

## Parsippany Soccer Club (PSC) team Trainer Protocol

PSC maintains a roster of all trainers associated with PSC teams; full time, part time, paid, volunteer, position specific, guest, special enhancement programs, etc..

Senior Officials may engage trainers so long as compliance to protocol is observed and maintained.

Senior Officials are responsible to PSC for the filing with Enhancement Director the following data for each engaged trainer:

- Personal data:
  1. Name
  2. Address
  3. Phone Number
  4. E-Mail Address
  5. Cell Phone Number
- Soccer specific resume
- Copy of coaching license
- Certificate of insurance
- Proposal of services to be provided to include hourly rates, game day rates, tournament coaching rates, and any other costs that may be incurred by the team or club
- Additional information that may be deemed necessary by PSC
- Trainer/Coach is subject to background check.
- Trainer/Coach is required to comply with PSC Anti-Poaching and Coaching Against procedures.
- Senior officials, Volunteer Parent Managers and other volunteers with team responsibility must submit the Volunteers Disclosure and are subject to background check.

So to maintain a smooth uniform procedure for payment, the following shall be observed:

- On a monthly basis, and (1) team per invoice, Trainers monthly invoice shall be reviewed and verified by the appropriate Senior official
- Senior Official shall submit verified invoice with request for payment to PSC Treasurer prior to next PSC Board of Directors meeting (1<sup>st</sup> Tuesday of each Month).
- All training fees collected must be deposited with PSC Treasurer and dispersed by PSC Treasurer for all trainers associated with PSC teams, full time, part time, paid or otherwise compensated, position specific, guest and special enhancement programs.