC is a club created to be a community asset. We are committed to being pillars in our community and to support the growth of soccer and the culture that comes with it. We are dedicated to creating an opportunity for all to have access to the game and to use it specifically as a tool for developing character, integrity, opportunities, and personal growth for youth players, student athletes, and future leaders inside the game and out. We serve our community by giving back, constantly elevating a standard of excellence, and operating under the premise that soccer is a game for everyone.

### **VISION STATEMENT**

Oklahoma Energy FC is committed to providing the community with a model of quality programs, facilities, staff, education, leadership, and management, which creates aspiration, inspiration, and opportunities through the sport of soccer.

## **CORE VALUES**

### ***Aspiration***

To create an environment where player, coach, and club recognize that regardless of their current accomplishments, the bar can always be raised and to continually strive to reach for that higher bar.

### ***Community***

To be a champion for our community through active participation in community partnerships and activities.

### ***Integrity***

To be a community of soccer leaders who take responsibility for our actions. We demonstrate our integrity when we work through disagreements with honesty and respect for others, when we honor our commitments and when we accept responsibility for our actions.

### ***Servant Leadership***

To utilize a model of leadership which empowers and enables players, coaches, and administrators.

### ***Embrace the Process***

To facilitate a development process that focuses on character development and emphasizes sportsmanship, teamwork, work ethic, responsibility, and resilience.

### ***Unity***

To strive to bring people together from diverse backgrounds, communities, and cultures for the good of the game for together all things are possible.

### ***Opportunity***

To create access to the sport for all young soccer players who wish to participate, allowing them to reach their maximum potential by an emphasis on identification, education, and competition.

## **ADMINISTRATION**

### ***Executive Board of Directors***

The Executive Board of Directors shall be responsible for having the authority of managing the affairs, finances, and property of the organization directly and/or by delegation. Specific responsibilities include approval of the Annual Budget and Player Fees, approval of the OEFC Leadership, Staff, and Coaching assignments, as well as Committee assignments and oversight.

Members of the Executive Board of Directors are intended to be made up of one (1) member representative from each Edmond Soccer Club and North Oklahoma City FC unless that party chooses not to nominate a representative member, in which that party's spot will be filled by an At Large member.

As our membership is diverse in gender and ethnicity, every effort should be made to be representative of this diversity in our Board assignments. It is the intention of the Board to have representation from all communities and genders and the Board will make every effort to cultivate and retain diverse leadership.

To best balance conflicts of interest and consistent visibility into the pulse of the Club, only ESC and NOKC represented members of the Board of Directors should have a direct relative as a player or coach within the Club during their assignment to the Board.

### ***Operational Committee***

The Oklahoma Energy FC Operational Committee shall be responsible for providing expertise, unique insight, advice, and strategic guidance on a broad range of matters intended to assist in the management, growth, and operation of Oklahoma Energy FC, including, without limitation those matters related to marketing, fundraising, policy, accounting, event management, human resources, and other general business matters the organization may encounter through the course of conducting business.

Members of the Operational Committee are to be assigned by the Board of Directors and led by the President of the Board of Directors as Committee Chairman and who is the only required participant from the Board of Directors within the Operational Committee.

The Operational Committee shall be made up of at most two (2) representatives from Edmond Soccer Club, at most two (2) representatives from North Oklahoma FC, and the Oklahoma Energy FC Technical and Administrative Staff (Administrator/Registrar, Director(s) of Coaching, Technical Director). Additional representatives may be assigned to the committee by the Board of Directors.

As our membership is diverse in gender and ethnicity, every effort should be made to be representative of this diversity in our committee assignments. It is the intention of the Board to have representation from all communities and genders and the Board will make every effort to cultivate and retain diverse leadership.

### ***Administrator/Registrar of the Organization***

At the direction of the Board of Directors, the Administrator/Registrar of the Organization shall oversee the day-to-day operations of the organization and work with the Operational Committee to develop, maintain and implement the strategic and operational plans necessary to accomplish the long-term missions and objectives of the organization.

### ***Director(s) of Coaching***

The Director(s) of Coaching shall be responsible for creating a culture encouraging growth and development of players and coaches. It shall be the duty of the Director of Coaching to establish a strategic plan for the recruitment, assignment, and development of coaching staff.

### ***Technical Director***

The Technical Director shall be responsible for creating a culture encouraging the growth and development of players and coaches. It shall be the duty of the Technical Director to establish and implement a methodology of training and strategic technical direction for the Club with input from the Director(s) of Coaching.

### ***Volunteers***

Oklahoma Energy FC is a non-profit volunteer-based organization. As such, all members may be

requested to help support club activities and initiatives in roles, such as Team Official, Committee Volunteer, and Event Volunteers. These volunteer opportunities are available year-round. Oklahoma Energy FC requires all volunteers with direct contact with players or team funds to complete a background check annually. This includes all volunteer coaches, team officials, and board members.

#### **ORGANIZATIONAL STRUCTURE CHART**

See Schedule "A" for the *Organizational Structure Chart*.

### **SECTION II - PROGRAMMING**

#### **OVERVIEW**

Oklahoma Energy FC is actively engaged in providing programs designed to ensure the highest level of development for players of all ages and abilities. In addition to the programs and services related to them, the club also provides tournaments and showcase events, skill clinics, training camps, and various other in-season and off-season programs.

#### **COMPETITIVE PROGRAM (AGES U11 – U19)**

Oklahoma Energy FC's Competitive Program shall be offered for players who desire a highly competitive level of play, with a focus on advanced long-term development of players ages U11 through U19 and an emphasis on creating opportunities for players to play first in high school, and then collegiately and/or professionally after leaving the club. This program is designed for the player with the higher level of commitment to their soccer development and requires a greater commitment of time and financial resources than the Recreational Programs offered by Edmond Soccer Club and North Oklahoma City Football Club. Teams shall be coached by experienced and highly licensed staff coaches working with the Coaching Leadership.

#### **GOALKEEPING PROGRAM (AGES U11-U19)**

The Goalkeeping Program shall be offered to Program players ages U11 through U19. The program shall be focused on developing the technical, tactical, mental, and physical attributes necessary for each player to reach their maximum potential as a goalkeeper. This program shall be designed and implemented by the Director of Goalkeeping, a licensed and experienced coach. The in-season cost of this program shall be included in the fees for Program participants.

#### **TRAINING CAMPS**

Training Camps are designed for players ages U10 through U19 who wish to further develop an existing skillset through age-appropriate training. Training Camps shall be staffed by licensed coaches working within a curriculum provided by the Technical Leadership. The cost of in-season camps may be additional to Program fees. The Training Camp may be used to identify and recruit advanced Competitive Program participants into Oklahoma Energy FC's Elite Teams.



### **SECTION III - REGISTRATION**

#### **REGISTRATION POLICY**

##### **Overview**

For individuals choosing to participate in the programs offered by Oklahoma Energy FC, there is an annual registration process managed by the Registrar/Administrator of the club. Teams are formed by age group, U11 through U19, according to the year in which the player was born. Players and Teams ages U10 may participate in the OEFC Programs with specific permission from Edmond Soccer Club and/or North Oklahoma City Soccer Club, as well as the governing association managing the competitions the teams play in.

##### **Player Registration Fee**

As part of the annual registration process, the club shall charge a one-time per season, non-refundable, Registration Fee in an amount specified by the club based on the program for which the player is to be registered, as referenced in the Financial Section of this Policy.

##### **Player Registration Form**

A link to register online, together with information about each program provided by the club, shall be included on the website of the club.

##### **Proof of Age**

Oklahoma Energy FC is responsible for verifying the age specified on the registration of each participant. Proof of age documentation shall consist of a copy, scan, or image of an original and/or certified copy of documentation of the date of birth of the participant in a form as required by the governing association the Club operates under, usually a government issued birth certificate, passport or a certificate of naturalization, or alien registration card.

##### **Player Identification Photo**

Players participating in the Program provided by Oklahoma Energy FC shall be required to submit a photo for player identification card purposes. Photos of players should be current, clear, and recognizable pictures of a players face from the shoulders up. Player photos may be used for social media and digital media use within the terms of the Media Release Policy.

##### **Medical Release Policy**

By participating in the programs offered by Oklahoma Energy FC, participants, as well as their parents, agree to the following statement:

*In considerations for allowing my child to participate in the programs of Oklahoma Energy FC, I agree not to sue and forever release, waive and discharge Oklahoma Energy FC and their respective employees, affiliates, agents, partners, owners, members, subsidiaries, representatives, officers, attorneys, participants, and players (collectively, the "Releasees") from any and all liability to myself, my child and the personal representatives, assigns, heirs, children, dependents, spouse and relatives of my child for any and all claims, causes of action, judgments, liens, costs, losses, demands or damages that are caused by or result from any injury, including death, to my child's person or property, regardless of the cause of such injury. I assume all risks associated with the participation of my child in the programs of Oklahoma Energy FC.*

*I certify that my child is in good physical and mental condition. I understand the inherent*

*risks associated with participation in the programs of Oklahoma Energy FC, and I also understand the inherent risks of participating in the sport of soccer at this level on grass, turf and artificial surfaces. I recognize the possibility of physical injury associated with the sport of soccer, and hereby discharge and otherwise indemnify Oklahoma Energy FC, its affiliates and sponsors, its employees and associated personnel, as well as the owners of the fields and/or facilities utilized for the programs of Oklahoma Energy FC, against any claim by or on behalf of the registrant as a result of the participation of the registrant in the programs of Oklahoma Energy FC.*

*As the parent or legal guardian of the registrant in the programs of Oklahoma Energy FC, I authorize Oklahoma Energy FC staff to seek medical treatment for the registrant as they deem necessary at local medical facilities. I understand this authorization is given in advance of any specific diagnosis, treatment or hospital care, and it is given to provide Oklahoma Energy FC staff the authority to seek medical treatment as deemed necessary to the aforementioned registrant. I accept responsibility for payment of all services rendered. I understand that whenever possible, Oklahoma Energy FC shall make a concerted effort to contact me or other named persons so designated at registration, prior to seeking treatment; however, if this cannot be accomplished, I understand that Oklahoma Energy FC staff will notify me, or other named persons so designated at registration, as soon as possible of any and all diagnoses and treatments. I also hereby give consent for emergency medical care prescribed by a duly licensed Doctor of Medicine. This care may be given under whatever conditions are necessary to preserve the life, limb, or well-being of the registrant.*

***Non-Playing Participant Registration.***

Any coach, trainer, manager, administrator, official, or other non-playing participant of the programs of Oklahoma Energy FC, as identified by the club, shall be required to register with the appropriate league, state, national association, federation, or organization.

***Miscellaneous Forms***

As part of the registration process, participants may be required to provide additional items beyond those detailed herein, including without limitation, a waiver of liability, consent for medical treatment or code of conduct agreement.

***Term of Registration***

For the purposes of this policy, the term of registration for participants of the programs provided by the club shall span from August 1st to July 31<sup>st</sup>

***Falsification***

The falsification of any records, documents, or other items required for registration purposes shall result in the immediate disqualification of the participant in question.

***Privacy Policy***

Oklahoma Energy FC may be required, from time to time, to gather personal and financial information of the players and parents of players as a matter of conducting business operations. The club understands it is necessary to prevent the unauthorized disclosure of such sensitive information. For this reason, the club shall (i) secure any financial information provided from unauthorized access, (ii) ensure the security, both physically and electronically, of any records

maintained by the club and (iii) properly dispose of any such sensitive information by way of shredding either internally or through contract with an outside vendor.

***Sale of Personal Information Policy***

The sale of personal information acquired by Oklahoma Energy FC through the registration process, including without limitation email addresses, mailing addresses and phone numbers, is strictly prohibited by this policy; however, the club cannot prevent, and shall not be held responsible for, the proprietors of the registration platform or the organizations to which the club is responsible for providing such information from selling the same.

***Release of Personal Information Policy***

It is the policy of Oklahoma Energy FC to not release player private information regarding the participation of any individual in programs. If necessary, such information shall only be released to the individual or individuals listed on the registration form of the participant.

***League, State, and National Association Requirements***

In addition to the terms set forth herein, participants in the programs provided by Oklahoma Energy FC are subject to any applicable registration requirements or guidelines set forth by any league, state, or national association, federation or organization in which Oklahoma Energy FC is a member or participant.

***Conditions of Registration***

By registering to participate in the programs offered by Oklahoma Energy FC, participants, as well as their respective parents and spectators, agree to abide by, and be subject to, the code of conduct, mission, vision, values, policies, procedures, rules, regulations and bylaws of Oklahoma Energy FC. Additionally, upon Oklahoma Energy FC, and its members, joining or becoming affiliated with any league, state or national association, federation or organization, as required, all members shall abide by and be subject to the constitution, statutes, regulations, directives, bylaws, policies, procedures, rules and regulations of said association, federation or organization, as applicable.

## **SECTION IV - OPERATIONAL AND ADMINISTRATIVE**

### **OVERVIEW**

The following policies have been established to ensure the participants in the programs provided by Oklahoma Energy FC, parents and spectators of those participants, coaches, volunteers, and staff understand their roles and responsibilities at the club.

#### **RIGHT TO REFUSE PARTICIPATION POLICY**

Oklahoma Energy FC reserves the right to refuse participation in the programs it provides for any reason, except for reasons related to race, color, religion, creed, national origin or ancestry, sex (including gender, sexual orientation, gender identity/expression, and pregnancy), age, physical or mental disability, veteran status, genetic information, citizenship, or any other characteristic protected under applicable federal, state, or local law.

#### **NON-DISCRIMINATION POLICY**

Oklahoma Energy FC does not discriminate against its players, coaches, parents, referees, or any other person on the basis of race, color, religion, creed, national origin or ancestry, sex (including gender, sexual orientation, gender identity/expression, and pregnancy), age, physical or mental disability, veteran status, genetic information, citizenship, or any other characteristic protected under applicable federal, state, or local law.

#### **TOBACCO, ALCOHOL, DRUGS AND OTHER CHEMICAL SUBSTANCES POLICY**

Oklahoma Energy FC has a zero-tolerance policy regarding the use of tobacco, drugs, and other chemical substances at any Oklahoma Energy FC training session, game, tournament, or event. Additionally, Oklahoma Energy FC has a zero-tolerance policy regarding the use of alcohol at any Oklahoma Energy FC training session, game, tournament, or event involving youth participants under twenty-one (21) years of age. Coaches, players, parents, spectators, and staff are expected to refrain from use of tobacco, alcohol, drugs, and other chemical substances as outlined in this policy. Violation of this policy may result in immediate disbarment. For purposes of this policy, the use of tobacco includes lighting, smoking, or carrying a lighted cigarette, cigar, or pipe, and the use of any electronic smoking device. This list is illustrative only and not exhaustive.

#### **CLUB COMMUNICATIONS POLICY**

Unless otherwise specified herein, players shall communicate directly with their coach regarding any questions, ideas, concerns, complaints or requests they may have. Parents of players shall communicate any questions, ideas, concerns, complaints, or requests involving the team as a whole directly to the Team Manager; however, any concerns regarding player safety shall be communicated directly to the coach. Additionally, parents of players with questions, concerns, complaints, or requests regarding their player shall communicate directly to the coach, pursuant to the *Parent to Coach Communication Policy*. If a player or parent has communicated a question, idea, concern, complaint, or request through the appropriate channels and received no answer or feedback in a timely manner, then an alternate chain of communication may be used; however, it is critical that coaches and Team Managers are given the opportunity to respond to reduce the demand upon the Director of Coaching, Administrator, Operational Committee, and Executive Board of Directors.

### **Communication Flow Chart**

*Player Safety: Coach >>> Technical Leadership >>>Operational Committee>>>Executive Board*  
*Club Code of Conduct: Coach>>> Technical Leadership >>>Operational Committee>>>Executive Board*  
*Player Development: Coach >>> Technical Leadership*  
*Fundraising: Team Manager >>> Administrator >>> Operational Committee >>> Executive Board*  
*Team Accounting: Team Treasurer >>> Coach>>>Club Treasurer >>> Operational Committee >>> Executive Board*  
*Administrative: Team Manager >>> Administrator >>> Operational Committee >>> Executive Board*

### **SOCIAL MEDIA POLICY**

#### **Website**

The Oklahoma Energy FC website is the primary tool for advertising and disseminating information covering the programs offered by the club, as well as information about the staff, structure, philosophy, and upcoming events of the club. Oklahoma Energy FC believes it is important to acknowledge and promote both on-field and off-field accomplishments of participants and teams registered in its programs, as well as the fundraising efforts of the teams competing as part of Oklahoma Energy FC. To this end, from time to time, the club may post photos and information concerning the on-field or off-field accomplishment of a participant or team and may provide channels for a team or group wishing to post an announcement regarding its fundraising efforts or recognizing an achievement. Any content posted to the Oklahoma Energy FC website must be consistent with the Mission, Vision, Core Values, Policies and Procedures of the club.

#### **Media Release Policy**

Oklahoma Energy FC, its agents, licensees and designees, including their successor and assigns, reserves the right to use any photograph, video, voice recording or other similar media, in any media format, as well as any likeness of players, parents, coaches, and referees participating in programs provided by Oklahoma Energy FC without compensation, provided (i) the media is taken during an activity, event or competition sponsored by Oklahoma Energy FC or in which Oklahoma Energy FC is a participant or as otherwise allowed by law, and (ii) the media is used for one or more of the following: media coverage of soccer and soccer related activities, the Oklahoma Energy FC website or social media content, promotional materials, publications, video presentations or for similar purposes related to the activities of Oklahoma Energy FC or the organizations in which it is a member. By participating in the programs offered by Oklahoma Energy FC, participants, as well as their respective parents and spectators, agree to the following statement:

*I hereby grant Oklahoma Energy FC, its parent, subsidiary and affiliated companies, agents, licensees and designees, including their successor and assigns, the absolute, royalty-free, irrevocable, worldwide, right and permission, with respect to any testimonial or statement (written or oral), including social media postings, as well as photographs, video, voice recordings or other similar media, taken by me or by Oklahoma Energy FC (i) to use, re-use, publish, re-publish, copy, modify, adapt, display, and create derivative works in the same in whole or in part, individually or in conjunction with other photographs, images, voice recordings or testimonials in any medium including, without limitation social media, print, and on the internet, and for any purpose allowed by law, including, without limitation in*

*advertising, marketing, publications, electronic distribution, and the internet and for any other business or commercial purpose, and (ii) to use my likeness, image and/or name therewith if Oklahoma Energy FC so chooses. I understand I am to receive no compensation for the permitted use of any testimonial or statements (written or oral), photographs, video, voice recordings or other similar media, taken of me by Oklahoma Energy FC. Furthermore, I hereby release and discharge Oklahoma Energy FC, its employees, licensees, successors, assigns and any designee (including any agency, client, broadcaster, periodical or other publication) from any and all claims and demands arising out of or in connection with the use of such photographs, video, voice recordings or other similar media, statement or testimonial, including but not limited to any claims for defamation, violation of any artist right, invasion of privacy, right of publicity, emotional distress or any similar right.*

### **Social Media and Electronic Communication Guidelines**

Online, social media and other electronic communication have become an integral part of modern life and an effective means of personal and professional communication. Oklahoma Energy FC will often use Social Media outlets to communicate information about the Club, Player and Team success, and important events to our membership and the soccer community at large. Oklahoma Energy FC adheres strongly to its mission, vision, core values and code of conduct in the online social media community and expects the same commitment from its players, parents, spectators, staff, volunteers, and administrators. These guidelines set forth the expectations of Oklahoma Energy FC with respect to the use of online, social media, and other forms of electronic communication.

#### **Accuracy of Content.**

Prior to transmitting any online, social media or other form of electronic communication, individuals should be diligent in verifying the accuracy of the content in the message.

#### **Avoid Negative Content.**

As a player, parent, spectator, staff member, volunteer, or administrator of Oklahoma Energy FC, it is important that your online, social media and other forms of electronic communication convey positive, optimistic and appropriate messages. Be respectful of all individuals and keep in mind that how you conduct yourself not only reflects on you, but also on the Club. Do not post comments that may be perceived as harassing, threatening, retaliatory or discriminatory towards other players, parents, spectators, staff members, volunteers, administrators, the club or organizations with which the club is affiliated.

#### **Liability.**

Individuals are responsible for the content of any online, social media or other form of electronic communication. Individuals may be held liable for content deemed defamatory, proprietary, libel or obscene. Exercise sound judgment and common sense, as content of any communication may be shared with others and archived or saved, even if it has been deleted by its author.

#### **Compliments and Criticisms.**

Players, parents, spectators, staff, volunteers, and administrators are the most vital asset for monitoring online, social media and other forms of electronic communication. If an individual discovers a positive or negative remark about the club online, consider sharing it through the appropriate chain of communication so the club may benefit from the compliment or criticism.

**Confidential Information.**

Do not post confidential or non-public information, including without limitation personal information about players, parents, spectators, staff, volunteers, and administrators at the club, financial information, growth strategies, financial forecasts, or legal matters.

***Social Media and Electronic Communication Policy***

The improper use of electronic communication can result in misconduct and is strictly prohibited by Oklahoma Energy FC.

**Policy for Players, Parents, and Spectators.**

Oklahoma Energy FC recognizes the right of its players to actively participate in social media; however, players, parents, and spectators shall not (i) disseminate racist, obscene, profane or sexist content of any kind, (ii) use online, social media and other electronic communication to demean, degrade, bully or attack any person or group, (iii) disseminate any content that reflects negatively on themselves, their team or the club, or (iv) disseminate content relating to any act in violation of any federal or state laws, or any Oklahoma Energy FC Policies. Any violation of this policy shall be subject to disciplinary or other appropriate action, including without limitation the mandatory removal of the content in question, deactivation of the account used to disseminate the content in question and temporary suspension or permanent disbarment from all club-related activities.

**Policy for Oklahoma Energy FC Staff and Volunteers.**

Any participant involved in any program provided by the club as a coach, employee, contractor, volunteer, or adult participant shall adhere to this policy. Oklahoma Energy FC staff shall not (i) disseminate racist, obscene, profane, or sexist content of any kind, (ii) use online, social media and other electronic communication to demean, degrade, bully or attack any person or group, (iii) disseminate any content that reflects negatively on themselves, their team or the club or (iv) disseminate content relating to any act in violation of any federal or state laws, or any Oklahoma Energy FC Policies. Any violation of this policy shall be subject to disciplinary or other appropriate action.

Any adult individual authorized, approved or appointed to have regular contact with, or influence over, minors participating in the programs of Oklahoma Energy FC, including without limitation, volunteer coaches, staff coaches, club administrators, team leadership, sports medicine professionals, health care professionals, athletic trainers, referees, referee assignors and any individual traveling as part of a team delegation, as well as members of the Operational Committee, any formed Committees, and Board of Directors shall adhere to this policy. Any online, social media and other electronic communications between any such individual and a player must be professional in nature and for the purpose of communicating information about club-related activities. Communication shall (i) be clear and direct, (ii) be considered a matter of record and available to share with the public or parent of the player (iii) **include another coach or parent**, even if the communication is to one or more players or the entire team, and (iv) be conducted professionally as a representative of the club, including without limitation appropriate choice of words, tone, grammar, and subject matter. Shall any such individual receive an online, social media or other electronic communication, directly from a player without another coach or parent, then any response to the player should include

another coach, team official, or parent. Furthermore, shall any such individual receive an online, social media or other electronic communication, from a player, considered inappropriate, then the communication in question shall be reported to the parent of the player, as well as the Director of Coaching. The Director of Coaching shall inform the Operational Committee. Oklahoma Energy FC strongly encourages limiting electronic communications between any such individuals and players to those hours between 7:00AM and 9:00PM, unless an emergency exists or while traveling for club related competition or other activity. Any violation of this policy shall be subject to disciplinary or other appropriate action.

#### **TEAM SOCIAL MEDIA GUIDELINES**

Each Oklahoma Energy FC team may maintain an account on a social media platform for the purpose of promoting community outreach, team activities, fundraising events, league and tournament competition and individual accomplishments of the team. The Team Social Media Coordinator should refrain from publishing negative comments of any kind, including without limitation comments regarding players, teams, clubs, leagues, tournaments, referees, Oklahoma Energy FC staff or any other controversial or inflammatory subject. Any content produced by the Team Social Media Coordinator shall be honest, accurate, professional, positive, and courteous. Oklahoma Energy FC reserves the right to delete or cause to be deleted any content believed to be contrary to, or in violation of, its rules, regulations, policies, procedures, mission, vision, or core values. Teams are to “tag” or “share” their social media posts with the OEFC club-wide social media accounts to gain greater reach and exposure.

#### **Discontinuation of Electronic Communication.**

The parent of any player may request, in writing, that their player not be contacted through any form of electronic communications. If such a request is made, then immediate compliance without consequence must be granted.

#### **GENERAL FUNDRAISING POLICY**

##### **Club Logo/Naming Rights, Apparel and Merchandizing Policy**

The Oklahoma Energy FC logo, name, and any trade name or variation of the same is considered trademarked intellectual property of and proprietary to Oklahoma Energy FC. Only approved vendors are allowed to produce apparel, merchandise or any similar product bearing the logo or name(s) of Oklahoma Energy FC. Individuals wishing to use the logo or name(s) of the club on any apparel, merchandise or similar product must have prior approval of the Administrator.

##### ***Club Fundraising Policy***

Oklahoma Energy FC expects players and/or teams to volunteer time and participate in support of certain program-wide fundraising events. Such events typically serve as fundraisers for the club and may or may not directly benefit individual players or teams. Oklahoma Energy FC may also provide fundraising events to players and/or teams that may benefit the individual player, team and/or club. Certain fundraising events shall require mandatory participation.

##### ***Team Fundraising Policy***

Players and/or teams are expected to volunteer time to support team-level fundraising events. Teams must be granted approval by the Administrator prior to holding a fundraising event. Players and/or teams are required to submit the fundraising information to the Administrator at least two (2) weeks in advance of the event via the Fundraising Approval form as included in this document and on the OEFC Website. The fundraising event shall not be advertised prior to



approval. Players and/or teams shall be responsible for determining how funds raised from team-level fundraising events shall be distributed.

***Promotions, Solicitations, and Distribution of Materials Policy***

Any promotions, solicitations, distributions of written and/or other materials or any advertisement not approved by Oklahoma Energy FC is strictly prohibited at any training session, game or other activity sponsored by the club.

**CONFLICT RESOLUTION POLICY**

Oklahoma Energy FC is committed to promoting a positive, safe, and professional environment for all participants, including without limitation players, coaches, team leadership, referees, parents, and spectators. Any action or behavior considered contradictory to the Code of Conduct, mission, vision, values, policies, procedures, rules or regulations of Oklahoma Energy FC, or any organization with which the Club is affiliated or associated, shall be subject to action by Oklahoma Energy FC.

Parents and coaches need time to reflect and process player performances and in-game decisions following a game or tournament. For this reason, Oklahoma Energy FC has a mandatory twenty-four (24) hour zero communication policy between parents and coaches regarding any issues or concerns parents may have related to a game or event. Parents are asked to refrain from approaching coaches or communicating via email, phone, or other device for at least twenty-four (24) hours.

Any individual unable to satisfactorily resolve a conflict or grievance by direct communication, in writing, with any other individual or individuals involved, forty eight (48) hours or more after the incident, shall contact the next level of authority, in writing, according to the *Communication Flow Chart*. If the conflict lies with the individual to which the conflict is to be reported according to the *Communication Flow Chart*, then the individual with the grievance shall report the conflict to the next person in the chain of communication according to the *Communication Flow Chart*, only after attempting to resolve the conflict by direct communication with the individual or individuals in question.

If this course of action is unavailable, ineffective or yields an unsatisfactory result, then the individual with the grievance may request, in writing, a hearing before the Operational Committee; however, a genuine, concerted effort shall be made to resolve the conflict prior to any hearing. The Operational Committee shall inform the Board of Directors of any request for hearing. The Operational Committee shall follow the procedures outlined in the policies, procedures, rules and regulations of the club and recommend to the Board of Directors appropriate resolution and, if necessary, disciplinary action against the individual or individuals in question. All decisions rendered by the Operational Committee shall be communicated to the affected party, as well as the Board of Directors, within twenty-four (24) hours. It shall be the duty of the Board of Directors to find resolution and/or impose any disciplinary actions fairly, consistently and in relationship to the wrongdoing within twenty-four (24) hours of receiving the recommendation of the Operational Committee. Any disciplinary action may be appealed to the Protest and Appeals Committee within seventy-two (72) hours of notification of the disciplinary action.

**DISCIPLINARY AND MISCONDUCT PROCEDURE POLICY**

Regardless of the level at which an incident is resolved, if disciplinary action is warranted, then the determining party shall proceed according to the following guidelines.

***Verbal Warning***

Should an unwanted behavior believed to lead to an actionable offense be witnessed by a parent, spectator, or coach, then the same shall be reported by that witness to the appropriate member of the Oklahoma Energy FC staff according to the *Communication Flow Chart*. The member of Oklahoma Energy FC Staff to which the report of unwanted behavior was made, at their discretion, may either choose to give the individual displaying the behavior a verbal warning citing the portion of the code of conduct, mission, vision, values, policies, procedures, rules or regulations of which the unwanted behavior is in violation or choose to proceed directly to the *Counseling Meeting I* guideline; however, under no circumstance shall a member of Oklahoma Energy FC Soccer staff choose to deliver only a verbal warning for any behavior or incident that involves the safety of the recipient of the unwanted behavior.

***Counseling Meeting***

Should an actionable offense occur, a minimum of two (2) of either the coach assigned to the team for which the player, parent or spectator is the source of the grievance or misconduct, a Team Official, Program Director, the Director of Coaching, or the Administrator shall conduct a meeting with the party involved for the purpose of giving a verbal warning to the individual or individuals and notifying them future allegations found to be true shall result in additional action and a possible one game suspension. A written plan for improvement may be provided to the player, parent, or spectator responsible for the misconduct and a one (1) game suspension may be imposed. Written documentation of the verbal counseling shall be provided to the Administrator so it may be kept for future reference.

***Written Notice***

Should a second actionable offense occur, the party in question, as well as the Operational Committee, shall receive written notice detailing the steps taken as part of Counseling Meeting I and Counseling Meeting II, and the party responsible for the misconduct shall be required to meet with the Operational Committee, at which point the committee may recommend an appropriate course of action, the severity of which shall not exceed a temporary suspension of six (6) weeks from all club-related activities and/or up to a six (6) game suspension. If the party accused of the misconduct feels unjustly accused or the severity of disciplinary actions were not warranted, then they may provide notice of their appeal, in writing, to the Executive Board within seventy-two (72) hours of notification of the disciplinary action. If it is determined the party accused of the misconduct was unjustly accused, then those records created as part of the "Written Notice" procedure shall be removed from the files of the individual and destroyed.

***Final Notice***

Should a third actionable offense occur, the party in question, as well as the Executive Board, shall receive written notice detailing the steps taken as part of Counseling Meeting I, Counseling Meeting II, and Written Notice, and the party responsible for the misconduct shall be required to meet with the Executive Board, at which point the Board, upon verification of the accusations, shall recommend debarment from the club. If it is determined the party accused of the misconduct was unjustly accused, then those records created as part of the "Final Notice" procedure shall be removed from the files of the individual and destroyed. Upon confirmation of the misconduct, the individual responsible shall be barred from the club for a period of time determined by the Executive Board.

***Appeals.***

Any disciplinary action recommended by the Operational Committee or Executive Board may be appealed to the Executive Board within seventy-two (72) hours of notification of the disciplinary action. An appeal must be submitted to the President of the Board of Directors, in writing, and include at a minimum (i) the specific circumstances of the cause for the hearing under appeal, (ii) a list of the bylaws, rules, regulations, procedures or policies of Oklahoma Energy FC allegedly violated, which resulted in the hearing under appeal, (iii) the recommendation of the respective Board, (iv) a statement of the desired result of a hearing before the Executive Board and (v) any other supporting documents. The act of submitting an appeal shall not in and of itself stay the execution of any disciplinary action.

***Additional Penalties for Program Coaches***

If actionable offenses are committed by any Program Coach, then additional penalties may be imposed including suspension without pay for a fairly determined period of time up to debarment from the club. Additional consideration shall be given to the severity of the disciplinary action based on the length of time between actionable offenses, the severity of the misconduct and the circumstances of the incident leading to the misconduct.

***Red Cards***

Any individual, including without limitation any player, parent, spectator, staff member or volunteer who receives a red card or is ejected from any game shall be subject to all applicable rules and regulations of the governing organization in which the participate.

***Immediate Removal or Disbarment by Board of Directors***

The Executive Board of Directors shall have the right to remove any individual, including without limitation any player, parent, spectator, staff member, volunteer or administrator immediately from any Oklahoma Energy FC training session, game, tournament or other activity, at their discretion and pursuant to the bylaws of the organization, for violations of the rules, regulations, policies, procedures, bylaws or state or federal laws, which rise to a level in which removing the individual is necessary to investigate an allegation or otherwise keep other players, parents, spectators, staff members, volunteers, administrators or other persons safe. Additionally, the Board of Directors reserves the right to temporarily or permanently disbar any individual, including without limitation any player, parent, spectator, staff member, volunteer or administrator regardless of the *Disciplinary and Misconduct Procedure* set forth herein.

***Removal Pending Investigation***

The Operational Committee reserves the right to take immediate action to suspend an accused individual pending investigation if the situation is deemed threatening to the legal exposure of the club or safety and well-being of its participants. The Operational Committee will put together members of an Investigation Committee for the purpose of investigating the circumstances and facts of an incident and reporting those findings back to the Operational Committee members.

***Immediate Escalation Events***

For events that are considered serious in nature, the complaint should be immediately escalated to the Executive Board of Directors, through all members of Operational Committee, for review and resolution. This includes, but is not limited to, Child Abuse, Physical or Sexual Abuse, Emotional Misconduct, Bullying, Hazing, Harassment, Discrimination on the basis of race, color,

religion, creed, national origin or ancestry, sex (including gender, sexual orientation, gender identity/expression, and pregnancy), age, physical or mental disability, veteran status, genetic information, citizenship, or any action that breaks a State or Federal law that is performed by or witnessed by an OEFC Staff Member or Volunteer.

### **INJURY POLICY**

Participants of the programs offered by Oklahoma Energy FC shall seek medical attention if an injury results in a temporary discontinuation of their participation. Oklahoma Energy FC recommends participants follow the advice of their physician. If possible, injured participants are encouraged to attend team activities during their recovery.

### **INJURY RELEASE POLICY**

Participants of the programs offered by Oklahoma Energy FC may seek a injury release if an injury results in a temporary or long term discontinuation of their participation. Oklahoma Energy FC will release the player from the roster and club, suspending or refunding prorated club dues for the period of time that the player requires to be cleared for return to activity by a medical physician, at which time the player may request to rejoin the club and team. Players may request an injury release through the OEFC Player Release online registration process.

### **CONCUSSION POLICY**

Oklahoma Energy FC recognizes the potential danger and long-term health consequences of concussions. This policy is intended to minimize player risk for complications related to concussions and shall be included as part of an overall strategy aimed to educate players, parents, coaches, and athletic trainers. By participating in the programs offered by Oklahoma Energy FC, participants, as well as their parents agree to the following statement:

*If my child has a prior concussion or is diagnosed with a concussion during an Oklahoma Energy FC activity or during any other activity, I will notify the coach of my child of the diagnosis prior to my child returning to training sessions or gameplay.*

If a player displays signs of a suspected concussion, including without limitation imbalance, disorientation, or vomiting, or complains of onset symptoms after contact, including without limitation headache, dizziness, or trouble focusing, the player shall be removed from the field of play or sideline and undergo observation and evaluation by a Physician, Athletic Trainer or member of the staff trained to care for concussions. Any player suspected of having a concussion shall seek the advice of a physician. If a player has been diagnosed with a concussion, then they shall not return to training sessions or gameplay until the player is cleared by a medical professional without any further signs of concussion.

### **MANDATORY CONCUSSION TRAINING COURSE**

In an effort to further minimize player risk for complications related to concussions and as part of an overall strategy aimed to educate players, parents, coaches, and athletic trainers, any coach, member of team leadership, referee or other person designated by Oklahoma Energy FC shall be required to complete the Online Concussion Training Course, also known as the HEADS UP online training course, through the Centers for Disease Control and Prevention.

## **RISK MANAGEMENT POLICY**

It is a priority of Oklahoma Energy FC to provide a positive, safe, and professional environment to the participants of its programs, as well as its staff. For this reason, the club has adopted a zero tolerance policy for abuse or misconduct of any kind. In addition to this policy, Oklahoma Energy FC has adopted all applicable Oklahoma Soccer Association, US Youth Soccer and United States Soccer Federation Risk Management Policies. It is the obligation of all Covered Personnel to familiarize themselves and comply with the aforementioned policies, as well as any applicable federal, state or local law. This policy is based, in part, on the U.S. SafeSport Code for the U.S. Olympic and Paralympic Movements and United States Soccer Federation Bylaws and Risk Management Policies.

### ***Criminal Background Screening Policy***

Oklahoma Energy FC has a mandatory criminal background screening policy for any adult individual having direct contact with, or influence over, players, referees or coaches who are minors in programs provided by the club, including without limitation, volunteer coaches, staff coaches, club and team administrators, team managers and referee assignors, as well as members of any Advisory Committees, the Operational Committee, Board of Directors and any other individual who may have access to personally identifiable information.

Criminal background screenings shall be conducted by a third party specializing in such work. Any Candidate who willfully fails to comply with this policy shall be automatically disqualified from participating in programs provided by the Organization.

Any Candidate who has been found guilty, pled guilty or pled no contest, regardless of adjudication, or has a pending charge pertaining to any of the disqualifying offenses listed in this policy will be immediately disqualified from participating in programs provided by the Organization. The Organization may also disqualify a person for any crime that would be considered a potential risk to children or participants of the programs provided by the Organization.

## **CONFIDENTIALITY**

The Organization will maintain the confidentiality of the criminal background check, unless otherwise required by law. Only the appropriate personnel will be notified of the specific "pass/fail" result of the criminal background check. To further ensure confidentiality, any detailed criminal background report shall be kept in a secure location by the third party contractor for a period as required by applicable law and no such report shall be provided to the Organization.

## **APPEALS PROCESS**

Candidates who have been disqualified from participation in programs provided by the Organization as the result of a disqualifying offense set forth herein shall have no appeal of the decision to disqualify, if the relevant criminal history of the Candidate, as reported, is accurate.

Candidates who wish to dispute the content of the criminal background check shall contact the third party contractor responsible for conducting the criminal background check to address any discrepancies. If the initial report was inaccurate, then the Candidate may provide the necessary documentation to the Organization for additional consideration.

## **DISQUALIFYING OFFENSES**

If a Candidate has been convicted of, has a charge pending against them in which it is alleged they have committed any of the following offenses, or has a record of a conviction of an equivalent offense in another state, the Candidate will be disqualified from participating in programs provided by the Organization. The Organization reserves the right to disqualify an individual when presented with evidence of inappropriate communication, conduct or contact with children or other individuals even if not charged, convicted or tried in a court of law.

- All Sex Offenses
- All Felony Violence Offenses
- All Felony offenses other than violence or sex within the past ten (10) years.
- All Misdemeanor Violence offenses within the past ten (10) years.
- Two (2) Misdemeanor Alcohol offenses in the past five (5) years or three (3) offenses within lifetime.
- All Misdemeanor Drug offenses within the past 5 (5) years.
- Any other misdemeanor within the past five (5) years that would be considered a potential danger to children.

### ***U.S. Center for SafeSport Training and Certification***

Oklahoma Energy FC shall require SafeSport Core Training and Certification through the U.S. Center for SafeSport for any adult individual having direct contact with, or influence over, players, referees or coaches who are minors in programs provided by the club, including without limitation, volunteer coaches, staff coaches, club and team officials, team managers and referee assignors, as well as members of the Operational Committee, any formed Committees, Board of Directors or any other individual identified by the club. SafeSport Core Training curriculum includes an in depth analysis of emotional and physical misconduct, sexual misconduct awareness and mandatory reporting responsibilities. Individuals required to complete SafeSport Core Training shall do so prior to having direct contact with, or influence over, players, referees or coaches who are minors in programs provided by the club and shall be required to complete a refresher course on an annual basis. Additionally, Oklahoma Energy FC encourages all parents to complete the "Parent's Guide to Misconduct in Sport" course provided at no cost by the U.S. Center for SafeSport.

### ***Prohibited Conduct***

Oklahoma Energy FC is dedicated to providing a positive, safe and professional environment absent of all forms of (i) child abuse and neglect, (ii) emotional, physical and sexual misconduct, and (iii) bullying, hazing and harassing behavior. The following shall constitute prohibited conduct and such action or behavior by any Covered Personnel or third party conducting business with the club, shall be subject to disciplinary action by the club and, in some cases, shall be punishable under federal, state or local law.

#### **Child Abuse.**

For the purpose of this policy, Child Abuse shall be defined by Section 203 of the Victims of Child Abuse Act of 1990 and shall include any physical or sexual abuse or neglect of a child, including without limitation sexual contact with a child that is accomplished by deception, manipulation, force, or threat of force, regardless of the age of the participants, and all sexual interactions between an adult and a child, regardless of whether there is a deception, or the child understands the sexual nature of the activity.

**Emotional Misconduct.**

For the purpose of this policy, Emotional Misconduct shall be defined as any noncontact behavior with the potential to cause emotional or psychological harm to another. Emotional Misconduct shall be determined by objective behaviors, not whether harm is intended or results from the behavior and shall include (i) repeatedly and excessively attacking someone personally in a manner that serves no training or motivational purpose, (ii) repeated and/or severe physically aggressive behaviors, including without limitation throwing, punching or kicking equipment or other objects at or around participants, (iii) ignoring or isolating a participant for extended periods of time, including routinely or arbitrarily excluding a participant from training sessions, (iv) any act considered emotional abuse or misconduct under federal or state law, or (v) the purposeful engagement in a course of conduct directed at a specific participant intended to cause the participant to fear for their safety, the safety of a third person or to experience substantial emotional distress. Emotional Misconduct shall not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athletic performance, nor shall it include conduct reasonably accepted as part of soccer.

**Physical Misconduct.**

For the purpose of this policy, any intentional contact or non-contact behavior that causes, or threatens to cause, physical harm to another person shall be considered Physical Misconduct and shall include (i) punching, beating, biting, striking, choking, slapping or kicking another (ii) intentionally hitting another with objects, (iii) encouraging or knowingly permitting a participant to return to play prematurely following a serious injury and without the clearance of a medical professional, (iv) isolating a person in a confined space, (v) forcing a participant to assume a painful stance or position for no athletic purpose, (vi) withholding, recommending against or denying adequate hydration, nutrition, medical attention or sleep, (vii) providing alcohol or illegal drugs to a participant, or (viii) any act or conduct described as physical abuse or misconduct under federal or state law. Physical Misconduct shall not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athletic performance, nor shall it include conduct reasonably accepted as part of soccer.

**Sexual Misconduct.**

For the purpose of this policy, Sexual Misconduct shall include without limitation (i) sexual or gender-related harassment, (ii) non-consensual sexual contact or attempts to commit the same, (iii) non-consensual sexual intercourse or attempts to commit the same, (iv) sexual exploitation, or (v) bullying, hazing or other inappropriate conduct of a sexual nature as defined by the U.S. SafeSport Code for the U.S. Olympic and Paralympic Movements.

**Bullying.**

For the purpose of this policy, Bullying shall be defined as ongoing and deliberate abusive behavior through repeated verbal, physical or social actions intended to cause physical, social or psychological harm, including, without limitation, any conduct, gestures, or intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive comments, which create an intimidating or hostile environment, or which negatively affect the physical and/or emotional well-being of an individual or group. Bullying shall include any written, verbal or electronic communication, as well as any physical act or attack, intended to cause pain and distress or control, or diminish, an individual emotionally, physically or sexually. Behavior may not be

considered bullying if it is merely rude, mean or arising from conflict between persons who perceive they have incompatible positions and not a pattern of behavior. Bullying shall not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athletic performance.

**Hazing.**

For the purpose of this policy, any conduct which subjects another person either physically, mentally, emotionally, or psychologically to anything which may endanger, abuse, humiliate, degrade or intimidate an individual as a condition of joining or being accepted by a group, team or organization shall be considered Hazing and shall include, (i) tying, taping or otherwise restraining another, (ii) beating, paddling or otherwise physically assaulting another, (iii) requiring or forcing the consumption of alcohol, illegal drugs or other substances including participation in drinking or drinking games, (iv) personal servitude or public displays that are illegal or meant to draw ridicule, (v) excessive training requirements demanded of only particular individuals on a team which serve no reasonable training purpose, (vi) sleep deprivation or otherwise unnecessary schedule disruptions, (vii) withholding water and/or food, (viii) restrictions on personal hygiene, (ix) actual or simulated conduct of sexualized acts or (x) any act or conduct considered hazing under federal or state law. Behavior may not be considered hazing if it is merely rude, mean or arising from conflict between persons who perceive they have incompatible positions and not a pattern of behavior. Hazing shall not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athletic performance.

**Harassment.**

For the purpose of this policy, Harassment shall include any repeated, severe or unwelcome verbal, physical or visual conduct which (i) causes fear, humiliation or annoyance, (ii) offends or degrades, (iii) creates a hostile environment in which the harassment is severe, persistent or pervasive enough it interferes, limits or deprives an individual of the opportunity to participate in a program or activity, or interferes unreasonably with performance of duties, (iv) reflects discriminatory bias based on age, race, ethnicity, culture, religion, national origin, mental disability, physical disability or any other characteristic protected by federal, state or local law, or (v) any act or conduct considered harassment under federal or state law. The totality of circumstances, including the nature, frequency, intensity, location, context and duration of behavior shall be considered when determining if the behavior in question is harassment. Behavior may not be considered harassment if it is merely rude, mean or arising from conflict between persons who perceive they have incompatible positions and not a pattern of behavior. Harassment shall not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athletic performance.

***Mandatory Reporting of Child Abuse***

All Mandatory Reporters, as defined herein, or Other Persons, as defined herein, are required to report suspected child abuse or neglect, including sexual abuse, within twenty-four (24) hours of becoming aware of any fact giving reason to suspect a child under the age of eighteen (18) has suffered an incident of child abuse to either the (i) local law enforcement agency in which any alleged incident occurred, to the extent it can be determined and the incident occurred in the United States, (ii) local law enforcement agency in which the victim resides (iii) local Child Protective Services agency in which the victim resides, (iv) Club Administrator, (v) main office of the Oklahoma Soccer Association, or (vi) U.S. Center for SafeSport or United States Soccer



Federation Integrity Hotline. Any individual required to report suspected child abuse or neglect which fails to do so may be subject to criminal penalties. No individual need investigate, evaluate, or validate allegations of child abuse as part of the obligation to report the same. Under no circumstance shall a victim be required to self-report abuse. Reports may be made anonymously. Oklahoma Energy FC shall not tolerate retaliation or penalty, of any kind, against any individual acting in good faith by reporting child abuse or neglect.

OEFC is strongly committed to ensuring the protection and safety of all the children it serves. Failure to report suspected child abuse is a crime. As such, all employees, volunteers, and independent contractors will strictly comply with Keeping Children and Families Safe Act of 2003 (Public Law 106-36), Oklahoma Statute Title 10A Section 1-2-101, and Oklahoma Statute Title 21 Section 843.1 through 844.

***Mandatory Reporting of Prohibited Conduct other than Child Abuse***

All Covered Personnel shall be obligated to promptly report any actual, suspected, or alleged prohibited conduct of which they are the subject or witness, or of which they have been made aware. Covered Personnel shall report the prohibited conduct to either the (i) immediate supervisor of the individual reporting the prohibited conduct, (ii) Director of Coaching, (iii) Administrator, (iv) Operational Committee, or (v) U.S. Center for SafeSport. Under no circumstance shall an individual be required to report the prohibited conduct to any individual which is party to the actual, suspected or alleged prohibited conduct, nor shall this policy require self-reporting by a victim of prohibited conduct; however, prohibited conduct must be reported to at least one of the aforementioned parties and, in some cases, federal, state, or local law enforcement. All Covered Personnel are expected to fully cooperate in any investigation which may result from a report of prohibited conduct. Failure to cooperate may be considered a violation of policy which may result in disciplinary action. Reports of actual, suspected, or alleged prohibited conduct may be made anonymously. Oklahoma Energy FC shall not tolerate retaliation or penalty, of any kind, against any individual acting in good faith by reporting prohibited conduct.

***Intentionally Filing False Allegations***

Intentionally or knowingly filing a false allegation of prohibited conduct shall constitute misconduct and may be subject to disciplinary action. Additionally, any individual intentionally or knowingly filing a false allegation of prohibited conduct may violate federal, state, or local criminal and/or civil defamation laws. An allegation shall be considered false if the prohibited conduct reported did not occur and the individual filing the report knows the prohibited conduct in question did not occur. Insufficient supporting evidence, in and of itself, does not constitute a false allegation.

***Disciplinary Action for Non-Criminal Prohibited Conduct***

Any player participating in the programs of Oklahoma Energy FC found to have engaged in Prohibited Conduct, noncriminal in nature, shall be subject to the procedures in this Policy, as well as other corrective or disciplinary action which may be taken by the club. Consideration shall be given to the age, maturity level and severity of the offense when determining if corrective or disciplinary action other than the measures outlined in this Policy shall be taken. Any adult individual authorized, approved or appointed to have regular contact with, or influence over, minors participating in the programs of Oklahoma Energy FC, including without limitation, volunteer coaches, staff coaches, club administrators, team leadership, sports

medicine professionals, health care professionals, athletic trainers, referees, referee assignors and any individual traveling as part of a team delegation, as well as members of the Operational Committee, and Board of Directors found to have engaged in Prohibited Conduct, non-criminal in nature, shall be subject to corrective or disciplinary action, and in some instances, termination or debarment from the club.

***Disciplinary Action for Prohibited Conduct Criminal in Nature***

Any player participating in the programs of Oklahoma Energy FC found to have engaged in Prohibited Conduct, criminal in nature, shall be subject to corrective or disciplinary action by the club. Consideration shall be given to the age, maturity level and severity of the offense when determining corrective or disciplinary action. Any adult individual authorized, approved or appointed to have regular contact with, or influence over, minors participating in the programs of Oklahoma Energy FC, including without limitation, volunteer coaches, staff coaches, club administrators, team leadership, sports medicine professionals, health care professionals, athletic trainers, referees, referee assignors and any individual traveling as part of a team delegation, as well as members of the Operational Committee and Board of Directors found to have engaged in Prohibited Conduct, criminal in nature, shall be subject to immediate termination or debarment from the club.

***Additional Disciplinary Action for Bullying, Hazing or Harassing Behavior***

In addition to being subject to the procedures on this policy, upon the first confirmed offense, any individual participating in the programs of Oklahoma Energy FC found to have demonstrated bullying, hazing or harassing behavior shall meet with their respective coach and/or the Director of Coaching, at which point an attempt shall be made to encourage the individual engaged in bullying, hazing or harassing behavior to modify their behavior through written plan of improvement for their benefit, as well as the benefit of the victim and the team. Consideration shall be given to the age, maturity level and severity of the offense. If the bullying, hazing, or harassing behavior continues, disciplinary action against the individual displaying the unwanted behavior may be taken by the coach of the individual and/or the Director of Coaching, including, without limitation suspension from participating in training sessions, games or other club sponsored activities.

***Prohibited Misconduct Prevention Policy***

In an effort to prevent emotional, physical and sexual misconduct, Oklahoma Energy FC has implemented the following and any adult individual authorized, approved or appointed to have regular contact with, or influence over, minors participating in the programs of Oklahoma Energy FC, including without limitation, volunteer coaches, staff coaches, club administrators, team leadership, sports medicine professionals, health care professionals, athletic trainers, referees, referee assignors and any individual traveling as part of a team delegation, as well as members of the Operational Committee and Board of Directors shall be subject to the same.

***One-on-One Interactions***

One-on-One interactions between minors participating in the programs of Oklahoma Energy FC and an adult, other than their parent, at a facility under the jurisdiction of USSF are permitted, if they are observable and interruptible by another adult. Isolated one-on-one interactions between minors participating in the programs of Oklahoma Energy FC and an adult, other than their parent, at a facility under the jurisdiction of USSF are strictly prohibited, except under emergency circumstances.

**One-on-One Meetings.**

One-on-one meetings between minors participating in the programs of Oklahoma Energy FC and an adult, other than their parent, at a facility under the jurisdiction of USSF are strictly prohibited unless another adult is present or under emergency circumstances. Any such meeting must be observable and interruptible by another adult. If a one-on-one meeting takes place in an office, all doors must remain unlocked and open, with windows, blinds and/or curtains remaining open as well.

**Meetings with Mental Health Care Professionals and Health Care Providers.**

If a mental health care professional or health care provider meets with a minor participating in the programs of Oklahoma Energy FC at a facility under the jurisdiction of USSF, a closed-door meeting may be allowed for the purpose of protecting patient privacy, provided (i) the door remains unlocked, (ii) another adult is present at the facility, (iii) the other adult present at the facility is advised that a closed-door meeting is occurring, and (iv) written consent is obtained from the parent of the minor by the mental health care professional or health care provider, and a copy of the same is provided to the club prior to the meeting.

**Individual Training Sessions.**

Individual training sessions are permitted at a facility under the jurisdiction of USSF, if the training session is observable and interruptible by another adult. It is the responsibility of the coach to obtain written permission from the parent of the minor prior to the individual training session if said session is not observable and interruptible by another adult. Written permission for individual training sessions must be obtained at least every six months and parents, or other caretakers, must be allowed to observe the training session.

**Monitoring One-on-One Interactions.**

If one-on-one interactions between an adult and a minor participating in the programs of Oklahoma Energy FC occur at a facility under the jurisdiction of USSF, then other adults shall monitor any such interaction. Monitoring shall include (i) knowing the one-on-one interaction is occurring, (ii) knowing the exact location of the one-on-one interaction, (iii) knowing the approximate planned duration of the interaction, and (iv) randomly dropping in on the one-on-one interaction.

**Out-of-Program Contact**

Any adult is prohibited from interacting one-on-one with an unrelated minor participating in the programs of Oklahoma Energy FC in any setting outside of the program which are not observable and interruptible, unless written consent from the parent of the participant is provided for each out-of-program contact, prior to such contact. Out-of-program contact is strongly discouraged.

**Massages and Rubdowns.**

Any massage or rubdown performed by an adult on a minor participating in the programs of Oklahoma Energy FC occurring at a facility under the jurisdiction of USSF is prohibited, unless said adult is a licensed massage therapist. Any massage or rubdown must be conducted in an open and interruptible location. Any massage or rubdown must be performed with at least one other adult present and under no circumstance shall a rubdown or massage be performed with only the participant and licensed massage therapist in the room. Under no circumstance shall a

coach perform a massage or rubdown of a participant, even if said coach is a licensed massage therapist. Written consent by a parent must be provided to the club prior to each massage or rubdown. Parents must be permitted to be in the room as an observer.

**Locker Rooms, Rest Rooms, and Changing Areas.**

Use of any device with recording capabilities, including voice, still photo or video, in locker rooms, rest rooms, changing areas or similar spaces at a facility under the jurisdiction of USSF is strictly prohibited. Under no circumstance shall an unrelated adult at a facility under the jurisdiction of USSF intentionally expose their breasts, buttocks, groin, or genitals to a minor participating in the programs of Oklahoma Energy FC. At no time are unrelated adults permitted to be alone with a minor athlete in a locker room, rest room or changing area when at a facility under the jurisdiction of USSF, unless under emergency circumstances. Oklahoma Energy FC encourages the use of Locker Room Monitors in an effort to minimize bullying, hazing or harassing behavior that may occur if minors are left unattended in locker rooms, rest rooms or changing areas. Adults shall make every effort to recognize when a minor participating in the programs of Oklahoma Energy FC goes to a locker room or changing area during a training session, competition, or activity and, if the minor does not return in a timely fashion, shall check on the whereabouts of the minor. Parents are discouraged from entering locker rooms or changing areas unless it is necessary and, in those instances, it should be a same-sex parent.

**Monitoring Locker Rooms, Rest Rooms, and Changing Areas.**

The use of locker rooms, rest rooms and changing areas at facilities under the jurisdiction of USSF shall be regularly and randomly monitored to ensure compliance with these policies.

**Local Travel.** Unrelated adults shall not ride in a vehicle alone with an unrelated minor participating in the programs of Oklahoma Energy FC, unless for emergency purposes, and shall have at least two minor participants or another adult in the vehicle at all times, unless otherwise agreed to, in writing, by the parent of the minor participant, prior to each occurrence. Oklahoma Energy FC encourages parents to pick up their player first and drop off their player last in any shared or carpool travel arrangement. Additionally, Oklahoma Energy FC encourages parents to seek child abuse prevention education prior to consenting to their minor travelling alone with an unrelated adult.

**Team Travel.**

An unrelated adult shall not ride in a vehicle alone with an unrelated minor participating in the programs of Oklahoma Energy FC, except for emergency purposes, unless otherwise agreed to, in writing, by the parent of the minor participant, prior to each occurrence. An unrelated adult shall not share a hotel room or other sleeping arrangement with an unrelated minor participating in programs of Oklahoma Energy FC, unless otherwise agreed to, in writing, by the parent of the minor participant, prior to each occurrence. Any Meeting shall be observable, interruptible, and conducted consistent with other applicable Oklahoma Energy FC policies related to one-on-one interactions and meetings and shall not be conducted in a hotel room. Oklahoma Energy FC encourages parents to seek child abuse prevention education prior to consenting to their minor travelling alone with an unrelated adult.

## **SECTION V - FACILITY AND EQUIPMENT**

### **SEVERE WEATHER POLICY**

#### ***Overview***

Oklahoma Energy FC desires to protect players, parents, spectators, coaches, referees, and any other individual attending activities of the club. The severe weather policies that follow are to be used as guidelines to promote the safety of all individuals when the area is experiencing severe weather. These guidelines are not intended to be a substitute for good judgment and ultimately the primary responsibility to ensure the safety of individuals attending activities of the club rests with each individual separately or for players, it rests with the parent. For this reason, parents shall take appropriate action to protect their player and at the request of the parent, any player shall be allowed to withdraw from any activity without repercussion or penalty. Individuals are encouraged to develop a plan for severe weather regarding shelter and carpools home from canceled activities.

#### **Incident Weather Policy.**

Oklahoma Energy FC shall monitor the weather in an effort to ensure the safety of its players, coaches, referees, staff or any other individual attending activities of the club during times of severe weather; however, each individual shall take responsibility for their own safety at all times. Oklahoma Energy FC reserves the right to cancel, suspend or end any club sponsored activity due to the presence or threat of severe weather, including without limitation lightning, heavy rain, flash flood, hail, tornado, snow, sleet, freezing rain and extreme heat or cold.

#### ***Games and Events***

Severe weather in the area may involve the suspension or cancellation of games or other Oklahoma Energy FC sponsored activities. All individuals should know and heed community warning systems and general rules of severe weather safety.

#### **Cancellation of Games and Events.**

The Facility Directors, Director of Coaching, or Administrator, may cancel all or a portion of any scheduled activities, including without limitation games and events, due to the threat or presence of severe weather or field conditions. Oklahoma Energy FC shall provide information regarding cancellations as early as possible and shall provide the status of the fields on the home page of the club website and/or facility website.

#### **Suspension of Games.**

The referee shall suspend play if (i) a warning of severe weather, including without limitation severe thunderstorms, flash floods, or tornados, is issued by the National Weather Service for the facility, (ii) severe weather is sighted at the field (iii) lightning is detected within ten (10) miles or less of the facility, or (iv) snow, freezing rain or sleet covers field markings or causes the field conditions to deteriorate to a point in which play is no longer safe. Upon suspension of the game, all players, parents, and spectators shall go to their vehicles as quickly and orderly as possible and follow their severe weather safety plan. After thirty (30) minutes, the referee shall determine whether the game may resume. If the referee determines the game shall not resume, then coaches shall be informed the game has been abandoned and those participants remaining at the facility shall be instructed to leave. Abandoned games will be handled according to the governing league rules.

### ***Training Sessions***

Oklahoma Energy FC shall monitor the weather in an effort to ensure the safety of its players, coaches or any other individual attending training sessions at the club during times of severe or extreme weather. Exact weather conditions, time of training session, individual player fitness, and prior exposure to weather shall be considered when contemplating the cancellation of training sessions. Players are expected to dress appropriately and bring plenty of fluids.

#### **Hot Weather Policy.**

As temperatures increase above 85°F, the risk of heat-related illness increases. For the purpose of this policy, hot weather shall be considered any point at or above 90°F on the Heat Index. Based on both relative humidity and the air temperature, the Heat Index gauges the apparent temperature that the body feels in hot weather. The Heat Index accounts for shade, and without shade, the Heat Index may be as much as 15°F higher. Coaches are expected to use the following guidelines when establishing training schedules, but there is no substitute for good judgment and coaches are expected to err on the side of caution:

1. If the Heat Index is at or below 89°F at the beginning of the training session, then the training session may be routine with regular hydration breaks.
2. If the Heat Index is at or between 90°F and 95°F at the beginning of the training session, then the training session may be routine with hydration breaks every 20-25 minutes.
3. If the Heat Index is at or between 96°F and 103°F at the beginning of the training session, then the training session may be shorter or lower intensity, with hydration breaks every 10-15 minutes.
4. If the Heat Index is at or between 104°F and 109°F at the beginning of the training session, then training sessions should be moved indoors or cancelled for players ages U14 and younger, with players U15 and older training only if they have become acclimatized to the heat and the training session is shorter and lower intensity, with hydration breaks in the shade every 10-15 minutes, otherwise the training session should be moved indoors or cancelled.
5. If the Heat Index is 110°F or higher at the beginning of the training session, then the training session should be moved indoors or cancelled.

Players may become acclimatized after approximately ten (10) to fourteen (14) days of exposure to hot weather conditions and coaches may consider such a factor when establishing training schedules for players ages U13 and older; however, during periods of hot weather, coaches are encouraged to move training session times to cooler parts of the day and request that players hydrate in the days leading up to training sessions.

If any player is displaying signs or symptoms of heat exhaustion, including without limitation weakness, dizziness or fainting, pale skin, nausea or headache, then the player should (i) be removed from the training session to a cooler environment, preferably an air-conditioned environment, (ii) drink cool fluids, with electrolytes if possible, (iii) be sponged with cool water (iv) change into lightweight clothing that will allow perspiration to evaporate and (v) seek the care of a physician immediately. If the player is unable to follow commands or is vomiting, then call 9-1-1 immediately.

### **Cold Weather Policy.**

As temperatures drop in the cooler months of the year, the risk of frostnip, chilblain, frostbite, hypothermia, and muscle-related injuries increase. Coaches are expected to use the following guidelines when establishing training schedules, but there is no substitute for good judgment and coaches are expected to err on the side of caution:

1. If the Wind Chill Temperature is at or over 40°F at the beginning of the training session, then the training session may be routine.
2. If the Wind Chill Temperature is at or between 33°F and 39°F, without precipitation, at the beginning of the training session, then training session should be moved indoors or limited to 60 minutes.
3. If the Wind Chill Temperature is at or between 26°F and 32°F, without precipitation, at the beginning of the training session, then training session should be moved indoors or cancelled for players U10 and younger, moved indoors, limited to 30 minutes or cancelled for players ages U11 and U12, and moved indoors, limited to two thirty (30) minute sessions separated by a fifteen (15) minute warm up period indoors or cancelled for players U13 and older.
4. If the Wind Chill Temperature is at or below 25°F, without precipitation, at the beginning of the training session, then the training session should be moved indoors or cancelled.
5. If the Wind Chill Temperature is at or below 35°F, with precipitation, at the beginning of the training session, then the training session should be moved indoors or cancelled.

If any player is displaying signs of cold stress, frostbite or hypothermia, including without limitation, excessive shivering, numbness, pain, swelling or redness in fingers and toes, burning sensation on any exposed skin, pale or blue skin, mental or motor impairment, slurred speech, abnormal fatigue, decreased heart rate and slow or shallow breathing, then the player should be removed from the training session to a warmer environment, preferably indoors to a heated room and contact 9-1-1, if needed.

### **LIGHTNING POLICY**

Lightning is the most frequent weather hazard impacting outdoor sports safety. Due to the significant risks and possibility of fatal injury from lightning strikes, it is imperative Oklahoma Energy FC has a policy designed to help reduce the risk of lightning related threats through improved preparedness.

### ***Weather Observer***

In advance of any scheduled activities, in conjunction with the Facility Directors for Edmond Soccer Club and North Oklahoma Soccer Club, OEFC Staff shall review available forecasts, National Weather Service advisories, watches and warnings, as well as monitor thunderstorm and severe weather forecasts through the National Weather Service Storm Prediction Center and notify the Director of Coaching and respective Facility Referee Coordinators of the predicted weather hazards. The Facility Directors shall continue to monitor the weather leading up to, and through the duration of, any scheduled activities utilizing all available tools and resources, including without limitation a NOAA weather radio, on-site

lightning detector, mobile device equipped with a lightning detection application, commercial notification subscription and the “Flash-to-Bang Rule”. In the absence of the Facility Director, another individual shall be appointed as the Weather Observer.

### ***Lightning Detection***

In addition to any on-site hardware and/or software or other resource which may be utilized by the facility or Facility Directors, the following measures are recommended to assist in the detection of lightning.

#### **Oklahoma Energy FC Staff.**

The mobile devices of coaches and certain other members of the Oklahoma Energy FC staff shall be equipped with lightning detection and notification applications, which shall provide notification of any lightning strike within a twenty (20) mile radius of the area. Coaches and members of the Oklahoma Energy FC staff are also encouraged to use the “Flash-to-Bang Rule” and notify the appropriate Oklahoma Energy FC staff member of any lightning strikes reported or estimated to be within a ten (10) mile radius of the area.

#### **Players, Parents and Spectators.**

Players, parents, and spectators shall be encouraged to equip their mobile devices with the same, or similar, lightning detection and notification applications, which shall provide notification of any lightning strike within a twenty (20) mile radius of the area. Players, parents, and spectators are also encouraged to use the “Flash-to-Bang Rule” and notify the appropriate Oklahoma Energy FC staff member of any lightning strikes reported or estimated to be within a ten (10) mile radius of the area.

#### **Flash-to-Bang Rule.**

The “Flash-to-Bang Rule” states the observer should begin counting once a lightning flash has been sighted, then stop counting once the sound of related thunder is detected, at which point the count is divided by five (5) to determine the proximity, in miles, of the lightning strike. For example, an observer witnesses a flash of lightning, then begins counting from one (1) and stops counting at thirty (30), at which point the observer takes the number thirty (30) and divides it by five (5), which equals six (6), so the observer may now estimate the lightning strike occurred approximately six (6) miles away from the location of the observer.

### ***Emergency Action Plans***

Emergency Action Plans have been established by Edmond Soccer Club and North Oklahoma City Soccer Club to help assist Oklahoma Energy FC in reducing the risk of lightning related threats through improved preparedness. Every emergency involves unique circumstances and thoughtful actions based on situational assessment are expected by all individuals, as safety and health should be the priority in any emergency. Coaches, Players, Parents, and Spectators should familiarize themselves with the respective Emergency Action Plan of each facility respectively.

### ***Injury from Lightning***

If an individual is struck by lightning, then resuscitation efforts should begin immediately. Individuals struck by lightning do not carry an electrical charge. If necessary and possible, the injured individual should be moved to a safer location and emergency measures should be initiated. Emergency Medical



Services should be activated by calling 9-1-1, if appropriate, an automatic external defibrillator (AED) may be applied and cardiopulmonary resuscitation (CPR) may be performed, in that order.

### ***Return to Activity***

Activities shall be resumed based on Facility procedures in the event of lightning activity in the area. Traditionally, the last lightning strike will be determined either by visual confirmation by the Weather Observer or by a detection system. A twenty (20) minute delay shall reset with each additional lightning strike within a ten (10) mile radius of the facility. An “all clear” notice shall be sounded to indicate individuals may return to the playing fields.

### **FACILITY COMMUNICATIONS POLICY**

In addition to any club-wide, social media or other communication by Oklahoma Energy FC, Edmond Soccer Club, and/or North Oklahoma City Football Club regarding the closure of the facility, severe weather information, suspension, postponement or cancellation of activities or institution of any emergency action plan; all coaches, Team Managers and other individuals responsible for disseminating information to participants in the programs of Oklahoma Energy FC, shall make a concerted effort to relay the contents of the communication of the club to all players, as well as their parents. Coaches and Team Managers receiving communications regarding any of the above-mentioned topics shall communicate the same to the team they coach or manage via the platform used by the team for team-related communications.

### **INSPECTION OF GOALS AND PLAYING FIELD**

Prior to any competition, coaches shall inspect all goals to insure (i) any open hooks used to attach nets have been removed, (ii) there are no rusted or weak areas on the posts or crossbar, (iii) there are no jagged or sharp points or edges on any post, (iv) each goal has a goal safety sticker attached. Additionally, prior to any competition, coaches shall inspect the playing field to insure (i) any sprinkler head or buried water line is safely covered, and (ii) all fixed objects such as bleachers, benches, trash cans or portable toilets are a safe distance from the playing field and are properly maintained. Coaches shall have the same responsibilities prior to any training session. All soccer goals in use shall be properly secured and anchored at all times so they will not fall over when excessive weight is applied to the crossbar. All goals not presently in use shall be stored safely and in such a manner that they cannot be moved, tipped over or pose any immediate danger.

### **FACILITY AND FIELD ASSIGNMENT POLICY**

The Oklahoma Energy FC Administrator and Coaches should work with the Facility Director for both Edmond Soccer Club and North Oklahoma City Soccer Club, in coordination with the Referee Coordinator, for facility and field assignments for all club-sponsored activities, including training sessions.

### **TRAINING FACILITIES**

Oklahoma Energy FC is dedicated to providing quality facilities for the participants of its programs. Facilities provided by Edmond Soccer Club and North Oklahoma City Soccer Club are considered the home complexes of Oklahoma Energy FC for both training and games. The following policies have been established as part of that commitment.

#### ***Field Usage Fee***

Each team may be charged a “Field Usage Fee” to offset the cost associated with the operation, maintenance, or rental of fields for training purposes. The fee shall be

assessed bi-annually, prior to the beginning of the season and again mid-season. The fee shall be a Flat Fee determined by ESC, NOKC, and OEFC collectively. Player contributions to the fee are calculated on a per-player basis; however, payment shall be rendered on a team basis. Team Treasurers shall be provided the amount due and shall be responsible for collecting and paying the fee in a timely manner.

***Facility & Equipment Fee***

Oklahoma Energy FC pays a “Facility and Equipment Fee” to both Edmond Soccer Club and North Oklahoma City Soccer Club to offset the cost associated with equipment used for training or gameplay purposes, as well as capital improvements intended to improve the facilities utilized by the participants in the programs provided by the club. The fee is provided out of the Oklahoma Energy FC general budget.

***SECTION VIII - PROGRAM***

**TEAM POLICIES**

***Naming Standard Policy***

Teams ages U11 and older shall identify themselves, for any level or form of competition, with an abbreviated form of Oklahoma Energy FC, “OK Energy FC”, followed by team tier designation (by color or league), birth year and sometimes gender (if needed) unless Association or League rules required a different format. For example:

- OK Energy FC 2010 Boys ECNL/Pre-ECNL or {no color}
- OK Energy FC 2010 Boys ECRL/Pre-ECRL or Green
- OK Energy FC 2010 Boys Navy
- OK Energy FC 2010 Boys White
- OK Energy FC 2010 Boys Black
- OK Energy FC 2010 Boys Red
- OK Energy FC 2010 Boys Gold
- OK Energy FC 2010 Boys Silver

***Uniform Policy***

The club shall designate an exclusive provider of official apparel, including “Player Kits” for players, which shall consist of the following:

- Home Uniform (Jersey, Shorts and Socks)
- Away Uniform (Jersey, Shorts and Socks)
- Training Uniform (Jersey, Shorts and Socks)
- Warm-Up (Jacket and Pants)
- Backpack

Players are required to wear the designated portions of Player Kits to each training session and game.

Players shall arrive to games wearing the specified uniform and/or warm-up. All players are responsible for bringing both Home and Away Uniforms to games.

**Numbering Policy.**

The cost of Player Kits shall be the responsibility of the player. Player Kits shall be purchased in advance of the season from an Oklahoma Energy FC authorized merchant and utilized on a two (2) year cycle. Each player within a team shall have a distinct jersey number. Age Group numbering is not required in OEFC.

**Alteration of Uniform.**

Players Kits shall only have the Oklahoma Energy FC Soccer logo and branding, player number, or other additions as designated by the club. Players are not permitted to modify, decorate, or otherwise personalize any item of their Player Kit. Additionally, teams shall not be permitted to produce team-specific apparel, without permission of the club. Any uniform with unapproved alterations shall be replaced at the cost of the individual, prior to the individual being allowed to participate in club-sponsored activities.

**Permitted Undergarment.**

Any compression, insulated, or other type of undergarment worn beneath the jersey of a uniform must match the primary color of the jersey worn over the top of the undergarment. Any compression, insulated, or other type of undergarment worn beneath the shorts of a uniform must match the primary color of the shorts worn over the top of the undergarment.

**TEAM FORMATION**

It is the desire of Oklahoma Energy FC to place participants of its programs in the most developmentally appropriate level of play available in order to maximize the growth of the participant. To help facilitate this desire, the club evaluates returning players throughout the entirety of prior season as well as through an optional training camps and tryout events. New players to Oklahoma Energy FC are evaluated within the tryout event as well as an optional Training Camps.

***Timeline***

Teams competing in the Program shall be formed annually, at the end of the spring proceeding the season in which participants will be competing. Exact dates and times for all aspects of the team formation procedure shall be posted on the website and social media platforms of the club.

***Returning Players***

Players returning to participate in the Program shall be evaluated and placed at the appropriate level of play based on the technical, tactical, and physical skill development displayed throughout the prior season and Tryouts. The following shall be used to assist in the assessment and placement of returning players:

**Training Sessions.**

Players shall be informally evaluated throughout the season to gauge the technical, tactical and physical skill development of the player.

**Games.**

Participation in games, both league and tournament, shall be part of the informal evaluation process taking place throughout the season. League and tournament play shall assist in evaluating players on a local, state, regional, and national context.

### **Guest Training and Playing.**

Throughout the season, players will be asked to train or play with a team other than their assigned team for the purpose of evaluating the progress of a player. Coaches are encouraged by the Director(s) of Coaching to host different guest players each week to provide the Coaches opportunities to evaluate players outside of their team that may be better suited to within their team's development level and to provide players with exposure to different coaches and different coaching styles.

### **Player Evaluation and Development Meetings.**

For players U11-U14, Coaches shall provide a written evaluation and plan of development periodically throughout the season. Evaluations shall occur mid-season and post season which are intended to provide the player with an assessment of their progress to-date, as well as a development plan focused on the future growth of the player. Players U15-U19 may request up to two (2) evaluations and development plans a year as well. Any meeting are subject to the one-on-one policies in this document.

### ***Prospective Player Tryouts***

Tryouts for Oklahoma Energy FC shall include any individual wishing to register for the Program, regardless of having participated in the Program the season immediately prior to the season for which the participant wishes to register. The purpose of tryouts shall be to evaluate all players entering the Program, including any prospective participant from outside the club. The Coaches, the Director(s) of Coaching, the Technical Director, and other Oklahoma Energy FC staff members shall evaluate specific qualities in each participant to ensure they are placed at the appropriate level of play. Upon completion of tryouts, any individual wishing to participate in the Program shall be placed at the appropriate level of play, subject to the *Failure to Place Policy* of Oklahoma Energy FC.

### ***Failure to Place Policy***

Registration of a participant for the Program does not in itself guarantee placement in the program. Oklahoma Energy FC shall make every effort to place players on teams within the Program; however, there are certain situations in which a player may not be placed on a team, such as late registration or inability to form enough teams within an age group to accommodate all registered players. Any Registration Funds paid by players who are not placed on a team will be refunded.

## **TEAM OFFICIALS**

While OEFC Coaches have the ultimate responsibility of all factors within their teams, Oklahoma Energy FC Team Official members are paramount to the success of the club and team. Members of Team Officials handle the financial, administrative, and organizational needs of each team. The coach, together with the input of the Director(s) of Coaching and Administrator, shall be responsible for selecting Team Official members. Each of the following Team Official positions may be occupied by separate individuals given the scope of tasks performed by Team Official is often too broad for a single individual to perform.

### ***Team Manager***

The Oklahoma Energy FC Program Team Managers shall act as the primary administrator and communicator for the team. Ultimately, the responsibilities of the Team Manager are agreed upon between the Manager and the Coach of the Team. As a standard, the Team Manager shall act as a necessary point of contact between coaches and parents, and between parents and the

Club. The Team Manager may have multiple responsibilities, which may include communicating training sessions and game schedules, confirming registration, assembling Player ID Cards and official team rosters, reporting game results, planning team activities, league and tournament registration, organizing and overseeing fundraising activities, coordinating efforts of Team Officials, and assisting coaches in any way needed to support the team.

Oklahoma Energy FC encourages the Team Managers to be familiar with the policies, procedures, rules, and regulations of the club, as well as the rules of the game for the age division in which the team is competing, so they may provide explanation of the same to any interested parent.

It is important to note that Team Manager are not to serve in place of the Coach in the leadership of the team, overall direction of the team and players, nor responsible for conflict resolution.

The Club Administrator is responsible for the Team Manager and any training they should need. Team Managers should go to the Club Administrator with any questions, concerns, or feedback they may have about the operation of the Club or Team they are responsible for.

#### ***Team Treasurer***

The Oklahoma Energy FC Program Team Treasurers are responsible for managing the budget and finances of the team. The Team Treasurer shall work directly with the Team Manager and Coach to establish an annual budget, determine team-specific expenses incurred throughout the course of the season, collect any fees or other monies due from players, maintain and reconcile the team bank account, make deposits and withdrawals from the bank account as needed, provide financial reports as requested and make payments on behalf of the team or players as required. Additionally, the Team Treasurer is responsible for submitting the end of season Account Summary to the Club Treasurer.

Player Dues are collected by the Club directly, so traditionally, the only finances that the Team Treasurers will handle are “Team Fees” or those fees collected for as a team from each player.

#### ***Team Travel Coordinator***

If not performed by the Team Manager, an Oklahoma Energy FC Program Team Travel Coordinators may be chosen for making travel arrangements for the coach, players, and parents of the team. The Team Travel Coordinator shall make reservations for players, parents and coaches as necessary, information regarding hotel policies, assist the Team Manager in coordinating with hotel staff to reserve hotel facilities for team meetings or activities.

#### ***Team Social Media Coordinator***

If not performed by the Team Manager, an Oklahoma Energy FC Program Team Social Media Coordinators shall maintain a social media presence for each team by posting team-related content including without limitation images, video content and text. Oklahoma Energy FC encourages the Team Social Media Coordinator to provide content related to community outreach, team activities, fundraising events, league and tournament competition and individual accomplishments, adhering to the OEFC Team Social Media Guidelines.

## **ROSTERING POLICIES**

### ***Playing Up Policy***

Oklahoma Energy FC requires players participating in its Program to register within the appropriate age group based on their date of birth; however, an exception may be made for those players demonstrating a unique level of talent. No player shall play up without the evaluation and recommendation of the Director of Coaching and approval by the coach of the team for which the player would play on in the older age group. Prior to making any such recommendation, consideration shall be given to the following factors:

- Talent.
- Individual development
- Maturity of player
- Age and/or grade of player
- Effect on roster sizes
- Impact of the player playing up on the older team

Circumstances where a player is allowed to play up more than two (2) years above their age group should be discouraged and highly scrutinized by the Director of Coaching before approving. Furthermore, if a player is given the opportunity to play up, then the above factors shall be reconsidered annually.

### ***Rostering Up Policy***

If an opportunity does not exist for a player to participate on an age-appropriate team due to roster size, then a player may be provided the opportunity to roster with a team in an older age group to provide the player with a chance to participate in the Program regardless of the determining factors outlined in the *Playing Up Policy*; however, any such opportunity must be approved by the Director of Coaching.

### ***Interclub Dual-Rostered Player Policy***

Some players may be asked to “dual roster” between Associations (ie. USYS and US Club) to allow Intraclub Guest Play/Club Pass Play between Intraclub teams in different League Associations. This is allowed and a dual rostering fee may be required.

### ***Guest Play Policy***

#### **Intraclub Guest Play/Club Pass Play.**

Guest playing is when a registered player is temporarily rostered with a team other than their assigned team for a Tournament game. Club Pass Playing is when a registered player is temporarily rostered with an OEFC team other than their assigned team for a League game.

Guest playing/Club Pass playing of players is permitted for the purpose of filling a shortage of available players from an existing roster or for the purpose of player development, evaluation, and identification. Under no circumstances should a player be asked to Club Pass Play in a league game for the purpose of “winning” and gaining a technical or tactical advantage that would not normally be present on the team.

The following guidelines shall be followed, in conjunction with league/tournament rules, when selecting a guest player from within the club:

1. Intraclub players within the same age group from a “lower seeded” team, who would be considered an appropriate selection, shall be given priority.

2. A coach wishing to add a player for intraclub guest play must contact the coach of the player prior to contacting the player regarding the opportunity. If coaches agree to the participation of the player as a “Guest Player/Club Pass Player”.

3. Players chosen to participate in intraclub guest play are required to attend all activities of the team in which they are primarily rostered for the season, unless they are excused from such activities by the coach of the team in which they are rostered for the season.

4. Any conflict that may arise as a result of either requests for intraclub guest play/club pass play or interclub guest play, including without limitation, selection, availability or scheduling, shall be resolved by the respective coaches. If no resolution can be reached, then the decision will be left to Technical Director and Director of Coaching.

#### **Interclub Guest Play.**

Guest playing, or temporary rostering, of players not registered in the Program of the club is permitted for Tournaments only; however, unless otherwise approved by the Technical Director or Director of Coaching, priority shall be given to intraclub “guest players” from the same age group. A coach wishing to add a player for interclub guest play must be granted approval by the Technical Director or Director of Coaching prior to contacting the player. Preferably, a guest player should be utilized to fill a shortage of available players from an existing roster.

#### **Financial Requirement for Intraclub and Interclub Guest Play.**

Any individual participating as a “guest player” in an activity in which an additional cost is incurred by the team on which the guest player is temporarily rostered, shall share equally in any such cost incurred by the team.

#### **Interclub Guest Play for Oklahoma Energy FC Players.**

A player registered in the Program of Oklahoma Energy FC may not participate as a “guest player” for a team outside of the club without the approval of their coach. Players are expected to give priority to the activities of their Oklahoma Energy FC team over the activities of the team on which they will be guest playing, including without limitation, training sessions, games, and other team activities. Prior to granting permission to guest play, consideration shall be given to the current training and playing schedule of the player, specifically as it relates to the health and safety of the player. Under no circumstance shall an Oklahoma Energy FC player participate in an event or other activity in which their Oklahoma Energy FC team is participating. This policy does not apply to players wishing to participate on secondary school teams.

#### ***Player Roster Movement Policy***

Oklahoma Energy FC believes player roster movement is a necessary part of player development and is encouraged as a tool to maximize the potential of players participating in the Program when appropriate. The club is committed to ensuring players are adequately challenged in the proper environment and participating at an appropriate level in order to maximize their potential and performance. Player roster movement may be fluid throughout the season and shall occur at the discretion of the Coaches, Technical Director, and/or Director of Coaching.

## **PLAYER POLICIES**

### ***Playing Time Policy***

Oklahoma Energy FC believes in-game competition plays a major role in the development of its players. Training sessions are utilized to simulate in-game competition, but actual playing conditions of a game cannot truly be replicated. Limited opportunities to participate in games may eventually inhibit the ability of a player to develop the necessary technical and tactical skills required to compete at the next level. Players participating in the Program are not guaranteed equal playing time; however, they are guaranteed meaningful playing time, which may vary from division-to-division, player-to-player or game-to-game. Oklahoma Energy FC expects coaches to consider the development of both the player and team when determining playing time. The following guidelines have been established to assist coaches in determining playing time.

### **U11 and U12 Participation Guidelines.**

Players participating in the U11 and U12 age divisions of the Program shall play, at a minimum, approximately one-third (1/3) to one-half (1/2) of each competition.

### **U13 and U14 Participation Guidelines.**

Players participating in the U13 and U14 age divisions of the Competitive Program shall play, at a minimum, approximately one-fourth (1/4) to one-third (1/3) of each competition.

### **U15 and Older Participation Guidelines.**

Players participating in the U15 and older age divisions shall have no expectation of a minimum amount of playing time; however, at the discretion of the coach, players should expect to receive playing time throughout the course of each competition.

### **Reduction in Playing Time Guideline.**

Coaches, at their discretion, may reduce playing time for any player due to one, or more, of the following:

- Poor effort, attitude, or behavior.
- Poor attendance or punctuality at training sessions, games, or other club-sponsored activities.
- Inadequate fitness level, including injury.
- Unwillingness or inability to work together with teammates.
- For ages U13 and older, a lack of technical or tactical ability.

Any decision to reduce playing time, as well as a verbal plan for improvement to reclaim the lost playing time, shall be communicated by the coach to both the player and parent of the player. Players with questions regarding playing time may discuss the same directly with the coach at a time deemed appropriate by the coach. Parents with questions regarding playing time shall follow the *Club Communication Policy*.

### ***Player Attendance Policy***

Players are expected to regularly attend, and be on time to, club-sponsored activities, including without limitation training sessions, games, events, and other team obligations considered mandatory by the coach; however, Oklahoma Energy FC acknowledges that certain circumstances may arise which prevent a player from attending or arriving on time to these activities. In such instances, players are required to notify the Coach or Team Manager of the absence or delay as far in advance as possible. Poor attendance or punctuality may result in reduced playing time. Prior to reducing playing time, the Coach



shall consider the age of the player, as well as any other extenuating circumstances which may have resulted in poor attendance or punctuality.

***Multi-Sport Participation Policy***

Oklahoma Energy FC encourages the participants in its programs to participate in multiple sports. It is the policy of the club to be as flexible as possible with players participating in multiple sports. The club shall make a concerted effort to work with other local youth sports organizations to assist in avoiding scheduling conflicts of major club-sponsored events with events hosted by other local youth sports organizations. Players are required to notify the Coach or Team Manager, as far in advance as possible, of any absence or delay resulting from the participation of a player in another sport. Oklahoma Energy FC shall not penalize any player for playing multiple sports.

***Player Position Policy***

Players are expected to play the position chosen for them by the coach; however, to further assist players in reaching maximum potential, Oklahoma Energy FC encourages coaches to rotate players in the U11 and U12 age divisions into various positions throughout training sessions, games, and tournaments. The club also encourages coaches to rotate players in the U13 and U14 age divisions into various positions throughout training sessions so players may better understand the responsibilities of each position on the field. The manner in which the coach rotates players may differ from division to division, game to game or training session to training session. Player rotation shall occur over the course of the season and not necessarily over the course of a single training session, game, or tournament.

***Player Appearance Policy***

Oklahoma Energy FC is a professional organization and players are expected to dress appropriately and according to the following guidelines. Under no circumstance shall players be allowed to dress in the apparel of another youth soccer organization while attending club-sponsored activities of any type.

**Arrival, Pregame and Warm Up:**

Applicable Home or Away Uniform  
Optional Oklahoma Energy FC Warm Up Jacket  
Optional Oklahoma Energy FC Warm Up Pant

**Home Uniform:**

Home Jersey  
Home Shorts  
Home Socks

**Away Uniform:**

Away Jersey  
Away Shorts  
Away Socks

**Postgame or Spectating:**

Applicable Home or Away Uniform  
Optional Oklahoma Energy FC Warm Up Jacket  
Optional Oklahoma Energy FC Warm Up Pant  
Oklahoma Energy FC Approved Pregame / Warm Up Shirt (ie. Paint the Pitch Pink Shirt)

**Training Session:**

Training Jersey  
Training Shorts  
Training Socks  
Optional Oklahoma Energy FC Warm Up Jacket  
Optional Oklahoma Energy FC Warm Up Pant

Goalkeepers shall follow the *Arrival, Pregame and Warm Up*, as well as the *Postgame or Spectating* guidelines, but shall otherwise wear their respective home, away or alternate goalkeeping uniforms as identified by the coach.

***Player Release Policy***

Upon placement and registration in the Program of Oklahoma Energy FC, a player is considered to have committed to a team within the club and is obligated financially to the club for the entire season, which shall run from August 1st of the current year to July 31st of the following year. Oklahoma Energy FC shall not consider a request for a player release from the Competitive Program at any point during the season, unless the annual financial obligation of the player has been met in its entirety and permission has been given by the Coach, the Director of Coaching, and Administrator. In certain circumstances, a player may also be asked to pay coach expenses, fees or other costs for committed events, estimated or actual, that are shared with the team prior to being granted a release from the club. Released players may receive a prorated refund of dues that were prepaid for the year or quarter. Dues and fees will not be refunded once the month upon which they were applied has begun.

**FINANCIAL POLICIES*****PROGRAMMING FEE SCHEDULE***

See Programming Fee Schedule located on the Oklahoma Energy FC website at [www.okenergyfc.org](http://www.okenergyfc.org) under Resources - Player Resources.

***Program Annual Registration Policy***

Oklahoma Energy FC requires participants of its Program to pay an annual Registration Fee to offset the costs of the program. Registrations fees are paid up front and are non-refundable after the OSA Annual Roster Freeze date. The Registration Fee may be paid in a one payment at the time of registration or in split payments over a predetermined schedule of payments, typically due at the time of registration and on November 1<sup>st</sup> of the Seasonal year. If a player from outside of the club registers in the Program at any midpoint of the season, then the player shall be responsible for paying the registration fee at the time the player registers in the Program.

***Program Annual Dues Policy***

Oklahoma Energy FC requires participants of its Program to pay annual dues to offset the costs of the program. Dues may be paid annually, bi-annually or monthly over a predetermined schedule of payments, due on the first day of each month. If a player from outside of the club registers in the Program at any midpoint of the season, then the player shall be responsible for paying the portion of the annual dues owed, prorated monthly to the fraction of the season remaining at the time the player registers in the Program.

## **FINANCIAL AID**

OEFC is committed to creating equitable opportunities for participation in its programs. In this spirit, OEFC offers financial aid where there is a need.

This aid will cover up to 100% of the General Membership player dues for the seasonal year only. The player will be responsible for any dues above the amount covered by the financial aid, any team fees, and Uniform Fees. Payment plans are available within the Registration process for the player's portion of dues costs.

Requests for financial aid should be made by completing the Oklahoma Energy FC Financial Aid Form in writing, with supporting documentation attached and mailed to the address included in the form. All financial aid requests shall be handled discreetly and only Operational Committee Members shall be aware of the requests.

*ALL DECISIONS MADE BY THE OPERATIONAL COMMITTEE ARE FINAL.*

Until financial aid is approved and all fees that a player is responsible for are paid, a player will NOT be considered as registered and will not be placed on a team, and will not receive a player card; therefore the player cannot participate on any Oklahoma Energy FC team. If a financial aid athlete's attendance for practices, games and tournaments falls below 75%, they are not eligible for financial aid the following year. The board in its sole discretion may waive this requirement.

Financial aid recipients are expected to participate in all club fundraising opportunities and Players/parents are expected to volunteer a required number of hours at Oklahoma Energy FC events.

### ***Outstanding Dues or Fees***

Any player participating in the Competitive Program may be suspended from all club-sponsored activities and may not be allowed to participate in training sessions, games, or other activities if an annual, bi-annual or monthly payment of dues or team fees is more than thirty (30) days past due.

### ***Team Fees Policy***

Throughout the seasonal year, teams may participate in events in which the team may incur fees shared across all players on the team. These fees are to be split evenly across all members of the team, as reflected on the team's official roster. Lack of participation in these events does not preclude a player from paying their share of the relevant team expenses.

### ***Coaching Expenses***

Certain expenses, incurred by a coach, related to the cost of travel outside of the Greater Oklahoma City Metropolitan Area for any game, tournament, event, or other club-related team activity shall be the responsibility of the team or teams for which the coach is traveling. Oklahoma Energy FC encourages teams to calculate and pay the expenses expected to be incurred by the coach prior to travel. If the coach is traveling for more than one team, then all teams for which the coach is traveling shall share in the expenses of the coach proportionately. To avoid placing an unreasonable or excessive financial burden on the team, Oklahoma Energy FC has established the following Coach Expense Reimbursement Guidelines.

**Lodging Expense.**

Each team shall be responsible for its proportionate share of any lodging for activities requiring an overnight stay by a coach. Such rooms shall be limited to a standard king or double queen room. If possible, Team Travel Coordinators and Team Managers shall try to secure a complimentary or discounted room for the coach.

**Meals and Incidental Expenses.**

Each team shall be responsible for its proportionate share of a per diem rate owed to each coach for meals and incidental expenses. The per diem rate for meals and incidental expenses shall be based on gsa.gov recommended daily rates found at <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>

However, if a coach does not begin travel to the destination prior to 1:00PM, then the per diem rate for meals and incidental expenses for the day shall be 75% the recommended rate.

Similarly, if a coach arrives home from the destination prior to 1:00PM, then the per diem rate for meals and incidental expenses for the day shall be 75% the recommended rate.

**Automobile Expense.**

Each team shall be responsible for its proportionate share of a mileage per diem rate owed to each coach to cover the cost of operating their personal automobile for the purpose of travel outside of the Greater Oklahoma City Metropolitan Area if used by the coach. The per mile cost of operating the automobile shall be based on the annual Standard Mileage Rate as established by the Internal Revenue Service each calendar year. As applicable, distances shall be calculated using the home address of the Coach or facility address of NOKC or ESC, whichever address is closest to the destination, the facility address at which the activity is scheduled, address of the location at which the coach is lodging and/or the address of any other relevant and reasonable destination. If travel requires the rental of an automobile, then each team shall be responsible for its proportionate share of the rental fee, fuel fee, and toll fee, equal to the cost of a standard-size automobile; however, a team or teams shall not be subject to any mileage per diem rate for any travel in a rented automobile outside of fuel charges.

The preceding are guidelines and shall be treated as such, implying any or all of them may need to be adapted based on a specific situation or circumstance; however, in general, no team shall incur expenses that greatly exceed the guidelines. Additionally, Oklahoma Energy FC encourages its coaches to assist in alleviating some of the financial burden associated with expense reimbursement related to travel by working with other coaches to share transportation and lodging, if necessary.

***Team Accounting Policy***

Each team formed as part of the Program is required to maintain a team bank account at the bank of Oklahoma Energy FC's discretion unless otherwise stated by the Operational Committee. The Team Treasurer, Team Manager and/or Team Travel Coordinator shall be listed as authorized signers on the account. The Team Treasurer shall use the team and player account template provided by Oklahoma Energy FC to track the finances of the team. The following standards are intended to assist the Team Treasurer in their duties managing team finances.

**Bank Account.**

The Team Treasurer shall setup a single checking account, which shall be separate of any

personal checking account and used to manage both the team and player accounts of each Program team. Subaccounts for unrestricted, restricted and player funds shall be maintained as part of the larger account and other such subaccounts may be established as needed; however, each team shall maintain only a single checking account. A Debit Card should be acquired by the team for the purpose of team expenses and event registration. Visibility of the balance and statements for any account must be given to the Oklahoma Energy FC Club Treasurer.

**Account Name.**

The account name to be printed on checks shall be consistent with the *Naming Standard Policy* for competitive teams. Accounts shall be named with an abbreviated form of Oklahoma Energy FC, "OK Energy FC", followed by the birth year, gender and team designation (Ex: OK Energy FC 2010 Boys Black).

**Confidentiality.**

The Team Treasurer shall keep *ALL* financial information confidential. Team Treasurers may not discuss the financial affairs of any player, parent or other family member of the player, with any person outside of the Team Officials without the consent of the parent of the player.

**Records.**

The Team Treasurer shall keep accurate records of all team transactions using the template, standards and guidelines provided by Oklahoma Energy FC.

**Ownership of Records.**

The records maintained by the Team Treasurer detailing the financial transactions of a team shall be considered the property of Oklahoma Energy FC and, therefore, subject to review by the club.

**Account Reconciliation.**

The Team Treasurer shall reconcile the team bank account on a monthly basis.

**Minimum Balance.**

Oklahoma Energy FC encourages teams to have a \$750.00 minimum account balance to avoid complications from any unforeseen expenses which may arise. Additionally, the club encourages each player to have a \$50.00 minimum account balance to avoid complications from any unforeseen expenses which may arise.

**Annual Budget.**

The Team Treasurer is encouraged to work with Coaches, Team Managers and Team Travel Coordinators to create an annual budget for each team, so that fundraising targets may be set as early as possible. It shall be the goal of each team to carry over to the next season no more than \$2,500.00 in the team account and no more than \$250.00 in any player account without approval of the Club Treasurer. Fundraising efforts shall be based on the annual budget and attempt to raise no more funds than required to cover costs outlined in the budget.

**Statement of Player Account.**

Oklahoma Energy FC encourages the Team Treasurer to provide a monthly Statement of Player Account for each player, but requires the Team Treasurer to provide a Statement of Player Account for each player no less than bi-annually, on December 1 and June 1, or as requested.

**Delinquent Payments to the Team.**

From time to time, a player may become delinquent on payments due to the Team Treasurer; however, the Team Treasurer is not expected to act as a collection agency on behalf of the team. Instead, if a player is delinquent on payments due to the Team Treasurer and reasonable efforts to collect such payments have been unsuccessful, then the Coach shall assist the Team Treasurer in the collection effort. In an effort to collect the delinquent payments, the club may impose penalties on the player, including without limitation, suspension from training sessions, games or other club-sponsored activities until the account in question has been returned to good standing. Any Team Treasurer seeking assistance from the club in these matters shall contact the Club Treasurer.

**Delinquent Payments to the Club.**

The Team Treasurer is responsible for making timely payments to Oklahoma Energy FC for any cost or fee, including without limitation field usage fees or League Fees, which may be billed to a team. Any team delinquent in any such payment due may incur penalties, deemed appropriate by the club, until payment is made.

**Player Movement.**

If intraclub player movement occurs either preseason, midseason or postseason, the player must be brought whole on outstanding fees before the movement can be approved and occur.

**Player Account Refund.**

If a player departs the club, regardless of circumstance, at the request of the player a refund of the funds in the player account shall be given to the player, only if the player is in good standing with both the team and club; however, any portion of the player account attributable to fundraising efforts relating exclusively to Oklahoma Energy FC sponsored activities or team registered events, such as Tournaments or Showcases, shall not be refunded and shall instead be credited accordingly to the team account. If any outstanding amount is owed by the player to either the club or team, then the player shall not be given a refund until the remaining balance of the account is first applied toward payment of any outstanding club dues or fees and then toward payment of any outstanding amount owed to the team. Any funds remaining in a player account thirty (30) or more days after a player departs the club shall be first applied toward payment of any outstanding club dues or fees and then toward payment of any outstanding amount owed to the team, with any remaining amount being credited to the team account.

**Final Accounting.**

Upon completion of the season, the Team Treasurer shall prepare a final accounting for the team, collect any amounts due, pay any outstanding balances, and provide each player a final Statement of Player Account. Upon completion of those items, the Team Treasurer shall close out the records for the current season and create a new record for the upcoming season. After closing out the records for the current season, the Team Treasurer shall forward the Account Summary for the prior season to the Club Treasurer. If the individual currently serving as Team Treasurer will not be returning to the same role the following season, then the team bank account shall be transferred to the individual designated as Team Treasurer for the following season. Any funds remaining in the team account shall be carried forward to the new record. Any funds remaining in a player account shall be carried forward to the new record, subject to the *Player Movement* and *Player Account Refund* standards.

**Final Accounting for Dissolved Teams.**

Upon dissolution of a Competitive Program team, the Team Treasurer shall prepare a final accounting for the team, collect any amounts due, pay any outstanding balances and credit the remaining funds back to the players listed on the official roster at the time of dissolution, or donate the funds to a team or teams participating in the Program of Oklahoma Energy FC. Donations are subject to the approval of the Administrator and the Operational Committee.

**Competitive Team and Player Fundraising Policy**

Oklahoma Energy FC encourages fundraising activities to help promote team building, as well as offset the cost of travel, equipment, fees and dues associated with the Program. The following policies, guidelines and standards are intended to guide each team in their fundraising efforts.

**Approval of Fundraising Activities.**

All fundraising efforts must be approved by the Administrator to ensure fundraising efforts do not violate any existing agreements the club may have with any existing or potential affiliate, partner, or sponsor. Approval is gained by completing the OK Energy Team Fundraising Approval Form located at this site:

<https://docs.google.com/forms/d/e/1FAIpQLSd-wgUDQ1lJrJUzxf1LAZMEhSY04QafRbIC8uQ0WFc8o3Lwg/viewform>

**Commencement of Fundraising.**

Fundraising efforts for the upcoming season shall not commence until the end of season Account Summary has been submitted to the Club Treasurer. In some instances, teams may be granted permission to begin fundraising for the upcoming season during the current season. Such permission must be granted by the Administrator, Club Treasurer, and Operational Committee.

**Eligible Team and Player Expenses.**

Unless otherwise stipulated at the time such funds were donated or collected, any Funds donated or collected, for the benefit of a team or player, may be used to help offset the cost of the following:

*Team Activities.*

Funds may be used to finance team activities, including without limitation team meals, team-building activities and team parties.

*Team Fees.*

Funds may be used to offset or cover the cost of various fees charged to the team or a player, including without limitation, tournament or other event registration, field usage, or any other such fee; however, team funds may not be used to pay player registration fees.

*Competitive Player Kit.*

Funds may be used to purchase or reimburse players for the cost of all or a portion of the cost of competitive player kits for the team. All players shall be reimbursed an equal amount unless otherwise approved by a vote of two-thirds (2/3) or more of the team. Funds may also be used

by the team to purchase one or more “extra kits” for use with Guest Players/Club Pass Players or in the event a uniform is damaged during competition.

*Equipment.*

Funds may be used to purchase equipment utilized by the entire team, including without limitation, training equipment, benches, and canopies.

*Coach Expense Reimbursement.*

Funds may be used to reimburse a coach as outlined in the *Coach Expense Reimbursement Policy*.

*Player Travel Expense Reimbursement.*

Funds may be used to reimburse certain expenses, incurred by players, related to the cost of travel outside of the Greater Oklahoma City Metropolitan Area for any game, tournament, event, or other club-related team activity. Any such reimbursement must be reasonable, to the benefit of the team and approved by a vote of two-thirds (2/3) or more of the team. Any player reimbursement may only occur if the player is in good standing with the club, as well as the team, and a receipt is provided for each expense for which the player is seeking reimbursement.

*Miscellaneous Expenses.*

Funds may be used to offset or cover the cost of miscellaneous expenses incurred by the team; however, any such use of funds must be approved by a vote of two-thirds (2/3) or more of the team.

## **COACH AND COACHING POLICIES**

### ***Coach Placement Policy***

The Director of Coaching, in coordination with the Technical Director, shall be responsible for assigning coaches to all Oklahoma Energy FC teams. No member of the Oklahoma Energy Community may be allowed to coach or train OEFC players and teams without prior approval by the Director of Coaching and placement on the official Oklahoma Energy FC Coaching Slate, unless they are considered a “guest” coach for an event. Then only approval from the Director of Coaching is needed.

Coach Assignments are yearly assignments to be reevaluated at the beginning of each Soccer season prior to Tryouts. Each assignment should be evaluated by the DoC as to the best fit for the age group and teams within the Club. Assignment of a coach to a particular team should be intended to be a two year assignment unless the Technical Leadership feels a longer or shorter assignment is in the best interest of the team.

The Director(s) of Coaching should not themselves be assigned as a permanent coach to a team, as they are to engage and oversee all teams within the Club, without specific and prior approval from the Executive Board. The Director of Coaching may “Guest Coach” for a team should 1) the assigned coach not be available to attend a game or practice, 2) the Director of Coaching uses the game or practice as a teaching/mentoring event for the assigned coach, or 3) the assigned coach requests assistance from the Director of Coaching for an event.



### ***Role of Coaches***

Oklahoma Energy FC believes every coach has a considerable impact on the overall development of the player, as well as the success of the team. Players look to coaches for leadership and guidance, which makes the role of the coach critical in the development of the player both on and off the field.

Commitment, leadership, teamwork, perseverance, and sportsmanship are lifelong values players should learn from Oklahoma Energy FC coaches. The conduct of coaches shall be in harmony with the mission, vision, and core values of the club, as well as consistent with the Code of Conduct and Code of Ethics established by the club for coaches.

### ***Responsibilities of Coaches***

Oklahoma Energy FC coaches are expected to adhere to the policies and procedures of the club. The Director of Coaching, in coordination with the Technical Director, shall determine the specific responsibilities of each coach from season to season. In addition to the aforementioned, Competitive Program coaches shall, at a minimum, be expected to (i) conduct the appropriate number of routine training sessions and scrimmages to effectively prepare teams for all forms of competition, (ii) analyze the performance of both the players and team for the purpose of providing constructive feedback, (iii) provide encouragement to players and foster an environment of personal growth, (iv) properly maintain and return all equipment purchased by the club and provided for use by the team, (v) take the appropriate steps to ensure player safety and minimize risk, (vi) lead Team Officials in the management of the affairs of the team including rescheduling, fee collections, and problem resolution, (vii) communicate with parents consistently, clearly, professionally and timely, (viii) attend all staff meetings scheduled by the Director of Coaching, Technical Director, or Administrator, (xi) adhere to the curriculum, culture and philosophy established by the club and (x) follow the Code of Conduct and Code of Ethics for Coaching at all times.

### ***Code of Ethics for Coaching***

Oklahoma Energy FC has established a Code of Ethics for Coaching intended to clarify and distinguish approved and accepted professional, ethical, and moral behavior from that which is detrimental to the mission, vision and values of the club. All Program coaches are required to agree to the code of ethics prior to being assigned a team.

### ***Preseason Parent Meeting***

Oklahoma Energy FC Program coaches shall have a coach-parent meeting within fifteen (15) days from the formation of the team slated to compete in the upcoming season. All parents are encouraged to attend, but players need not attend. Additional coach-parent meetings shall be scheduled accordingly. The purpose of this meeting shall be to communicate club and coach philosophies as they relate to the players individually and team, to establish expectations for parent and spectator conduct, provide scheduling information, structure and important dates for the upcoming season, outline player and team goals, discuss player commitment expectations and any other item a coach or parent may need to address.

### ***Parent to Coach Communication Policy***

Parents and coaches need time to reflect and process player performances and in-game decisions following a game or tournament. For this reason, Oklahoma Energy FC has a mandatory twenty-four (24) hour zero communication policy between parents and coaches regarding any issues or concerns parents may have related to a game or tournament. Parents

are asked to refrain from approaching coaches or communicating via email, phone, or other device for at least twenty-four (24) hours.

***Coach to Parent Communication Policy***

Oklahoma Energy FC Program coaches shall make themselves readily available to parents, provide parents with a preferable form of communication and communicate clearly and professionally with parents. Coaches shall ensure parents are notified of schedule changes or any other essential information in a timely manner. If a coach chooses to communicate some information with the team through a Team Manager, then it is the responsibility of the coach to ensure the Team Manager is communicating with the team in a timely manner.

***Game Misconduct Policy***

Any coach who receives a red card or is ejected from any game shall be subject to the rules and policies of the League and Association that they are participating in.

***Licensing Reimbursement Policy***

Oklahoma Energy FC believes the primary factor in player development is the standard of coaching. For this reason, this policy has been established to encourage Oklahoma Energy FC Program coaches to pursue continuing education and further their professional licensing level. To this end, the club shall reimburse Oklahoma Energy FC Program coaches for any approved associated coursework or training for coaches pursuing a USSF D license or higher. Reimbursement shall occur in stages along the progress of achieving the licensing level:

- 25% of the Licensing Cost at the time of Acceptance into the course.
- 25% of the Licensing Cost at the time of Gaining the License
- 25% of the Licensing Cost at 1 year after Gaining the License
- 25% of the Licensing Cost at 2 years after Gaining the License

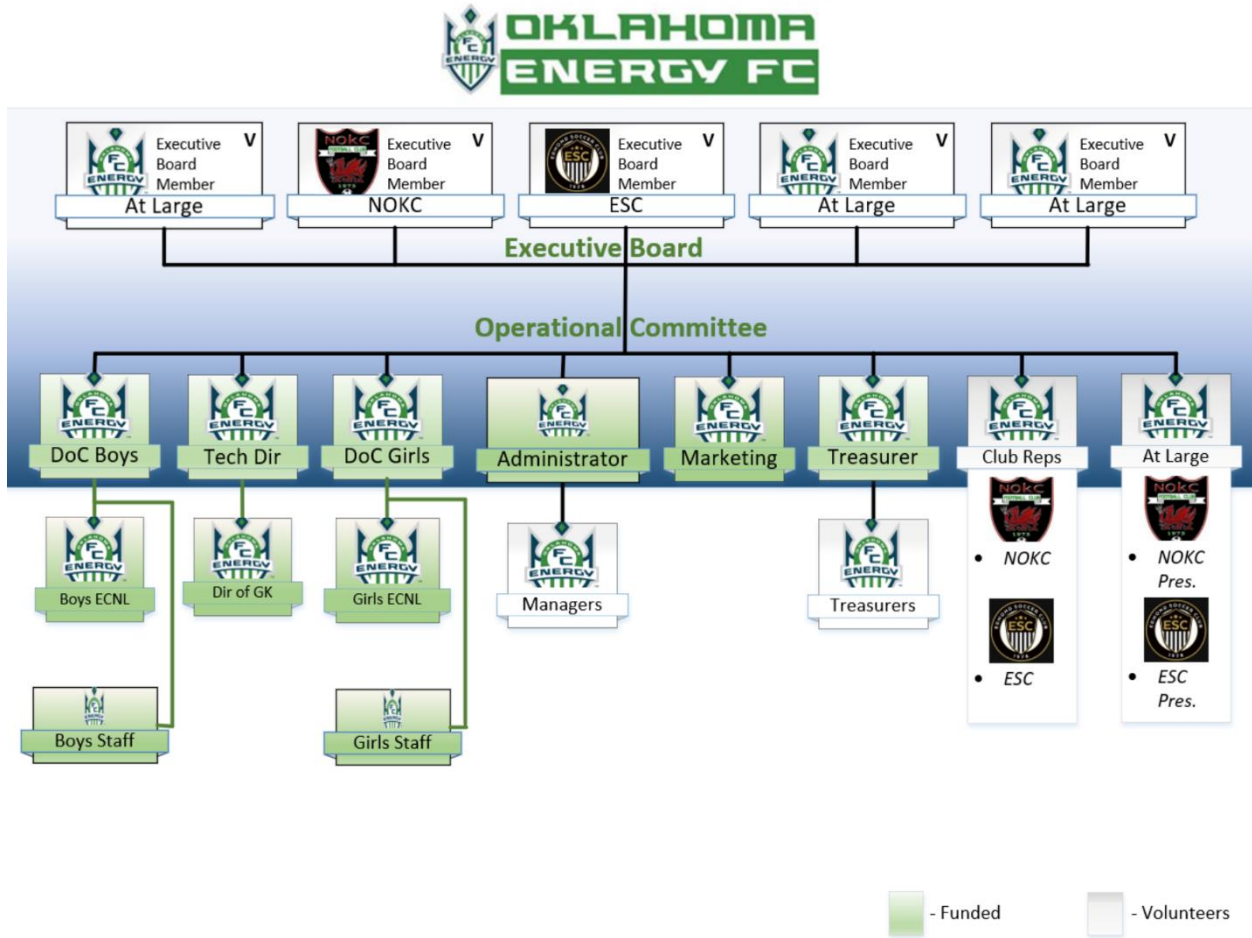
Should a Coach leave the organization prior to full reimbursement of the Licensing Cost, the Coach foregoes the remainder of the reimbursement and cannot collect it from the Club.

A Coach must inform the Technical Director and Administrator of their plan to gain their professional license at least 1 month prior to attending any course or training in order to get approval to be reimbursed for the license costs. Without prior approval, reimbursement may not be provided.

***Private Training Policy for Coaches***

Oklahoma Energy FC allows for Coaches to schedule Private Training with players from within the program, arranged outside of normal practice and game times for the player and coach. The fees for the private training are set by the Coach and charged outside of the fees within the Oklahoma Energy FC Fees Schedule. **A Coach may not lead or participate in a private training with a player from a team that they are currently assigned to but may recommend another coach that is not part of the player's current team.**

Schedule A: Current Organizational Chart



## Financial Information

### Schedule "F"

See the OEFC Fees document on the Oklahoma Energy FC website ([www.okenergyfc.org](http://www.okenergyfc.org)) under Resources – Player Resources

## **FUNDRAISING EVENT FORM**

**Please review and complete the online form here:**

<https://docs.google.com/forms/d/e/1FAIpQLSd-wgUDQ1lJrJUzxf1LAZMEhSY04QafRbIC8uQ0WFc8o3Lwg/viewform>

### **OEFC Merchandising and Trademark Policy:**

Merchandising:

No Oklahoma Energy Football Club member team may produce or sell any item featuring the logo without the advanced written approval of the Oklahoma Energy Football Club Board of Directors or a Representative Authorized by the Board of

Directors, which may be withheld for any reason. Oklahoma Energy Football Club will consider granting limited rights to use the logo in fundraising merchandising efforts by a Oklahoma Energy Football Club team upon submission of the proposed usage of

the logo according to the process set forth below, and according to such terms as may be determined by Oklahoma Energy Football Club at its sole discretion for such usage. The following process shall be followed for approval of merchandising containing the logo:

1. The Oklahoma Energy Football Club team shall submit complete materials with the plan for the usage of the logo, (including location of the proposed logo and the quantity of item produced), to Oklahoma Energy Football Club.

2. Oklahoma Energy Football Club shall review the proposed use and will respond in writing to the Oklahoma Energy Football Club team with approval or rejection within 10 days. If Oklahoma Energy Football Club does not respond during this time period, the use shall be considered rejected.

<https://okenergyfc.org/wp-content/uploads/2020/12/OEFC-Logo-Name-Policy-2.pdf>

## **CODE OF CONDUCT**

It is the mission, in part, of Oklahoma Energy FC to provide a positive, safe and professional environment which encourages early engagement and a lifelong interest in soccer by providing quality programs, facilities, staff, education and leadership for youth players of all ages and abilities and to develop character, encourage physical fitness and foster personal growth for all our participants with a focus on learning invaluable life lessons realized through commitment, leadership, teamwork, perseverance and sportsmanship.

To help achieve the mission of the organization, Oklahoma Energy FC has provided the following Code of Conduct for all coaches, players, parents, and spectators. This Code of Conduct shall be considered a covenant between Oklahoma Energy FC and coaches, players, parents, and spectators of Oklahoma Energy FC to abide by the Rules and Regulations of Oklahoma Energy FC, as well as the game of soccer and to support the mission, vision and values of the organization. Any action or behavior considered contradictory to the Code of Conduct, mission, vision, values, policies, procedures, rules or regulations of Oklahoma Energy FC, or any organization with which Oklahoma Energy FC is affiliated or associated, shall be subject to action by Oklahoma Energy FC.

### **Code of Conduct for Coaches**

*I understand, as a coach for Oklahoma Energy FC, I am held to the highest professional standards and in addition to those standards set forth in the Oklahoma Energy FC Code of Ethics for Coaching, I will:*

1. Demonstrate and encourage good sportsmanship before, during and after games, training sessions and events.
2. Place the physical and emotional wellbeing of the players ahead of any personal desire to win.
3. Put forth my best effort, always, for the benefit of my players.
4. Show respect to coaches, players, parents, and spectators of the opposing team always.
5. Respect the authority of the referees and refrain from questioning their decisions in an abusive manner.
6. Lead each player, through personal example, to be humble in victory and gracious in defeat.
7. Provide support, care and encouragement for players and create a positive and safe environment.
8. Conduct myself responsibly, professionally and with integrity always.
9. Avoid the use of abusive language or profanity, humiliating remarks, gestures of ill temper or other derogatory or threatening behavior towards any coach, player, parent, spectator, or referee.
10. Will demonstrate knowledge of the rules of the game, and teach these rules to my players.

11. Uphold the Core Values of OEFC, all Policies and Procedures, and Never bring OEFC into serious disrepute to all codes of conduct.

### **Code of Conduct for Players**

*I understand it is a privilege to play soccer for Oklahoma Energy FC and as a player, I will:*

1. Demonstrate and encourage good sportsmanship before, during and after games, training sessions and events.
2. Learn the laws of soccer, play the game fairly according to those laws and respect the game of soccer.
3. Arrive promptly at the designated time for all training sessions, games, and events.
4. Put forth my best effort, always, for the benefit of my team and myself.
5. Be humble in victory and gracious in defeat.
6. Show respect to my coaches, opponents, teammates, parents, spectators, and staff members.
7. Show respect for the authority of the referees, the OEFC Coaching Staff and Administration, and Team Officials.
8. Avoid the use of abusive language or profanity, humiliating remarks, gestures of ill temper or other derogatory or threatening behavior towards any coach, player, parent, spectator, or referee.
9. Enjoy my experience as a player and notify my parent or coach if I am not enjoying my experience.
10. Follow and support the policies and procedures laid out by the Club.
11. Uphold the Core Values of OEFC, all Policies and Procedures, and Never bring OEFC into serious disrepute to all codes of conduct.

### **Code of Conduct for Parents and Spectators**

*I understand, as a parent or spectator, I am expected to conduct myself as a responsible adult and as such, I will:*

1. Demonstrate and encourage good sportsmanship before, during and after games, training sessions and events.
2. Place the physical and emotional wellbeing of my player ahead of any personal desire to win.
3. Support my player by providing encouragement and showing interest in their team.
4. Teach my player their best effort is more important than victory or defeat.
5. Lead my player, through personal example, to be humble in victory and gracious in defeat.

6. Refrain from coaching or yelling instructions from the sidelines.
7. Respect the authority of the Referees, the OEFC Coaching Staff and Administration, and Team Officials and refrain from questioning their decisions in an abusive manner.
8. Under no circumstance, including injury, walk onto the field during a game unless requested to by the referee, or other emergency personnel, to assist in medically evaluating or removing an injured player.
9. Avoid the use of abusive language or profanity, humiliating remarks, gestures of ill temper or other negative or threatening behavior towards any coach, player, parent, spectator, or referee.
10. Uphold the Core Values of OEFC, all Policies and Procedures, and Never bring OEFC into serious disrepute to all codes of conduct.
11. We understand that (upon review) OEFC can, and will if necessary, suspend our individual privilege to watch our child play should we behave in a manner that is rude or otherwise offensive.

**Policies and Procedures Acknowledgement:**

I, \_\_\_\_\_ (name), acknowledge that on \_\_\_\_\_ (date), I received a copy of the Oklahoma Energy Football Club’s (“OEFC”) Policies and Procedures Manual and that I read it, understood it, and agree to comply with those provisions, including, but not limited to the following:

INSERT LIST OF POLICIES- especially medical release, media release, and concussion policy, as well as anything else you want them to legally comply with- like waivers.

I understand that OEFC has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the Policies and Procedures Manual at any time with or without notice. No statement or representation by an OEFC representative, whether oral or written, can supplement or modify this Policies and Procedures Manual. Changes can only be made if approved in writing by OEFC. I also understand that any delay or failure by OEFC to enforce any rule, regulation, or procedure contained in the Policies and Procedures Manual will not constitute a waiver of OEFC’s right to do so in the future.

I understand that neither this Policies and Procedures Manual nor any other communication by a management representative or any other employee, whether oral or written, is intended in any way to create a contract of employment, joint venture, or partnership.

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Participant Signature