

Brunswick Soccer Club Travel Policy

Adopted June 21, 2010

Policies of the Brunswick Soccer Club (BSC) regarding the establishment and operation of travel soccer teams. These policies will be effective beginning with the Capital District Youth Soccer League (CDYSL) established 2010-11 travel season. Items or questions regarding the formation or operation of teams not covered by the following policies shall be decided by the Travel Director, Travel Committee, and/or the Board of Directors of the Brunswick Soccer Club and will be added as needed.

Some items may require being phased in either as the year moves forward, or until the next travel cycle.

I. Club Goals:

- A. To form as many viable teams as possible to allow as many children as possible to play travel soccer. A viable team is a team that has:
 - 1. For U8 (Dual field 4v4):
 - a. a Coach,
 - b. at least 10 players by the team commitment date set by CDYSL; or BSC has a reasonable expectation that additional players can be recruited by the CDYSL penalty-free withdrawal date.
 - 2. For U09/10 (6V6 Including Keeper):
 - a. a Coach,
 - b. at least 10 players by the team commitment date set by CDYSL; or BSC has a reasonable expectation that additional players can be recruited by the CDYSL penalty-free withdrawal date.
 - 3. For U11/12 (8V8 Including Keeper):
 - a. a Coach,
 - b. at least 12 players by the team commitment date set by CDYSL; or BSC has a reasonable expectation that additional players can be recruited by the CDYSL penalty-free withdrawal date.
 - 4. For U13/14 and Up (11V11 Including Keeper):
 - a. a Coach,
 - b. at least 16 players by the team commitment date set by CDYSL; or BSC has a reasonable expectation that additional players can be recruited by the CDYSL penalty-free withdrawal date.
- B. BSC will also attempt to create the strongest 'A' team possible at each 2-year age bracket. 'B' teams will be formed as the next strongest team, etc. Each successive team shall be formed likewise with the intention to develop players to move up to stronger teams. If it is possible to create single year age group teams that are respectably strong, BSC will seek to do so. BSC will seek to place players on teams with comparable skill/ability levels.
- C. BSC shall seek to develop teams at each age group that are capable of competing successfully in Division 1.

II. Club Structure:

- A. BSC shall set a date and provide notice of the opportunity for online pre-registration for Tryouts/Placements no later than May 15th of each year.
- B. BSC shall provide for walk-in registrations the day of Tryouts/Placements and provide notice of such registrations with all advertisement of Tryouts/Placements.
- C. BSC shall set a date for online travel registration and provide notice of the opportunity to register online no later than August 15th of each year.
- D. BSC shall charge a fee as established by the Board of Directors for travel registration. There will be no registration refunds after a player has accepted a place on a team except for:
 - 1. The inability of BSC to form a viable team,
 - 2. An injury/medical condition disallowing play for the entire CDYSL Spring session. The refund amount will be determined by subtracting any fees already paid by BSC on behalf of the player (i.e. CDYSL registration fees) and fees the player may currently have as outstanding (i.e. practice space, indoor session, tournament)
 - 3. A request may be made to the Board of Directors for a refund due to extenuating circumstances. A written request shall be sent to the Travel Director explaining the circumstances. The request will be brought before the Board of Directors for a vote at the next scheduled board meeting. Such request must be submitted prior to the opening of that year's CDYSL Spring session. If the board's decision is in favor of a refund, the refund amount will be determined by subtracting any fees already paid by BSC on behalf of the player (i.e. CDYSL registration fees) and fees the player may currently have as outstanding (i.e. practice space, indoor sessions, tournaments).
- E. BSC Travel Registrar shall keep an official waiting list for each age group in the event a roster spot becomes vacant. This will allow any player not placed on a team to have the opportunity to fill vacancies as they become available. The waiting list shall include the date the player was told they would be put on the waiting list or the date the player requested to be put on the waiting list (whichever is earlier).
 - 1. Players on the waiting list shall be chosen based on the following criteria:
 - a. For U7 through U10 Age Groups:
 - i) Sequential placement on the waiting list (first come, first served) up to CDYSL roster limits.
 - b. For U11 through U14 Age Groups:
 - i) Age,
 - ii) Skill level,
 - iii) Commitment,
 - iv) Or team interaction based on Coach and BSC assessment.
 - c. For U15 and Up Age Groups, a combination of:
 - i) Age,
 - ii) Skill level,
 - iii) Commitment,
 - iv) And team interaction based on Coach and BSC assessment.

- F. After the U8 age group, any girl wishing to play on a boy's team shall indicate such by submitting a request to the Travel Director in writing (confirmed email) prior to the Tryout/Placement date. BSC will not grant a request if:
1. The player does not follow the proper procedure,
 2. The player is unable to compete on a boy's team,
 3. The change will be detrimental to the girl's side team.
 4. If a player was recruited to fill vacancies on a team, the requirements of this section noted above shall be waived.
 5. Such requests are good for only one season and must be requested in writing each season.
 6. BSC shall have discretion to create a mixed gender team at any time. CDYSL classifies any team with one boy on its roster to be a 'boys' team. If BSC elects to form a mixed gender team, that team will be classified as a boy's team.
- H. By August 15th, players will be informed as to one of the following outcomes:
1. Of team placement and invited to register for the team,
 2. That the player has been pooled in an age group and placement determination will be made on or before October 30th,
 3. That the age group is still in the process of being shaped,
 4. That it is not possible to be placed on a team at this time and that they will be placed on an official waiting list.
- I. BSC shall have the discretion to 'Pool' players into a group:
1. Pooled players will practice together as a group throughout August, September, and October.
 2. This will allow BSC to place players appropriately and to better evaluate:
 - a. Player ability,
 - b. Commitment level,
 - c. And player chemistry.
 3. Pooled age groups will be formed into teams on or before October 30th.
 4. Pooled age groups shall recruit when necessary to form viable teams.
 5. Pooled age groups shall not affect the ability of U10 and U12 groups to participate in CDYSL's Fall Travel league provided the interested parties adhere to 'Item 2, Section O' of this policy.
- J. If a player declines their team placement offer, but remains interested in playing on a Brunswick team:

1. The Travel Director shall contact the Coach of the next lower team for that age group with a spot available.
 2. The spot vacated by any such player may be offered to a player from the next lower level team or that spot may be held open for a recruit.
 3. If there is only one team available in the age group, or all teams are full, and the player still refuses original placement, the player shall be placed on an official waiting list in the event a roster spot opens with another team or another team is created.
- K. If a player does not complete the registration process for their team placement within 30 days of receiving the placement offer, BSC will consider the player as having declined placement with that team.
- L. BSC shall seek to secure indoor gym space for practices. Any gym space costs will be the responsibility of the team using the space. The possibility of additional costs shall be posted with all advertisement for Tryouts/Placements. Any team may choose to secure space for itself, provided the Travel Director/Indoor Space Coordinator is informed so as not to duplicate efforts.
- M. BSC will provide a list of available Head Coaches for the upcoming travel season no later than June 1 of each year. Any Coach fees shall be noted with the listing. Teams without Head Coaches shall be listed as To Be Determined (TBD).
- N. BSC shall keep on file one copy of the approved 'Formal Roster' and one copy of the approved 'Game Roster' for each team.
- O. BSC will help facilitate any team wishing to participate in the CDYSL Fall Travel Season.
1. Teams planning to participate in Fall Travel must submit Team Commitment forms to the Travel Director by August 15th. CDYSL Due date is August 31st.
 2. Players will need to register online with BSC by September 1 to participate. CDYSL Deadline for registration is September 15th.
- P. As long as professional trainers are employed by BSC, all Coaches shall have access to such trainers and to such resources as they possess:
1. Coaching of players and team,
 2. Training for Coaches,
 3. Providing development plans for teams,
 4. Providing Game Analysis for teams,
 5. Providing session/practice plans for training sessions,
 6. Taking/Supervising/Assisting with team practices
 7. Providing individual player analysis,

8. Supervising/Assisting with tryouts/placements,
 9. Access to the 'End of Season' report containing observations and recommendations for the future of BSC,
 10. Promotional items such as discounted tickets, sample clinics, etc.
- Q. BSC seeks to promote club spirit and camaraderie. Coaches should be open to combined practices/scrimmages within their team's age group.
- R. Coaches with specialty focus (goal keeping, fitness) will be requested to make those services available to as many BSC travel teams as is possible and practical. Strong players and a strong club are good for everyone.
- S. As BSC grows, field space for games and practices will be at a premium. Please remember:
1. The field use preferences will be assigned in the following order:
 - a. Travel games
 - b. House games
 - c. Professional clinics
 2. Each team should only use 1/2 of any size field when space is limited. 1/2 of a field includes one goal.
 3. Full size adult fields can be broken into thirds should the need arise.
 4. A team short on players using 1/2 of a large field should be willing to move to a smaller space to accommodate a larger team using a smaller field space (swap spaces)
 5. Practices can be combined to work individual skills and small sided games. Many younger team practices and house practices will be ending and travel practices could then expand into more area for larger team movements or scrimmage.
 6. Coaches/Teams should check with the Travel Director/Indoor Space Coordinator for times and availability of additional outdoor practice space. Each year, BSC applies to Tamarac for use of the soccer field between the elementary school and Stewarts.

III. Club Expectation:

- A. Of Coaches:
1. Coaches shall provide a copy of their most up to date Coaching license and any certificate/license for specialty courses attended. Any advancement in certificate/licensing shall be updated when obtained.
 2. Each Head Coaches is expected to attend all tryout/placement sessions.
 - a. If a Head Coach is unavailable for any number of tryout/placement sessions, BSC shall choose a replacement to run the tryout/placement sessions which the Head

- Coach cannot attend. BSC, in combination with the team's Coaches, will consider the replacements evaluation when forming the team.
- b. If a Head Coach is unavailable for all tryout/placement sessions, BSC shall choose a replacement to run all the tryout/placement sessions. BSC shall create a team based upon the replacement's recommendations.
3. Coaches shall provide a written plan/expectation (handout) for the travel season to parents at all tryout/placement sessions. The handout should contain at least:
 - a. Expected or desired team placement for indoor and spring,
 - b. Expected number of indoor sessions,
 - i) If player numbers on the team are expected to be high, the Coach shall inform parents of the possibility of splitting the team to play two indoor sessions at one time and an estimate of the added costs that may be involved.
 - ii) Explain that if there are not enough players to field an indoor team, the Coach should then seek to add an additional practice during the week and estimate possible associated costs.
 - c. Expected number of tournaments (especially away or overnight),
 - d. An explanation of reasons for disciplinary actions (Item 5 'Coach Authority' of this policy).
 4. Coaches at all age groups shall hold a team meeting once teams are formed and prior to the start of the team's practices/indoor season to reiterate team goals, plans, playing and practice expectations and to address any other concerns.
 5. Head Coaches are expected to direct the seasonal development of the players and team and to closely include Assistant Coaches in the plan. If a Head Coach is unable to attend a practice/game, the Assistant Coach should be capable to meet the team needs.
 6. Recruiting:
 - a. All Coaches within an age group shall look to recruit players for open roster spots within that age group.
 - b. Coaches should be aware of other age groups who have open roster spots and provide assistance by pointing out prospects to other BSC Coaches.
 7. All teams shall have at least:
 - a. One head Coach,
 - b. One Assistant Coach or co-Coach,
 - c. And one team manager.
 8. Coaches shall be responsible to abide by the insurance rules for indoor play according to CDYSL and the indoor facilities by obtaining cards for indoor players.
 9. Coaches are expected to hold at least one practice per week in addition to games, although teams may choose to hold additional practices if inclined. Exceptions:
 - a. During the beginning of the spring outdoor session, some teams are also finishing up their indoor sessions. The Coach has the discretion to skip practice to give the team a needed rest.
 - b. During the spring season, a team may have two games within a single week; the Coach has the discretion to skip practice for that week.
 - c. Holidays or holiday weeks that interfere with indoor practice space.

- d. Indoor practice spaces being closed due to unforeseen events.
 - e. Team sickness.
10. Coaches may not substitute additional indoor games for practices.
 11. If there are not enough players to field an indoor team, the Coach should seek to add an additional practice during the week.
 12. Coaches shall teach players a proper increasing intensity dynamic warm up to be used before every practice/game.
 13. Coaches shall teach players a proper low intensity cool down and stretch to be used after every practice/game.
 14. Practices shall contain approximately one third of the time for individual skills and one third for small sided games. The remaining time shall be used as needed.
 15. Coaches are expected to continue learning and growing with their sport. BSC will cover registration costs of licensing courses and seminars. BSC will not cover costs of lodging, travel, food, etc. for such courses.
 16. Coaches are expected to fill out the 'Advanced Notice Injury Form', available from CDYSL and our website, for any player who sustains an injury that requires medical attention from a physician or hospital. Such injury shall have occurred between entering and exiting the field of play, before, during, or after, any game, practice, or team event. The A.N.I. form must be submitted to CDYSL within 90 days of the injury, therefore Coaches are expected to complete the form within 30 days of the injury and deliver it to the Travel Director.
 17. When rescheduling spring CDYSL games, Coaches shall coordinate the change with the BSC Scheduler so that the BSC master field schedule can be updated.
 18. Coaches are expected to adhere to BSC's Code of Conduct for Coaches.
 19. All travel Coaches serve at the pleasure of BSC. Any travel Coach may be removed by the Travel Director, Travel Committee, or the Board of Directors.

B. Of Players:

1. Players are expected to meet the commitments of their team as determined by their Coach after consultation with the players and parents:
 - a. Attend team events (practices, meetings, games, tournaments) on a regular basis,
 - b. Inform your Coach (phone, email, text) if you are unable to attend a team event,
 - c. Show up at team events early enough to be ready and prepared to warm up properly and receive instruction from your Coach at the prescribed time.
 - d. Adhere to BSC's Code of Conduct for players.
2. Playing indoor soccer is not mandatory for travel players but it is strongly encouraged for individual and team development.

3. Players not participating in an indoor session are still expected to attend other team events on a regular basis.
4. Players unable to meet the commitments of the team, or who are involved in inappropriate or disruptive behavior, may be asked to leave the team after a parent and the player have received one written warning from the Coach. A Coach shall only issue a written warning to a player after first talking with the player and his parents about the issue, and consulting with the Travel Director.

C. Of Parents:

1. Parents are expected to meet the commitments of their team as determined by their Coach after consultation with the players and parents:
 - a. Promptly pay for indoor sessions, gym space, tournaments, etc,
 - b. Provide a way for your child to attend all team events (practices, meetings, games, tournaments) on a regular basis,
 - c. Inform your Coach (phone, email, text) if your child is unable to attend a team event,
 - d. Provide a way for your child to show up at team events early enough to be ready and prepared to warm up properly and receive instruction from the Coach at the prescribed time.
 - e. Adhere to BSC's Code of Conduct for parents.
2. Please volunteer to help BSC and your team.
 - a. Two parents from each home game at BSC will be asked to volunteer in the concession stand. Each parent will serve for one half of the game. If parents desire to work out a quarterly schedule within their team, that is acceptable. If there are no volunteers, names will be picked randomly. Coach and Board Member families will not be included.

IV. Team Creation:

- A. Players will be placed on teams based on their age group as established by CDYSL. The age cut off used by Eastern New York Soccer League, of which CDYSL is a member league, is August 1.
- B. In forming teams at U7 through U10 age groups, BSC shall attempt to create single year age group teams where possible. Teams shall be filled by age. U7 through U10 are considered 'Completely Developmental' regardless of division placement.
 1. Equal play for all at all events.
 2. Disciplinary action should include parent and inform Travel Director.
- C. In forming teams at U11 through U14 age groups, BSC shall attempt to create the strongest team possible within the standard 2-year age groups. If it is possible to create single year age group teams that are respectably strong, BSC will seek to do so. Teams shall be filled by age, commitment, skill level, or team interaction based on Coach and Club assessment. U11 through U14 are considered 'Competitive Transitional' based on division placement

1. Coaches should reward players who regularly meet the commitments of the team with additional game time. Players should be informed of this incentive.
 2. While somewhat competitive, players should still get ample time, but play time does not need to be completely even. Players should expect to play approximately 40-50% of the game based on team numbers.
 3. Indoor play is considered developmental. The first session played by a team should be near equal playing time at approximately 50% of the game per player. Subsequent sessions should reduce minimum play time per player by 10% for each successive session. This will reward effort and success and increase the competition level from each previous session so as to transition into the more competitive outdoor spring season.
 4. Disciplinary action should include parent and inform Travel Director.
- D. In forming teams at U15 and above age groups, BSC shall attempt to create the strongest team possible within the standard 2-year age groups. If it is possible to create single year age group teams that are respectably strong, BSC will seek to do so. Teams shall be filled by a combination of skill level, commitment, age, and team interaction based on Coach and BSC assessment. U15 and up are considered 'Competitive'.
1. Coaches should reward players who regularly meet the commitments of the team with additional game time. Players should be informed of this incentive.
 2. Minimum game time for all venues to be no less than 20-25% of allotted game time.
 3. Disciplinary action should include parent notification and inform Travel Director.
- E. Coaches, in combination with the Travel Director, for U11 and above age groups, may hold open up to 25% of minimum roster slots as set in Item 1 'Club Goals' of this policy, should both agree there is not a player suitably fit for the team.
1. For U11/12 - 3 roster spots.
 2. For U13/14 and up - 4 roster spots.
 3. Any spots held open as such, shall be filled by October 30.
- F. If there are players on the official waiting list and the open spots have not been filled, the Coach shall fill those open spaces from the official waiting list. The Coach may hold practices to decide the best candidates.
- G. Coaches wishing to recruit shall be free to:
1. Pursue any player outside of BSC within the spirit and letter of CDYSL guidelines.
 2. Pursue players from house league.
 3. All recruited players must meet CDYSL age requirements.

- H. Should an 'A' team within an age group have roster spots open based on the minimum player numbers set in Item 1 'Club Goals' of this policy, any players recruited within the age group will be allowed the choice to practice with the 'A' team for evaluation and possible invitation.
- I. Players may request to 'Play-Up' to a travel team one age group older than their CDYSL placement age. There must be an open spot at the age group requested (a 'play-up' cannot trigger a tryout). If more than three players request a 'play-up' from the same team/age bracket, the older age group Coach shall hold up to five tryout practices to determine which players, if any, should be advanced. All 'play-ups' are decided on a case by case basis by the Travel Director with recommendations from the Coaches for both age groups affected. 'Play-Up' requests are good for only one season and must be requested, in writing, each season. To be considered for a 'play-up', a player must:
 - 1. Fill out a 'Play-Up' Request form,
 - 2. Have the physical ability to compete at the requested age group,
 - 3. Participate in his/her appropriate age group Tryout/Placement,
 - 4. Participate in the 'Play-Up' age group Tryout/Placement.
- J. In addition, BSC will not grant a 'play-up' request if:
 - 1. The player does not follow the proper procedure,
 - 2. The 'play-up' will be detrimental to the age appropriate team.
- K. All team placements are final. The Travel Committee will consider extraordinary requests, with input from affected Coaches, for transfers within an age group if a transfer request is made in writing to the Travel Director. Transfers will not be allowed if it would affect the viability of a team.

V. Coaches Authority:

- A. Disciplinary Actions:
 - 1. The Coach shall have the ability to set disciplinary actions for players and the team. Disruptive behavior, poor attendance at indoor/outdoor practices/games, continually showing up late to indoor/outdoor practices/games, not being prepared to warm up with the team, are some of the areas where disciplinary actions might be imposed. BSC feels that actions like these hurt the team and BSC, and are disrespectful to coaches, parents, teammates, and BSC. Enforcing disciplinary actions during the more exciting parts of practice (i.e. scrimmage), may be enough of a deterrent. Since most players really look forward to scrimmage, this should encourage players not to repeat bad behavior. BSC recommends the following in combination with 'Item 4, Sections B, C, and D' of this policy.
 - a. Players can do extra individual skills training, fitness drills, pushups, sit ups, etc.
 - b. Players can clean up the fields. Plastic gloves and bags can be provided to any team that requests them. Even though the fields look clean there is always debris around the edges and fence line.
 - c. Players can sweep the concession area. A broom can be available at the stand.

- d. Players can repair/replace broken tie wraps on the goals. Tie wraps are in the shed and can be available upon request.
 - e. Older players can paint a field that needs it (might require adult supervision). Paint and paint carts are in the shed and can be available upon request.
 - f. Game time restrictions are allowed, however player must be present at the game to support their team.
 - g. Coaches could allow the team to choose their own "disciplines". Be creative.
 - h. A player who does not choose to play an indoor session or in a tournament shall not be penalized for missing those games, however, such player is expected to attend other team events during indoor sessions.
 - i. Monetary fines will not be allowed.
2. Inappropriate behavior:
- a. If a Coach has a player who does not respond to disciplinary actions or who refuses to abide by the Coaches use of those actions, the Coach should:
 - i) Give the player a verbal warning and discuss the problem with the player's parent(s)/guardian(s).
 - ii) Inform the Travel Director.
 - iii) The Travel Director and Coach will meet with the parent(s)/guardian(s) to discuss the issue if the Travel Director, Coach, or the parent(s)/guardian(s) request a meeting.
 - b. If the issue is not resolved, the Coach shall work with the Travel Director to develop and submit a written warning to the player and his/her parent(s)/guardian(s).
 - c. The Travel Director and Coach will meet with the parent(s)/guardian(s) to discuss the written warning.
 - d. If a written warning does not resolve the issue, the Coach, with the approval of the Travel Director, may choose to have the player removed from the team.
3. Verbal warning:
- a. The Coach shall discuss the issue(s) with the player and his/her parent(s)/guardian(s). This verbal warning shall outline the problems being experienced, corrective actions sought, and state the option for a meeting with the Travel Director.
4. Written warning:
- a. The Coach must deliver a verbal warning prior to issuing a written warning.
 - b. The Travel Director and Coach shall work together to develop the written warning. A copy of the final written warning shall be sent to the Travel Director. The Travel Director will inform the Travel Committee and the Board of Directors and supply them the written warning.
 - c. The written warning shall contain a complete summary of the reasons and actions taken prior and explaining the next step of disciplinary action.
5. Removal of a player:
- a. Any player who receives verbal and written warnings and fails to remedy the issues raised by these warnings may be removed from the team by the Coach with the written approval of the Travel Director.
 - b. The player and their parent(s)/guardian(s) will be informed of the player's removal in writing by BSC.
 - b. Any player removed from a team will not be eligible for any refund of fees paid regardless of the date of the removal.

- c. If a removed player owes BSC monies, after 30 days, said account will be turned over to a collection agency and CDYSL will be informed of the amount.

VI. Redress of Grievances:

This section of the Travel Policy shall provide Coaches, parents, and players the guidelines to resolve conflicts and redress grievances.

A. Players/Parents/Guardians:

1. Speak with your Coach/Assistant Coach about your concerns.
2. Speak with the Travel Director should you feel your concerns have not been addressed.
 - a. The Travel Director will:
 - i) Attempt to resolve the situation verbally by holding a meeting with the interested parties.
 - ii) In the event that this meeting does not resolve the grievance, the Travel Director will ask the player's parent(s)/guardian(s) to submit the grievance in writing.
 - iii) Inform the Travel Committee within 7 days of receipt of a written grievance.
 - iv) Provide Travel Committee member contact information to the player's parent(s)/guardian(s), and Coaches involved within 7 days of receipt of a written grievance.
 - b. If the Travel Director is unable to resolve the situation, the Travel Committee will be tasked with resolving the grievance.
 - i) The Travel Committee will inform all interested parties of the status concerning the grievance within 7 days of the grievance being upgraded to the Committee.
 - ii) The Board of Directors will be informed of the upgraded status of the grievance.
 - c. If the Travel Committee is unable to resolve the grievance, the Travel Director will bring the matter before the Board of Directors for resolution and will inform all interested parties of that action.
 - d. If the Travel Director has not followed these guidelines in providing proper contact info, the interested parties may contact an officer of the Board of Directors. Officers can be contacted by email through BSC's website at WWW.BRUNSWICKSOCCER.ORG
 - e. If the parent(s)/guardian(s)/player involved in a grievance is a normal part of the decision making process (Board of Director, Committee Member), that individual shall recuse themselves from acting in any official capacity relative to the review of the grievance.
 - f. The Travel Director will inform all interested parties of decisions concerning the grievance.

B. Coaches:

1. Speak with the Travel Director.
 - a. The Travel Director will:
 - i) Attempt to resolve the situation verbally by holding a meeting with the interested parties.

- ii) In the event that this meeting does not resolve the grievance, the Travel Director will ask the Coach to submit the grievance in writing.
 - iii) Inform the Travel Committee within 7 days of receipt of a written grievance.
 - iv) Provide Travel Committee member contact information to the player's parent(s)/guardian(s), and Coaches involved within 7 days of receipt of a written grievance.
- b. If the Travel Director is unable to resolve the situation, the Travel Committee will be tasked with resolving the grievance.
 - i) The Travel Committee will inform all interested parties of the status concerning the grievance within 7 days of the grievance being upgraded to the Committee.
 - ii) The Board of Directors will be informed of the upgraded status of the grievance.
- c. If the Travel Committee is unable to resolve the grievance, the Travel Director will bring the matter before the Board of Directors for resolution and will inform all interested parties of that action.
- d. If the Travel Director has not followed these guidelines in providing proper contact info, the interested parties may contact an officer of the Board of Directors. Officers can be contacted by email through BSC's website at WWW.BRUNSWICKSOCCER.ORG
- e. If the Coach involved is a normal part of the decision making process (Board of Director, Committee Member), that Coach shall recuse themselves from acting in any official capacity relative to the review of the grievance.
- f. The Travel Director will inform all interested parties of decisions concerning the grievance.