

Kansas Youth Soccer

Chapter 4: Policies

1.0 POLICIES GOVERNING GAME PLAY.

1.1 PLAYER UNIFORMS.

Section 1. Each field player shall wear a numbered jersey. The number shall be affixed to the back of the jersey and shall be clearly visible. Each player must wear a different number. Numbered jerseys for goalkeepers are optional.

Section 2. Goalkeepers must wear colors which distinguish them from other players and game officials.

1.2 SUBSTITUTIONS.

Section 1. Substitutions shall be unlimited except where specified otherwise in the rules and regulations for a special competition.

Section 2. Substitutions shall be made in accordance with USYSA rules.

1.3 LENGTH OF GAMES, OVERTIME PERIODS AND BALL SPECIFICATIONS.

A. The length of games, ball sizes, ball weights and ball dimensions for each age group shall be as follows:

<i>Group</i>	<i>Game Length</i>	<i>OT Periods</i>	<i>Size</i>	<i>Circumference</i>	<i>Weight</i>
Under 19	Two 45' halves	Two 15' halves	5	27-28	14-16 ozs.
Under 18	Two 45' halves	Two 15' halves	5	27-28	14-16 ozs.
Under 17	Two 45' halves	Two 15' halves	5	27-28	14-16 ozs.
Under 16	Two 40' halves	Two 15' halves	5	27-28	14-16 ozs.
Under 15	Two 40' halves	Two 15' halves	5	27-28	14-16 ozs.
Under 14	Two 35' halves	Two 10' halves	5	27-28	14-16 ozs.
Under 12	Two 30' halves	Two 10' halves	4	25-26	11-13 ozs.
Under 10	Two 25' halves	Two 10' halves	4	25-26	11-13 ozs.
Under 8	Two 20' halves	Two 5' halves	3	23-24	11-12 ozs.
Under 6	Two 20' halves	Two 5' halves	3	23-24	11-12 ozs.

B. In cup or tournament play, if the game is still tied after overtime periods, FIFA "Kicks from the Penalty Mark" rules apply in order to determine the winner.

1.4 SEND OFFS FOR SERIOUS FOUL PLAY.

A. Serious foul play is when a player commits one of the offenses punishable by a direct free-kick and uses disproportionate and unnecessary strength in a manner likely to hurt or injure an opponent. It also includes the following: deliberately impeding an opponent who is thus denied an obvious goal-scoring opportunity; a player anywhere on the field (other than a goalkeeper within their own penalty area) deliberately handling a ball to prevent it going into the goal.

B. Any player who is sent off the field of play for serious foul play shall be suspended for two (2) games.

1.5 SEND OFFS FOR VIOLENT CONDUCT.

A. Violent conduct is the aggression of a player towards an opponent who clearly has no intention of playing or fighting for the ball. The ball can be in or out of play. It is also violent conduct when a player attacks a teammate, the referee, an assistant referee, a spectator, etc. The offense of spitting at someone, no matter whom, is also regarded as violent conduct.

B. Any player who is sent off the field of play for violent conduct shall be suspended for two (2) games.

1.6 SEND OFFS FOR ABUSIVE LANGUAGE.

A. Any player, coach, or team official guilty of using foul or abusive language directed at an opponent, colleague or spectator shall be suspended for one (1) game.

B. Any player, coach, or team official guilty of using foul or abusive language directed at a game official, which shall not amount to referee abuse, shall be suspended for two (2) games.

C. Any player, coach, or team official guilty of referee abuse shall be suspended for a minimum of three (3) games.

1.7 SEND OFFS FOR SECOND CAUTIONABLE OFFENSE AFTER HAVING RECEIVED A CAUTION.

Any player who is sent off the field of play for committing a second cautionable offense after having received a caution will be suspended for a minimum of one (1) game.

1.8 FAILURE OF COACH TO CONTROL FANS.

A coach who is sent off for not making every reasonable effort to control his/her spectators, when requested to do so by the referee will be suspended for two (2) games.

1.9 REFUSAL TO PLAY.

A team or club, which refuses to play a scheduled game or games as directed by higher authority shall forfeit said game or games and shall be held liable for payment of all applicable referee fees.

1.10 ABANDONMENT OF GAME.

A. A game shall not, under any circumstances, be prematurely terminated by any one or both of the competing teams.

B. Should a team terminate a game without the permission of the referee, it shall forfeit said game and be held liable for payment of all referee fees.

C. Should competing teams concur and terminate a game without the permission of the referee, both teams shall be held liable for payment of an amount equal to the referee fees for that game, and the game shall be replayed.

2.0 RISK MANAGEMENT POLICIES AND PROCEDURES.

Kansas State Youth Soccer Association adopted the US Youth Soccer Region II Risk Management Policy as the State Association policy on November 11, 2007.

**US YOUTH SOCCER / REGION II
RISK MANAGEMENT POLICY
*Adopted July 28, 2007, Effective September 1, 2007***

I. APPLICATION PROCESS

US Youth Soccer's Region II will also be stated as 'Region II' throughout this document. Any coach, assistant coach, team trainer, team manager, or any other individual over the age of 18 seeking participation with Region II events who has direct or indirect contact or influence on a youth player shall be known collectively as "Adult Applicant" for the purposes of this policy. Any US Youth Soccer player registered for the current season with any State Association within Region II will be known as "Youth Player" or "Player" for the purposes of this Policy.

Every Adult Applicant is required by Region II to apply for Risk Management Clearance through their respective home State Association OR by completing a Region II's Risk Management Application prior to participation in any Region II events.

Region II State Associations will conduct criminal history background checks on every Risk Management Applicant who has a driver's license or state identification card issued by the state the Applicant currently resides in. Criminal history background checks are performed on every Risk Management Applicant who wishes to recertify because their current Risk Management Clearance is expired, lost, damaged, or reflects inaccurate information.

For Adult Applicants seeking Risk Management Clearance directly from Region II, a national criminal history background check will be performed on any Risk Management Applicant. Adult Applicants using the Region II system, are responsible for a nominal fee made payable to 'Region II' for the cost of running this type of background check.

II. RISK MANAGEMENT DISQUALIFICATION CRITERIA

The Region II Risk Management (RM) Committee will make all initial decisions pertaining to an individual's eligibility to participate in Region II events. The Region II RM Committee has the authority to immediately disqualify an individual based on the results of any criminal history background check(s). The Region II RM Committee also has the authority to attain more information on questionable or serious offenses & convictions based on the results of any criminal history background check(s).

The Region II RM Committee consists of:

- Region II RM Chairman
- Deputy Director (East)
- Deputy Director (West)

Region II, with approval from the Region II State Association Presidents, reserve the right to modify or change the make up of the Region II RM Committee with or without notice and for any reason it deems appropriate and/or sees fit.

Upon reviewing the results of the background checks conducted, the following convictions or behaviors (in whole or in part) or other substantially similar convictions, (as deemed by the Region II RM Committee) may cause the Risk Management Applicant to be immediately disqualified from participation with Region II and all US Youth Soccer related activities and events and will cause the Risk Management Applicant to be contacted about their criminal history by legal counsel on behalf of Region II.

- Sexual Assault
- Sexual Harassment
- Sexual Battery
- Assault
- Felonious Assault
- Aggravated Assault
- Rape
- Kidnapping
- Gross Sexual Imposition
- Sexual Imposition
- Importuning
- Felonious sexual penetration
- Aggravated Robbery
- Robbery
- Aggravated Burglary
- Burglary
- Battery
- Indecent Exposure
- Domestic Violence
- Spousal Abuse
- Drug Manufacturing
- Drug Distribution (Trafficking in drugs)
- Funding of Drug or marijuana trafficking
- Drug Abuse
- Possession of Drugs
- Corrupting another with drugs
- Illegal administration or distribution of anabolic steroids
- Abduction
- Child stealing
- Child Abuse

Child Endangerment
Child Enticement
Contributing to the delinquency of a minor
Corruption of a minor
Controlled Substance Crimes against a Minor Victim
Disseminating matter harmful to a juvenile
Pandering sexually oriented matter involving a minor
Illegal use of minor in nudity oriented material or performance
Inappropriate conversation, communication, or email contact with minors
Custodial interference (interference with custody)
Promoting prostitution
Compelling prostitution
Prostitution: after HIV test
Kidnapping
Violation of a Restraining Order
Failing to provide for functionally impaired person
Patient abuse/neglect
Aggravated menacing
Carrying a concealed weapon
Having a weapon while under a disability
Improperly discharging a weapon at or near a school or dwelling
Placing harmful objects in food or confection
Aggravated Murder
Attempted Murder
Murder
Manslaughter
Voluntary manslaughter
Involuntary manslaughter
Voyeurism

Region II, the Region II RM Committee and Region II Legal Counsel reserves the right, at any time, to add additional offenses, behaviors and/or convictions to the list as outlined above, with or without notice.

The Region II RM Committee analyzes behaviors and/or convictions produced from criminal history background check(s) with an incident date between the application date and ten (10) years previous from the application date. The Region II RM Committee also reserves the right to review and analyze incidents that date back farther than ten (10) years if it is deemed that a person's criminal history beyond ten (10) years possesses a serious threat to the well being and safety of children.

The Region II RM Committee also reserves the right to perform criminal history background check(s) at random time periods on any Adult Member who previously applied for Risk Management and who may or may not have a criminal history.

III. DISQUALIFICATION PROCEDURE

The Region II Administrator will send written notification to every Adult Applicant who has been disqualified or if more info is needed from the applicant by the Region II RM Committee with instructions on how to appeal the decision made by the Region II RM Committee. The disqualification remains in effect up to the time an appeal is heard by the Region II Director or their Designee. The disqualified individual has ten (10) days from the receipt of the notice of disqualification to submit an appeal in writing to the Region II Administrator. If written notification from the disqualified Adult Member is not received by Region II Administrator within ten (10) days, then the disqualification will be final and the Adult Applicant will lose all rights to appeal the decision and forfeits their eligibility to participate in Region II events and US Youth Soccer.

The Region II Administrator will send written notification to every Adult Applicant who is asked to provide more information by the Region II RM Committee pertaining to offenses and/or convictions found as a result of criminal history background check(s). If the Adult Applicant fails to respond within ten (10) days of the receipt of the written notification for more information then the Region II RM Committee is within its right to disqualify the individual from participation with Region II and US Youth Soccer indefinitely or disqualify the individual from participation with the Region II and US Youth Soccer until the individual responds. The Region II RM Committee can still disqualify the individual after contact was made based on the information reported. The decision will be final and the Adult Applicant will lose all rights to appeal the decision and forfeits their eligibility to participate in Region II and US Youth Soccer.

IV. APPEAL PROCESS

Any Adult Applicant who has been disqualified from participation with Region II has the right to appeal the initial decision made by the Region II RM Committee if the Adult Applicant believes the decision was made in error or if they believe the Region II RM Committee was missing pertinent information or materials at the time their decision was reached. Once written notification of the disqualification is received by the individual, that individual must submit a written notice of appeal to the Region II Administrator addressed and sent directly to the Region II Office. If the written notice of appeal is not received by the Region II Office within seven (7) days, the individual forfeits their current ability for an appeal as well as any time in the future.

The appeal will occur at a time and place as determined by the Region II Director or their Designee. The decision made by the Region II RM Committee is final and will take effect immediately following the notification by the Region II Administrator.

V. OTHER:

- Changes to this Policy may be made by the Region II State Association Presidents with or without notice and at any time.

- Risk Management Disqualifications may not be appealed to the United States Soccer Federation or to US Youth Soccer. The United States Soccer Federation and US Youth Soccer defer risk management programs and decisions on risk management eligibility to the State Associations. (E.g., USSF Bylaw 213, USYS Bylaw 214.)
- US Youth Soccer Bylaw 252. SUSPENSION BECAUSE OF LITIGATION:
Section 1. Any person participating in a USYSA program, or in a program of a State Association or a program of a member of a State Association, who becomes a defendant in litigation detrimental to the welfare of youth players or litigation based on activities detrimental to the welfare of youth players, shall be suspended from all soccer-related activities. Suspensions under this bylaw shall be determined by the appropriate State Association or the Board of Directors. Matters detrimental to the welfare of youth players shall include crimes of moral turpitude and felonies. The person has a right to appeal the suspension only over whether the matter which is the substance of the accusation, if true, is detrimental to the welfare of youth players.

Section 2. On completion of the litigation, the suspended person may inform the body suspending the person under section 1 of this bylaw that the litigation has been completed and request that the suspension be terminated and the person reinstated. The suspending body may grant the request of the person or, if the decision of the litigation was adverse to the person, may continue the suspension for a period specified by the suspending body, fine the person, terminate all membership of that person with the suspending body and its members, or any combination of those authorized penalties.

3.0 FINANCIAL POLICIES AND PROCEDURES.

PURPOSE.

The purpose of these financial policies is to provide consistent application of conduct and proper internal controls to safeguard the assets of the organization while performing the duties and functions as described in the Bylaws and Rules. To this end, all funds received and disbursed in the name of the organization shall be managed in such a way that the tax-exempt status of the Association is not endangered. These policies also serve to communicate to the members of the organization how the funds they pay to support the organization will be spent.

DEFINITIONS.

1. "Organization" means the (club/league/association).
2. "Event" means the organization's Annual General Meeting or other similar activities. It is not a committee, office, or officer of the organization.
3. "Line Item" means a specific line with a corresponding amount in the organization's budget.
4. "Program" means the operations of a specific officer or committee. It is an area that contains at least several line items within the organization budget.
5. "Board" means the organization's Board of Directors.

MANAGEMENT AND CONTROL.

The Treasurer, President and Executive Director shall be in regular contact concerning the financial performance of the Association.

Responsibilities of Persons Who Incur and/or Approve Expenses.

Persons incurring expenses on behalf of the organization are responsible for ensuring that all expenditures are consistent with organization policies and budgetary restraints. Anyone with expense approval authority must understand that their signatures on an Income and Expense form or organization check indicates to the best of their knowledge conformity with stated organization policy, that legitimate and necessary expenses have been incurred, and that all items on the income and expense form are proper.

The Executive Director will:

1. Maintain the financial records of the organization in a form and manner acceptable to the Treasurer of the organization.
2. Maintain the financial records of the organization such that they may be reviewed by the Treasurer of the organization at any time during normal business hours, and within two (2) working days notice by any member of the Executive Committee.
3. Oversee the daily accounts of the organization including receiving the bills and receipts of the Association, making timely deposits of funds, and recording and preparing expenses for review and payment approval by the Treasurer of the organization.

4. Provide financial reporting and control of all Association programs under the direction of the Treasurer of the organization.
5. Prepare statements of the financial affairs of the organization for presentation to the Association Board of Directors at each regular Board meeting in a form and manner as directed by the Treasurer of the organization.
6. Supervise the Office Petty Cash Account.
7. Inform volunteers and employees of these organization policies and procedures.

Financial Records.

The organization office and the Treasurer will create a list of accounts which reflect the line items listed in the budget. All books, records, and accounts will be maintained by the organization office staff or the Treasurer for a period of at least five (5) years.

General Requirements of All Accounts.

All income of the organization shall be deposited into and all expenses shall be paid by checks drawn against the following accounts:

1. The general operating accounts which may or may not be interest bearing accounts.
2. A money market savings account which shall be an interest bearing account.
3. Investment accounts as recommended by the Board.
4. Petty cash fund which shall not contain more than \$200.

Location of Accounts.

The organization's accounts shall be maintained by the organization office or the Treasurer. All operating accounts shall be in institutions insured by a federal government chartered financial insurance company such as FDIC or SPIC. Investments may be placed in non-FDIC insured accounts with the prior approval of the Board. Copies of account statements will be mailed directly to the organization office or Treasurer.

Name of Accounts.

All accounts of the organization shall be in the organization's name. If special accounts are set up to support a specific activity, the name of the account will include the organization's initials.

Signatures Required.

Checks for the payment of expenses shall be written by the organization staff or the Treasurer. The organization's President, Treasurer, and/or paid staff may sign checks. A dual signature is required on all checks over \$500. Signatures are not required for board-approved re-occurring expenses that are processed through automatic ACH withdrawal (such as payroll, health care benefits, rent, etc.). Generally, all organization checks will be signed by the Executive Director or Treasurer unless notice is given that the Executive Director or Treasurer is not available to sign checks on a timely basis.

Reconciliation of Accounts.

Reconciliation of bank statements will be completed within a reasonable time of receipt. The Treasurer will be immediately notified of any discrepancies determined when reconciling organization accounts.

Policies to Ease Management and Control.

The organization office staff and the Treasurer may from time to time create policies to ease the management and control of the financial performance of the organization. These policies shall be presented to the Board for approval prior to implementation. (e. g., Checks to pay immediate tournament expenses may be paid from a special limited tournament checking account that requires signatures from the Tournament Director and any one of the following: organization's President, Treasurer, and/or paid staff.)

AUDITS AND REVIEWS OF ASSOCIATION FINANCIAL RECORDS.

The organization shall have its financial accounts reviewed or audited annually by an accounting firm which shall have prior approval by the Board. The results of all reviews and audits shall be provided to the Board and organizational membership.

FINANCIAL REPORTS BY THE ASSOCIATION.

The organization's office/Treasurer will create and report on a quarterly basis current financial activities and present it to the following:

1. President
2. Board of Directors
3. Membership

Financial reports shall be available to the Board with the agenda of each regular Board of Directors meeting and the Annual General Meeting.

TAXES AND OTHER GOVERNMENTAL REPORTS.

All individuals providing a service which is compensated by the organization shall provide name, address, and social security number or EIN to the organization for the purpose of filing required IRS forms (i.e., 1099).

Tax forms and other governmental reports will be prepared by the organization office/Treasurer.

FAILURE TO FOLLOW FINANCIAL POLICIES.

In the event any member, officer, committee member, employee or any other person of the organization fails to comply with these policies, the President and Treasurer shall be notified. The non-compliant person shall be notified in writing by the organization and shall be requested to comply by a reasonable date.

If the non-compliant person fails to comply within the time period specified, the non-compliant person shall automatically be considered in bad standing, removed from the appointive office or have the employment relationship or contract terminated, and prohibited from participating in organization activity.

RECEIPTS OF THE ASSOCIATION.**Funds Received.*****Opening the Mail and Collecting Financial Receipts.***

An organization employee/volunteer as designated by the Board of Directors shall open all mail and stamp any checks or other financial receipts for deposit.

Financial Receipts.

All cash received shall be logged by the organization's designated person. Financial receipts along with any support documentation shall be placed in a specified file.

Processing the receipts.

All checks, financial receipts, and cash shall be entered into the organization's accounting system by the designated person, and then secured in a locked file cabinet.

Deposits.

Periodically the designated organization person shall complete a deposit slip and provide the deposit slip and the receipts to the other for deposit into the organization's account(s). The deposit slip shall be attached to the financial receipts making up the deposit.

All deposits will be accompanied by a detailed allocation of the deposited funds to allow cost/income accounting. The deposit documentation will be reviewed and authorized by the Treasurer.

Unless special arrangements are made with the Treasurer, all receipts will be deposited within 5 working days of being received by the office.

Funds Received at Organization Activities

Any cash received shall be issued a written receipt which will indicate who made the payment and the account that the funds should be credited to. Duplicate receipts will be used to maintain a record of funds received. Receipts from any activity will be transferred to the Treasurer within 5 working days of receipt. Cash receipts shall be deposited into an organization account as soon as possible and in all cases within 5 working days of being received. If cash funds are deposited into an activity checking account for safety reasons, a transfer check accompanied by the appropriate documentation shall be issued by the Treasurer within 5 days.

DISBURSEMENTS.**Documentation Required.**

Disbursements shall be paid only as a result of documentation supporting the expense. Such documentation may include an Income and Expense form with proper attachments, invoices, and other written billing.

Account Disbursements.

The Executive Director or Treasurer shall process and handle the payment of all expenses. Expenses shall be paid by check from the operating account.

Attachments to Disbursements.

Checks will be sent, as required by these policies, to the second required signatory with attached expense documentation.

CREDIT CARDS.

The Board may approve credit cards to be issued to and in the name of members of the organization to be utilized by Board members and specified others representing the organization. Billings from the credit card company shall be mailed directly to the organization, which in turn shall send payment to the credit card company on a timely basis to avoid interest charges.

Pay for Expenses.

The annual fee for the credit card(s) shall be paid by the organization.

Reporting.

Each card holder shall be responsible for providing a signed and properly completed Income and Expense form with attached receipts to the Executive Director or Treasurer within thirty (30) days of the incurred expenses. Any charged expense which relates to someone other than the cardholder such as meals, or other items for another person/entity, the cardholder submitting shall include the full name(s) of all such other person(s)/entity(ies), the business purpose, the item(s) purchased, and the amount of the purchase(s). The only exceptions pertaining to submission are as follows:

1. Air travel made and charged with the approved organization travel agency.
2. Lodging and meeting space which is master billed to the organization.

Credit Card Billing.

When a credit card bill arrives, the Executive Director or Treasurer will send each person who has not already submitted an Income and Expense form, a memo with a blank form and a copy of the credit card statement pertaining to that person's charges. The memo will request submission of the information substantiating the expenditure, the properly completed form and proper supporting information attached within five (5) days.

Failure to Provide Proper Documentation.

If the proper documentation is not received within the specified time period, a letter will be sent to the non-reporting person advising the person that if submission is not received within seven (7) days, the credit cards issued to the delinquent person will be subject to cancellation. If the proper documentation is still not received within the specified time period, after notifying the Board of Directors, the Executive Director will cancel the non-submitting person's credit cards.

The Board will be informed of any non-reporting letters or cancellations at its next meeting.

Non-authorized Charges.

Charges that do not conform to the organization's policies or personal charges on an organization credit card are prohibited. After being properly reviewed and upon approval of the Board, charges of this nature shall result in the organization seeking reimbursement for the non-authorized charges, and may result in the canceling the person's credit cards, and separation from the organization.

EXPENSE REIMBURSEMENT.

It is expected that the Board of Directors, Committee Chairs, volunteers, and employees will from time to time, incur expenses on behalf of the Association. The volunteers and employees should not be penalized nor should they profit by adhering to stated financial policies. This policy presents standard procedures by which volunteers and employees shall recover funds properly expended in the conduct of the organization's business.

Responsibility of Persons Who Submit and/or Approve Expense Reimbursement.

Anyone with expense reimbursement approval authority must be fully cognizant that their signature on an expense report indicates conformity to stated organization policy, that legitimate and necessary expenses have been incurred, and that all items on the expense report are properly reimbursable to the person submitting the report. Both the person submitting the report and the person granting approval have equal responsibility for its correctness and to ensure that all expenditures are consistent with policies and budgetary restraints.

General Policy.

Volunteers and employees shall be reimbursed for actual reasonable and proper expenditures incurred in the conduct of approved organization business. These policies are applicable to all volunteers and employees of the organization.

Reimbursement Policies - Specific Requirements.**Income and Expense Forms.**

An Income and Expense form shall be utilized by anyone requesting reimbursement. Any request for reimbursement which relates to someone/entity other than the person requesting reimbursement shall include the full name(s) of all such other person(s)/entity(ies), the business purpose and details, the item(s) purchased, and the cost or amount of reimbursement sought.

Documentation Required.

Expenses shall be paid only as a result of documentation supporting the expense. Such documentation shall include an Income and Expense form with proper attachments, invoices, receipts, and other billing.

Approval.

Income and Expense forms shall be approved first by the Treasurer, and/or paid staff. Paid staff expenses shall be reviewed for approval by the Treasurer or President. The

Treasurer's expenses shall be reviewed for approval by the Executive Director or President.

Time Period.

Unless otherwise arranged or as stated below, expense reports shall not cover periods of time greater than one month.

Income and Expense forms shall be submitted to the organization within thirty (30) days of the expense, and include the date, signatures of all parties, and attached receipts and/or invoices.

Penalty for Failure to Submit Timely.

Any reports not submitted within thirty (30) days of the end of the organization's fiscal year shall not be reimbursed, unless specifically approved by the Treasurer.

Rebates, Adjustments, and Advances.

Any rebate, adjustment, or expense advance received by a person submitting an expense reimbursement request shall be deducted from expenses claimed. Funds received after submission of an Income and Expense form shall be returned to the organization along with a corrected copy of the original Income and Expense form.

Discounts.

Members are encouraged and advised to maximize discounts available to them. The fact that a private organization may be paying the bill has no bearing on their personal obligation to seek discounts. Association volunteers and employees should request any available discounts for car rental, lodging, air travel, quantity print runs, or other expenses.

Receipts.

For reimbursement, receipts shall be attached for all expenditures in excess of \$25.

Compliance with IRS Regulations.

The policies, procedures, and instructions contained herein are written to conform to current Internal Revenue Service and Federal Government Regulations.

TRAVEL AND OTHER BUSINESS EXPENSES.**General Policy.**

The organization will reimburse volunteers and employees for reasonable and proper expenses incurred in connection with traveling and other business expenses, with exceptions as noted, in the conduct of approved organization business. The purpose for the trip and expenses incurred shall be documented and properly reported on an Income and Expense form. All travel shall have prior Association approval before being scheduled.

Mode of Transportation.***Air Travel.***

Air travel will be “coach” class. Travelers should make reservations as early as possible to take advantage of the least expensive fares available.

The bonus mileage awards accrued by travel at the organization’s expense will be the personal property of each traveler to be used as they see fit.

Personal Automobile.

Mileage reimbursement shall be for the actual mileage driven at the standard mileage rate as allowed by the Internal Revenue Service for the previous calendar year. Such rate will be provided by the Treasurer.

Actual mileage includes round trip to destination and travel between visiting site and hotel. Parking fees and tolls are additional expenses which will be reimbursed in addition to mileage.

The amount reimbursed for travel by private automobile will not exceed the value of the least expensive air transportation.

Rental Cars.

Prior to rental of a car, consideration should be given to its required use and other transportation alternatives. Often the nature or place of the trip dictates that taking a taxi, airport limousine or hotel courtesy car is most economical and negates the need for a rental car. Taxis are an alternative to the use of a rental car and should be used when appropriate. Most airports offer limousine service for commuting between the airport and downtown areas or hotels. It is usually less expensive for groups than taxis and rental cars. Many metropolitan areas have a variety of forms of public transportation. Association volunteers and employees are encouraged to use these systems when appropriate.

Members shall request economy or compact sized cars, except when four (4) or more members are traveling together. Rental agreements provide several options to the renter. In the event of an accident, local rental and law enforcement authorities shall be properly notified. Payment for rental cars is the responsibility of the individual but, when authorized, may (No attempt may be made to) be billed the organization directly. In all cases the itemized rental receipt along with the actual payment receipt are required to be submitted. If the Association member is renting a car and combining personal and business travel, the member will be personally responsible for the rental agreement and payment of the entire rental costs. When completed, the member may then request reimbursement for that part of the trip that was organization business related. The member shall complete an Income and Expense form with the proper documentation to be eligible for reimbursement.

Lodging

Volunteers and employees will be reimbursed for the actual cost of reasonable accommodations for approved travel.

Types of Rooms and Rates

Single room rates should be requested when reservations are placed, with lodging expenses to be itemized by the day on the Income and Expense form. For trips where weekly or monthly rates are available and favorable, this shall be clearly shown on the Income and Expense form. Members are expected to seek lodging in the proximity of the visiting location to minimize the cost of local transportation. The itemized hotel bill is required to be submitted.

Unless otherwise approved, members are requested to seek lodging with organization approved hotels/motels that offer the least expensive rooms but do not compromise quality and security.

Cancellations

Only in the most unusual circumstances will a “no-show” be considered a proper expense. The traveler has the responsibility to cancel reservations.

Per Diem

Volunteers and employees will be paid a per diem of \$25 per day for in-state travel and \$35 per day for out-of-state travel for meal expenses. A half day will be reimbursed at \$13 for in-state and \$15 for out-of-state. Per Diem reimbursement will be based on home city departure and arrival times. Higher daily meal allowances may be approved by the Board in high cost areas. If not covered by per diem, each meal shall be specifically and separately reported on the Income and Expense form.

Business Meetings and Conferences

When expenses are submitted for attendance at organization business meetings, conferences, and meals with guests, the expenses report shall indicate the nature of the meeting, the attendees, and other data which may be necessary to support the expense.

Telephone Calls

Actual expenses for organization business related calls, safe arrival calls, and calls to family will be covered by the organization for individuals traveling on approved business.

Long Distance Telephone Calls by Volunteers and Employees

Telephone calls will be reimbursed for the direct expense of the call provided proper documentation is submitted.

Capital Items

Capital items are purchased as individual items or as a class or items (e.g. furniture, soccer goal nets) with an expected life of one (1) year or more and cost \$100 or more. An inventory of capital items shall be maintained by the organization.

**APPROVED BY KANSAS STATE YOUTH SOCCER ASSOCIATION
JULY 20, 2008**