



## **Davis Legacy Soccer Club Team Manager Policy**

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This policy provides the minimum requirements for a team to operate within the structure of the DLSC.

### **General Recitals**

- DLSC recognizes that an appropriate policy is needed to ensure there are a minimum number of volunteers to effectively and efficiently operate each team.

### **Policy**

- Each team is required to have a Team Manager to help operate/coordinate the team's activities throughout the season and who shall serve as a primary point of contact for communication with club officials.
- At no time shall a coach serve as a Team Manager. However, the Team Manager should work closely with the coach throughout the season to ensure a smooth operation.

### **Handling of Reported Violations of Team Manager Policy**

- The Club Director of Administration and Finance shall address all reported concerns/violations and shall immediately notify the DLSC Board of Directors within ten business days, of reported concerns/violations.
- All reported concerns/violations will be promptly investigated by the Club Director of Administration and Finance and appropriate corrective action will be recommended to the Board of Directors, if warranted by the investigation. In addition, any action taken must include a conclusion and/or follow-up with the complainant for complete closure of the concern.
- Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper conformance to the policy. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a

serious disciplinary offense and may result in discipline, up to and including dismissal from DLSC.

- All reports of concerns/violations, and investigations pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure of reports of concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from DLSC. Such conduct may also give rise to other actions, including civil lawsuits.