The Maroons Soccer Club

Handbook



 05/19/2025

**ABOUT THIS HANDBOOK/DISCLAIMER**

We prepared this handbook to help independent contractors find the answers to many questions that they may have regarding their work with The Maroons Soccer Club (“MSC”). Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Directors of Coaching (“DOC”) and the Board of Trustees also serve as a source of important information.

Neither this handbook nor any other verbal or written communication by an MSC representative is, nor should it be considered to be, an agreement, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever.

This handbook states only general MSC guidelines. The MSC may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice.

This handbook supersedes all prior handbooks.

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# Section 1 - Governing Principles

## **1-1. Introduction**

Welcome to the Maroons Soccer Club (“MSC”). This handbook outlines the operational

expectations and guidelines for all coaches within our organization. As a coach or other contractor working with MSC, you play a vital role in developing our players both as athletes and as individuals. This handbook serves as a companion document to your Independent Contractor Agreement and provides detailed guidance on how to successfully fulfill your role.

The “Maroons Way” emphasizes player development, positive coaching techniques, respect for

all participants, and a love for the game. We expect all coaches and other contractors to embody these values.

 This Handbook is reviewed and may be updated annually.

## **1-2. Non- Harrassment**

It is MSC's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers, or coaches by another coach, director of coaching, vendor, customer, or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information ,or any other characteristic protected by applicable federal, state, or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by MSC.

The purpose of this policy is not to regulate personal morality, but to ensure that no one harasses another individual in the performance of MSC services or while representing MSC. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted, or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

 **Harassment Defined**

Harassment generally is defined in this policy as unwelcome verbal, visual, or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures, or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts, or e-mails), or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state, or local laws. Because it is difficult to define unlawful harassment, coaches and other contractors for MSC are expected to behave at all times in a manner consistent with the intended purpose of this policy.

 **Sexual Harassment Defined**

Sexual harassment can include all the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual, or physical conduct of a sexual nature when:

 Submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or

 Submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or

 The conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of conduct that violate this policy include:

1. Unwelcome flirtations, leering, whistling, touching, pinching, assault, or blocking normal movement;
2. Requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. Obscene or vulgar gestures, posters, or comments;
4. Sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies;
5. Propositions or suggestive or insulting comments of a sexual nature;
6. Derogatory cartoons, posters, and drawings;
7. Sexually explicit e-mails, text messages, or voicemails;
8. Uninvited touching of a sexual nature;
9. Unwelcome sexually related comments;
10. Conversation about a person's own or someone else's sex life;
11. Conduct or comments consistently targeted at a single gender, even if the content is not sexual; and
12. Teasing or other conduct directed toward a person because of the person's gender.

 **Reporting Procedures**

If you have been subjected to or witnessed conduct that violates this policy, you should immediately report the matter to the President of MSC. If you are unable for any reason to contact the President or if you have not received an initial response within five (5) business days after reporting any incident you perceive to be harassment, you should contact another member of the MSC Board of Trustees. If the person to whom the complaint is directed is one of the individuals indicated above, you should contact another member of the Board of Trustees regarding your complaint.

 **Investigation Procedures**

Every report of perceived harassment or other misconduct will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All coaches and other contractors must cooperate with all investigations conducted pursuant to this policy.

 **Retaliation Prohibited**

In addition, MSC strictly prohibits any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Anyone who believes they have been subject to retaliation should report it in the same manner in which they would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination of the contractor agreement.

## **1-3. Drug-Free and Alcohol-Free Workplace**

To help ensure a safe, healthy, and productive work environment for our coaches and others, to protect MSC property, and to ensure efficient operations, MSC has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all coaches and other individuals who perform work for the MSC.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale, or

distribution of controlled substances (including medical marijuana), drug paraphernalia, or alcohol by an individual while working (whether or not on MSC premises) or while representing the MSC, is strictly prohibited. Coaches and other individuals who work for the MSC also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact one’s ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the coach or individual to report to work. However, this exception does not extend any right to report to work under the influence of lawful recreational or medical marijuana or to use such as a defense to a positive drug test, to the extent the coach is subject to any drug testing requirement, except as permitted by and in accordance with applicable law.

Violation of this policy will result in disciplinary action, up to and including termination of the contractor agreement.

## **1-4. Workplace Violence**

MSC is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to coaches and damage to MSC and personal property.

MSC does not expect coaches to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, MSC specifically prohibits coaches from engaging in any physical confrontation with a violent or potentially violent individual. However, MSC does expect and encourage coaches to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in MSC policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or director of coaching; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

 **Prohibited Conduct**

Threats, threatening language or any other acts of aggression or violence made toward or by any MSC coach or contractor WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law coaches and visitors are prohibited from carrying weapons onto MSC premises.

 **Procedures for Reporting a Threat**

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the coach or contractor feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede MSC’s ability to investigate and respond to the complaints. All threats will be promptly investigated. All individuals must cooperate with all investigations. No coach or contractor shall be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If MSC determines, after an appropriate good faith investigation, that someone has violated this policy, the MSC will take swift and appropriate corrective action.

If the coach or contractor is the recipient of a threat made by an outside party, that individual should follow the steps detailed in this section. It is important for the MSC to be aware of any potential danger. Indeed, MSC wants to take effective measures to protect everyone from the threat of a violent act by coaches or by anyone else.

# Section 2 - Operational Policies

## **2-1. Time Keeping Procedure**

Coaches must submit their monthly hours to the DOC for approval, and then submit approved hours to MSC via TeamSnap no later than five (5) business days’ following the close of the month.

**2-5. Artificial Intelligence**

## **2-2. Your Payment**

MSC will make any payment due to Contractor on or about the 20th day of each month.

If there is an error in pay, the matter should be brought to the attention of Treasurer of the Board of Trustees immediately so MSC can resolve the matter quickly and amicably.

Payments will be made by check and given only to the coach/contractor, unless the coach/contractor requests that the check be mailed or authorizes in writing that another person may accept the check.

# Section 3 - General Standards of Conduct

## **3-1. Workplace Conduct**

MSC endeavors to maintain a positive work environment. Each coach/contractor plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense, and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including termination of the independent contractor agreement, in the MSC's sole discretion. The following are examples of some, but not all, conduct which may be considered unacceptable:

1. Providing false or misleading information.
2. Stealing, removing, or defacing MSC property or a co-worker's property, and/or disclosure of confidential information.
3. Completing another coach's time records.
4. Violation of safety rules and policies.
5. Violation of MSC's Drug and Alcohol-Free Workplace Policy.
6. Fighting, threatening, or disrupting the work of others or other violations of MSC's Workplace Violence Policy.
7. Failure to follow lawful instructions of the DOC or the Board of Trustees.
8. Failure to satisfactorily perform assigned duties.
9. Irregular attendance, habitual lateness, or unexcused absences.
10. Willful or careless destruction or damage to MSC assets or to the equipment or possessions of another coach or other teams.
11. Wasting work materials.
12. Violation of MSC's Harassment or Equal Employment Opportunity Policies.
13. Violation of MSC’s Social Media Policy, Conflict of Interest Policy, or any other MSC policy.

## **3-2. Team Expectations**

**Communications:**

* Coach shall maintain regular and timely communication with players and parents through

TeamSnap

* Coach shall respond to parent and player inquiries within 48 hours;
* Coach shall provide at least 3 days' notice for any schedule changes when possible;
* Coach shall collaborate with Team Manager to ensure consistent messaging and information flow.

**Practice and Game Scheduling:**

* Coach shall work with the MSC Administrator and DOC to schedule all practices according to field availability and player schedules;
* Coach shall communicate practice schedules at least 7 days in advance when possible;
* Coach shall confirm attendance for all scheduled activities using TeamSnap;
* Coach shall coordinate with MSC Administrator, Team Manager, and opposing team to schedule league games and reschedule any postponed matches in a timely manner

**Tournament and League Management:**

* Coach shall consult with Team Manager and parents regarding tournament selections;
* Coach shall provide recommendations on appropriate tournament levels and competition based

on team development needs;

* Coach shall submit tournament applications and team information to the Team Manager in a timely manner to meet registration deadlines;
* Coach shall ensure all league game cards, lineup submissions, and match reports are properly

completed and submitted according to league requirements.

**Seasonal Planning:**

* Coach shall provide a seasonal calendar outlining expected training sessions, games,
* tournaments, and breaks within 14 days of the season start;
* Coach shall conduct a pre- season parent meeting (virtual or in-person) to communicate expectations, goals, and scheduling plans;
* Coach shall provide mid-season and end-of-season written team assessments highlighting team progress, achievements, and development areas.

**Goal Setting and Player Evaluations:**

* Coach shall establish individual player goals and team objectives at the beginning of each

season through consultation with DOC, players, and parents;

* Coach shall conduct individual player evaluations at least twice per season (mid-season and end-of-season);
* Evaluations shall include specific feedback on technical skills, tactical understanding, physical development areas for improvement and action plans;
* Coach shall schedule brief individual meetings with each player and parent to discuss evaluations and progress toward goals;
* Coach shall maintain documentation of player goals and evaluations for reference and submit these records to MSC at the end of the season for archival purposes.

## **3-3. Training Expectations**

**Practice Preparation:**

* Prepare a training plan in-advance of each session, outlining the topics, organization,

progression, coaching points and visual cues to best teach players;

* Design practices that focus on maximizing touches, repetition, time on task, and follow MSC development philosophy as outlined by the DOC;
* Arrive at least 15 minutes before scheduled practice time to set up equipment and prepare the training area;
* Have contingency plans for weather changes or unexpected field conditions.

**Practice Schedule:**

* Conduct formal team practice two times a week for minimum 90-minutes unless otherwise

agreed upon (Fall and Spring Seasons);

* During the Winter, conduct once a week formal indoor/outdoor training, as well as participating in tournaments as appropriate;
* Maintain consistent practice routines that players and families can plan around;
* End practices on time and ensure all players are picked up safely and that no players are left unattended.

**Age-Appropriate Training:**

* Adjust coaching methods, language, and expectations based on the developmental stage of

players;

* Follow US Soccer’s Player Development Initiatives for appropriate training focus by

age group;

* For U7-U10 (Foundation Phase): Focus on fundamental skills, fun activities, and

basic game understanding;

* For U11-U14 (Development Phase): Introduce more tactical concepts while continuing technical development;
* For U15-U19 (Performance Phase): Emphasize advanced tactics, position-specific skills, and competitive applications.

**Coaching Education:**

* Attend Coaching Meetings conducted by the DOC;
* Continue personal development through coaching education opportunities;
* Share best practices with fellow MSC coaches;
* Stay current on evolving soccer trends and training methodologies.

## **3-4. Match Day Game Expectations**

**Game Preparation:**

* Coach weekly game(s) for assigned team(s);
* Scheduling conflicts must be raised to the DOC and Parent Manager at least three days in advance;
* Arrive at least 30 minutes before scheduled match time for home games, 45 minutes for away games;
* Ensure proper equipment (first aid kit, corner flags if home game, game balls, etc.) is available.

**Coaching Philosophy (The Maroons Way):**

* **Regarding positions**: - Challenge players to play three position types throughout the course of

a season:

* A position they prefer
* A position you feel is best for their long-term development
* A position that is difficult for them and accelerates their development - Rotate positions regularly in younger age groups (U7-U12) - Begin specialization while still ensuring versatility in older age groups (U13+)
* **Regarding playing time**:
	+ - Ensure players have equal playing time throughout the course of a season in the foundation phase (u7-u12)
		- Players in the performance phase (u12+) earn playing time through a number of factors as outlined in the Club’s development policy
		- Every player should play in every game unless there are disciplinary reasons not to do so
		- Balance development opportunities with competitive situations appropriately
* **Regarding team fighting and managing to win**:
	+ - Follow the 50/30/20 philosophy over the course of the season:
		- Strive to win 50% of our games - 30% of games should be close and go either way
		- Accept losing 20% of games to superior teams to challenge our teams
		- Player Development is emphasized in foundation age groups
		- Competitive results gain more importance in performance age groups, but never at the expense of development or sportsmanship.

**Professional Representation**:

* + Come dressed in proper MSC training gear to matches (games/tournaments) and refrain from wearing any other team or training company apparel;
	+ Represent the Maroons in a professional manner through actions and behaviors;
	+ Demonstrate the highest level of sportsmanship at all times to players, parents, referees, and the opposing team;
	+ Model respectful communication with referees, regardless of disagreements;
	+ Implement the “One Voice” coaching approach, minimize the number of coaches giving direction to players;
	+ Coach parents on appropriate sideline behavior as outlined in their Player+Parent Agreement.

**Conflict Management:**

* Follow MSC’s conflict resolution and disciplinary procedures;
* All conflicts or disciplinary issues must be reported to the DOC or Board immediately to ensure consistent and fair handling of such matters;
* Address minor conflicts directly and promptly, documenting resolution approaches;
* Escalate significant conflicts or recurring issues to DOC and/or Board when necessary.

**Post-Game Protocol:**

* Organize proper thanks to officials and opposing team;
* Conduct a brief team debrief focusing on positive aspects of play and development areas;
* Provide a team written post-game briefing to players and parents after the weekend game
* In post-game communications, reinforce positive play and areas for improvement, link play to team, group, and individual goals, confirm upcoming training sessions, promote MSC programs and at-home/ free-time training each week.

## **3-5. General Requirements and Expectations**

**Team Culture:**

* Promote the wellbeing of each player;
* Develop a positive team culture and ensure all players treat one another with dignity and respect;
* Create an environment that balances fun, learning, and appropriate challenges;
* Implement team building activities throughout the season;
* Establish clear behavioral expectations and consequences.

**Safety Protocols:**

* Uphold the highest safety standards for the players including strict adherence to US

SafeSport guidelines;

* Recognize your status as a mandated reporter under New Jersey law

(N.J.S.A. 9:6-8.10) requiring the reporting of suspected child abuse or neglect to the New

Jersey Department of Children and Families (1-877-NJ ABUSE);

* Report any suspected abuse, inappropriate conduct, or SafeSport violations to the MSC President and Legal Committee Chair immediately;
* Maintain appropriate physical and emotional boundaries with players at all times;
* Avoid one-on-one isolated contexts with players and ensure all electronic communications with players are transparent, accessible to parents, and professional in content.

**Regulatory Compliance:**

* Adhere to US Club Soccer, US Youth Soccer, New Jersey Youth Soccer, and participating

league rules, policies, and guidelines;

* Adhere to the New Jersey Concussion Law (N.J.S.A.18A:40-41.1 et seq.), including removing any player suspected of having a concussion from play and ensuring they receive appropriate medical clearance before returning;
* Adhere to the principles outlined in the New Jersey Anti-Bullying Bill of Rights Act (N.J.S.A. 18A:37-13.2 et seq.) and promote a safe and respectful environment for all players.

**Club Involvement:**

* Attend monthly Coaches meetings conducted by the DOC (virtually or in-

person);

* Support MSC initiatives to drive engagement, including but not limited to: Special events such as Red Bulls Night, Juggling Leaderboard, Friday Open Play , supplemental camps and clinics
* Verbally promote MSC programs during practice and provide team with weekly/monthly updates; statistics on a regular basis.

**Administration:**

* Coordinate team administrative responsibilities with Team Manager and Team Treasurer to ensure all league requirements are met (e.g., TBS scheduling, match day forms, score reporting, etc.) and that plans are made for financial obligations;
* Submit any required reports or documentation in a timely manner;
* Keep accurate records of attendance, incidents, or injuries;
* Manage team equipment responsibly and report any needs to the appropriate club official.

**Travel and Equipment:**

* In the absence of a personal emergency or conflict with another MSC game, attend and

coach ALL league/cup games scheduled;

* Travel with the Team to games and tournaments for which travel is necessary or appropriate and maintain strict adherence to SafeSport protocols and policies;
* MSC has no obligation to reimburse travel costs and expenses – any expense reimbursement will be made by agreement between the parents of the players on each team and the coach;
* Return any equipment and materials provided by MSC as soon as possible after the completion of the season unless otherwise agreed upon.

**Professional Conduct:**

**Social Media and Online Presence**:

* Recognize that community members may identify you as an MSC coach even on personal social media accounts where you do not identify yourself as such;
* Refrain from posting inflammatory, controversial, or inappropriate content on any social media platform, including personal accounts, that could reflect negatively on MSC;
* Avoid public commentary on controversial political, religious, or social issues that could create division within the MSC community;
* Keep in mind that parents, players, and community members may view your social media content regardless of privacy settings;
* Consider creating separate professional and personal social media accounts if you wish to express personal views;
* MSC reserves the right to request removal of content deemed harmful to its reputation or inconsistent with its values, goals or objectives, even if posted on personal accounts.
* Do not store or disclose personal data (Names, date of birth, address, phone number, email

address) on personal devices or platforms unless required for team activities, and only using

encrypted or password-protected tools approved by MSC;

* Understand coaching while impaired by drugs or alcohol is unacceptable and will result in immediate termination of your independent contractor agreement;
* In MSC social situations, maintain sobriety and assume full responsibility for behavior;
* Act professionally at all times, recognizing your role as a teacher and representative of MSC.

 **Emergency Protocols**

**Injury Management:**

* Familiarize yourself with and follow MSC’s emergency action plans for all

training and game venues;

* Always have a fully stocked first aid kit available at all practices and games;
* Obtain emergency contact information for all players and keep it readily accessible;
* For minor injuries (scrapes, bruises, etc.), provide basic first aid and notify parents;
* For moderate to severe injuries: - Assess the situation and ensure player safety -
* Call 911 if appropriate - Contact parents immediately - Do not move a seriously injured player -
* Remain with the injured player until help arrives - Manage the rest of the team appropriately

**Inclement Weather:**

* Be familiar with lightning safety protocols - if you see lightning or hear thunder, clear the field

immediately;

* Know the locations of nearest shelter at all training and game locations;
* Wait 30 minutes after the last lightning/thunder before resuming activity;
* Follow club and facility guidelines for extreme heat, cold, or air quality concerns;
* Communicate cancellations promptly through TeamSnap.

**Documentation**:

* In case of emergency, immediately contact emergency services if needed, followed by

notification to the player/s parents/guardians and the appropriate MSC representative;

* Document any incidents, injuries, or emergency situations in writing and submit reports to MSC

within 24 hours;

* For concussion concerns, complete the appropriate concussion protocol documentation;
* Document any incidents

## **3-6. Confidential Company Information**

During the course of work, coaches may become aware of confidential information about MSC's business, including but not limited to information regarding MSC finances, pricing, products, marketing strategies, suppliers, and customers and potential customers. Coaches also may become aware of similar confidential information belonging to the MSC's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to MSC's competitors. Any coach or other contractor who improperly copies, removes (whether physically or electronically), uses, or discloses confidential information to anyone outside of the MSC may be subject to disciplinary action up to and including termination of the independent contractor agreement. Coaches/contractors may be required to sign an agreement reiterating these obligations.

## **3-7. Conflict of Interest**

It is MSC's policy that all coaches and contractors shall avoid any conflict between their personal interests and those of MSC. The purpose of this policy is to ensure that MSC's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no coach/contractor should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of MSC.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, situations that may constitute a conflict of interest include, without limitation, the following:

1. Holding an interest in or accepting free or discounted goods from any organization or individual that does, or is seeking to do, business with the MSC, by anyone who is in a position to directly or indirectly influence either the MSC's decision to do business, or the terms upon which business would be done with such organization;
2. Holding any interest in an organization that competes with MSC;
3. Profiting personally, e.g., through commissions, loans, expense reimbursements, or other payments, from any organization or individual seeking to do business with MSC.

A conflict of interest would also exist when a member of the coach/contractor’s immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is the coach/contractor's responsibility to report any actual or potential conflict that may exist between them and their immediate family) and the MSC.

## **3-8. Use of Facilities, Equipment and Property, Including Intellectual Property**

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, coaches are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Coaches should notify their director of coaching if any equipment, machines, or tools appear to be damaged, defective or in need of repair. Prompt reporting of loss, damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to coaches or others. DOC can answer any questions about the coaches' responsibility for maintenance and care of equipment used on the job.

Coaches also are prohibited from any unauthorized use of the MSC's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, MSC is not responsible for any damage to coach's personal belongings unless the DOC provided advance approval for the coach to bring the personal property to work.

## **3-9. Health and Safety**

The health and safety of coaches and others on MSC property are of critical concern to MSC. MSC intends to comply with all health and safety laws applicable to the organization. Contractor shall uphold the highest safety standards for the players including strict adherence to US SafeSport guidelines. Contractor recognizes that he or she is a mandated reporter under New Jersey law (N.J.S.A. 9:6-8.10) requiring the reporting of suspected child abuse or neglect to the New Jersey Department of Children and Families (1-877-NJ ABUSE). Contractor must report any suspected abuse,

inappropriate conduct, or SafeSport violations to the MSC President and/or MSC Legal Committee Chairperson immediately. Contractor shall maintain appropriate physical and emotional boundaries with players at all times. Contractor shall avoid one-on-one isolated contexts with players and ensure all electronic communications with players are transparent, accessible to parents, and professional in content.

**5-15. Hiring Relatives/Employee Relationships**

## **3-10. A Few Closing Words**

This handbook is intended to give coaches and contractors a broad summary of things they should know about MSC. The information in this handbook is general in nature and, should questions arise, any member of the Board of Trustees should be consulted for complete details. While we intend to continue the policies and rules described in this handbook, MSC, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook.

# General Handbook Acknowledgment

This Handbook is an important document intended to help you become acquainted with MSC. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because MSC's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Handbook.

**I have received and read a copy of Maroons Soccer Club's Handbook. I understand that the policies, and rules described in it are subject to change at the sole discretion of the MSC at any time.**

**I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the MSC Handbook.**

Printed Name: Signature: Position:

Date:

The signed original copy of this acknowledgment should be given to the MSC Administrator - it will be filed in your personnel file.

# Receipt of Non-Harassment Policy

It is MSC's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers, or coaches by another coach, director of coaching, vendor, customer, or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information ,or any other characteristic protected by applicable federal, state, or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by MSC.

The purpose of this policy is not to regulate any coach's personal morality, but to ensure that no one harasses another individual in the workplace, including while on MSC premises, while on MSC business (whether or not on MSC premises) or while representing the MSC. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted, or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

 **Harassment Defined**

Harassment generally is defined in this policy as unwelcome verbal, visual, or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures, or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts, or e-mails), or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state, or local laws. Because it is difficult to define unlawful harassment, coaches/contractors are expected to behave at all times in a manner consistent with the intended purpose of this policy.

 **Sexual Harassment Defined**

Sexual harassment can include all the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual, or physical conduct of a sexual nature when:

 Submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's agreement; or

 Submission to or rejection of the conduct or advances or requests by an individual is used as the basis for contractual decisions affecting the individual; or

 The conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of conduct that violate this policy include:

1. Unwelcome flirtations, leering, whistling, touching, pinching, assault, or blocking normal movement;
2. Requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. Obscene or vulgar gestures, posters, or comments;
4. Sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies;
5. Propositions or suggestive or insulting comments of a sexual nature;
6. Derogatory cartoons, posters, and drawings;
7. Sexually explicit e-mails, text messages, or voicemails;
8. Uninvited touching of a sexual nature;
9. Unwelcome sexually related comments;
10. Conversation about a person's own or someone else's sex life;
11. Conduct or comments consistently targeted at a single gender, even if the content is not sexual; and
12. Teasing or other conduct directed toward a person because of the person's gender.

 **Reporting Procedures**

If the contractor or coach has been subjected to or witnessed conduct which violates this policy, they should immediately report the matter to DOC. If the contractor, or coach is unable for any reason to contact this person or if they have not received an initial response within five (5) business days after reporting any incident of what they perceive to be harassment, they should contact the Board. If the person toward whom the complaint is directed is one of the individuals indicated above, the contractor, or coach should contact any higher-level manager in the reporting hierarchy.

 **Investigation Procedures**

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All coaches/contractors must cooperate with all investigations conducted pursuant to this policy.

 **Retaliation Prohibited**

In addition, MSC will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the contractor, or coach has been subjected to any such retaliation, they should report it in the same manner in which they would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

I have read and I understand Maroons Soccer Club's Non-Harassment Policy. Printed Name:

Signature: Position: Date: