

# COACH/EMPLOYEE MANUAL

'22-'23 SEASON





# Coaching and Employee Manual for the Marin Football Club

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## TERMS OF EMPLOYMENT

All coaching employees of the Marin Football Club are “At-Will” employees and may be employed or terminated with or without cause at any time.

As the nature of coaching with the club involves minor athletes, the highest standards of conduct and professionalism are required at all times inclusive of background checks and educational certifications on both an initial and recurring basis.

Employees are paid an hourly rate for their services in both “Field Time” and “Admin. Time” capacities and reimbursed for expenses reasonably incurred for performance of duties within the scope of the employee role.

The following two pages are a typical head coach contract.

# EMPLOYMENT AGREEMENT

This Employment Agreement (the "Agreement") is made as of X X, 20XX, (the "Effective Date") by and between XXXX ("Employee") and Marin FC ("Employer"), a not-for-profit youth soccer organization (the "Club") with its principal place of business at 336 Bon Air Center, PMB 122, Greenbrae, California, 94904 and conducting operations in and around Marin County and vicinities. Each a "Party" and collectively the "Parties" agree to be bound by the terms set forth in this Agreement as follows below, on additional pages, and as/if mutually amended in writing only:

1. **Employment.** The Club shall employ the Employee as the "**Head Coach of (XXX)**" (the "**HC**") on an at-will basis under this agreement.
2. **Title and Duties.** The Employee will hold the title of "Head Coach" or "HC" and shall execute the responsibilities of such as enumerated in the role description attached to this Agreement.
3. **Manner.** The Employee shall conduct themselves as a representative of the Club in the performance of their role in all ways professional including but not limited to their communications, appearance, conduct and ethics.
4. **Non-Disclosure.** In the performance of their role, the Employee may become privy to certain information of a sensitive, private, or otherwise privileged nature about the Club's players, coaches, staff, and/or volunteers. It is, to the fullest extent possible, presumed that all such information may only be used in the service of the Club and the execution of the Employee's role, until otherwise authorized by the Club in writing.
5. **Wage.** The Employee shall be compensated by the club at a rate of \$X per hour (XXX dollars) for the performance of the role.
6. **Payments.** The Employee shall report their hours to their team manager or treasurer who will, in turn, report them to the club. The Club shall pay the Employee twice monthly an amount equal to the Employee's wage times the reported hours using the Club's established payroll processes.
7. **Additional Compensation.**
  - a. Advance commencement of role. For services undertaking prior to the commencement of the role, the Club shall pay the Employee accordingly per #6 and #7 above.
  - b. Bonuses. Per supervisor and governing body review, decision, and action annually, the Employee may receive payments as a portion of available funds budgeted for the coaching bonus pool.
  - c. Raises. Per governing body review, decision, and action ever two years, the Club will conduct a wage review with the Employee regarding any change in wage.
  - d. Expenses. The Employee may solicit from their team through the team manager or treasurer, reimbursement of expenses incurred in the performance of the role and this Agreement. The Club shall reimburse such expenses to the Employee in a timely manner (within two (2) weeks).
8. **Term.** The Agreement is for a duration of twelve (12) months commencing on XXX X, 20XX.
9. **Termination.** Employment is at-will and either the Employee or the Club may terminate this agreement at any time, with or without cause, and with or without advance notice. Consistent with at-will employment, the Club reserves the right, with notice when required by law, to alter this agreement.
10. **Modifications.** Any modification of this agreement must be in writing and signed by both the Employee and an authorized representative of the Club.
11. **Signatures of Parties.**

_____ <b>Evan Cross</b> President, Marin FC	_____ <i>date</i>	_____ <b>XXXX</b> Head Coach (XXXX)	_____ <i>date</i>
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MARIN FC • Role Description and Compensation Package

**Head Coach - XXXX** (accepted XX/XX/XX)

Technical Staff

**Wage**

Hourly Rate: \$X per hour  
Raises: Two year cycle per wage review meeting and BOD review and approval  
Bonuses: Per supervisor recommendation and BOD review and approval  
Term: 1 year

**Qualifications**

Licensure: "E" license or higher, or equivalent  
Degree: Minimum Bachelor's in related field  
Experience: Minimum 3 years as technical staff position (coach)  
Qualities: Technically proficient, high organization aptitude, high management and interpersonal skills and demeanor

**Role Responsibilities**

Administrative:

1. Prepare for tryouts with age group coach cohort and DoC
2. Select team roster
3. Recruit team manager and treasurer
4. Plan team league participation and calendar of events in coordination with the Senior Technical Staff
5. Coordinate field needs with field scheduler and team manager
6. Attend and contribute to club promotional events

Managerial:

1. Plan training schedule and sessions
2. Integrate Club Methodology as instructed by appropriate Senior Staff
3. Provide player feedback with Fall and Spring seasons
4. Arrange for 'cover' coaching when necessary due to conflicts
5. Report injuries, 'send-off' incidents and other significant player items to appropriate Club Senior Staff and leadership.
6. Impose and document player suspension compliance when occurs

Field:

1. Run team training sessions
2. Run team games
3. Coach a minimum of three (3) Collective Training Sessions, eg. Spring Institute or other

**Demand Expectation Estimate**

Administrative: 1 - 2 hours weekly  
Managerial: 1 - 2 hours weekly depending on time of year  
Field: 3 - 12 hours weekly  
Range Total: 5 - 16 hours weekly

**Restrictions**

1. May coach only three (3) MFC teams per annum. Taking up any additional coaching roles must be approved by the Board.

# PAY SCALE AND WAGE REVIEW

## Marin FC Pay Scale

This scale defines rates for head, assistant, and substitute coaches with Marin FC. The scale is intended to predictably and consistently treat coaches as the valuable contributions Marin FC knows them to be. All coaches will be reviewed on a two year basis relative to their performance, spectrum of contributions to the club and efforts to increase their credentials. Additionally, upon obtaining an increase in license level, coaches are automatically entitled to a \$2.50/hr. increase in their rate effective immediately. The board may make exceptions based on other considerations when determining rates.

**FLAT RATES** - Short term, task based, unadjustable rates as contractors or on payroll are as follows:

**\$25/hr.** – Unlicensed assistant coaches

**\$35/hr.** – Unlicensed, non-professional coaches covering as a team’s head coach

**\$45/hr.** – Unlicensed, professional coaches covering as a team’s head coach

**ADJUSTABLE RATES** - Long term, on payroll rates are as follows:

Adjustment factors at all levels are the following:

- Prior professional coaching experience
- Playing experience, college, professional, and/or national squad(s)
- Prior significant service in the Marin soccer community
- Significant documented accomplishments in coach education
- Significant prior professional leadership role(s) and/or innovation accomplishment(s)
- Ability level and/or identifiable club needs

*The typical adjustment is \$1.00/hr. per factor present, with a maximum of five.*

**Level E/F - \$50/hr. - \$70/hr.** No License, Grassroots Diploma, USSF “E” License, USSF “F” License, or equivalent

**Level D - \$70/hr. - \$75/hr.** USSF “D” License, National Diploma, ‘C’ license earned prior to 2016, or equivalent

**Level C - \$75/hr. - \$80/hr.** USSF “C” License, Advanced National Diploma, ‘B’ license earned prior to 2016, or equivalent

**Level B - \$80/hr. - \$85/hr.** USSF “B” License, Premier National Diploma, ‘A’ license earned prior to 2016, or equivalent

**Level A - \$85/hr. - \$90/hr.** USSF “A” Youth or Senior License or equivalent

**Level P - \$90/hr. - \$95/hr.** USSF Pro License, Director Diploma or equivalent

*Equivalency determined by review of Senior Technical Staff and Board of Directors approval.*

## Marin FC Wage Review

Wage reviews occur every two years by scheduled interviews with the club President followed by Board of Directors review and approval.

## EMPLOYMENT PREREQUISITES

Coach employees must complete all of these prerequisites before being hired by the club.

### **U.S. Club Pass**

- Every coach is required to have a valid U.S. club pass for the season in which they are employed.

### **Background Check**

- The club registrar will use employee information to execute a background check through U.S. club soccer every two years.

### **SafeSport Certification**

- All coaches must be SafeSport Certified annually during their time of employment with the club.
- Use this link to get SafeSport trained: <https://uscenterforsafesport.org/training-and-education/safesport-courses-for-all/>

### **Live Scan Identification (fingerprinting)**

- Properly evaluate the strengths and areas for development for each player in the following areas:

### **Payroll Paperwork**

- W4, Employee's Withholding Certificate, is required annually or whenever a change in information occurs.
- DE4, California Personal Income Tax, is required annually or whenever a change in information occurs.
- I9, identity and employment authorization, is required.
- Direct deposit information for deposit of paychecks and expense reimbursement is required.
- Headshot photograph is required.

### **Change of Address**

- Employees must inform the club of any change of address within two weeks of

### **Concussion Education**

- Completion of the club specific online course is required.

### **Email Address**

- An @marinf.com email is generated for each coach employee upon employment. Coaches must use this address for all club business and communications. The email traffic is archived.

### **Medical**

- Employees must adhere to club policies and expectation regarding medical needs such as current vaccination requirements or the like.

## **PAY POLICY**

The club maintains and periodically update its payroll policy and mechanisms.

### **Coaches Pay Policy, Mechanisms and Procedures**

Coaches are paid at two distinct hourly rates as described below:

#### **FIELD TIME - 100% of the individual's contract rate**

Field time is defined as the individual's primary activity, coaching, at trainings and games. Time at trainings is actual scheduled time for the session, eg. 4-6pm equals 2 hours. Game time is "whistle-to-whistle" plus 1 hour (45 minute warm up and 15 minute post game). In the event of a single game beyond 70 miles, game time is doubled, when the coach leaves and returns home the same day or an overnight stay is required for a league or state cup single game.

#### **ADMIN. TIME - 25% of the individual's contract rate**

Admin. time is defined as all other activities required by club or team, or necessitated by the primary activity of coaching. As these are numerous, examples are enumerated below. Requests for admin. time for activities beyond those enumerated, must be approved in advance by the club or team treasurer.

##### **Travel (Driving):**

Coaches may record and submit actual time they spent driving when an event is further than 35 miles from Bon Air Center. Alternatively, coaches may agree to the use of an online reference to determine driving time such as Google Maps or Apple Maps (see reverse).

##### **Travel (Flying):**

Coaches may record and submit actual time spent flying (gate-to-gate). Alternately, coaches may agree to use flight schedules to submit for flying time. 2.5 hours shall be added to the flying time as a standard substitute for time spent navigating to and through airports.

##### **Player Evaluations:**

Coaches may record and submit up to 1/2 hour per player, twice annually, for completion of player evaluations.

##### **Meetings:**

Coaches may record and submit time spent at club or team meetings.

### **Reimbursed Expenses**

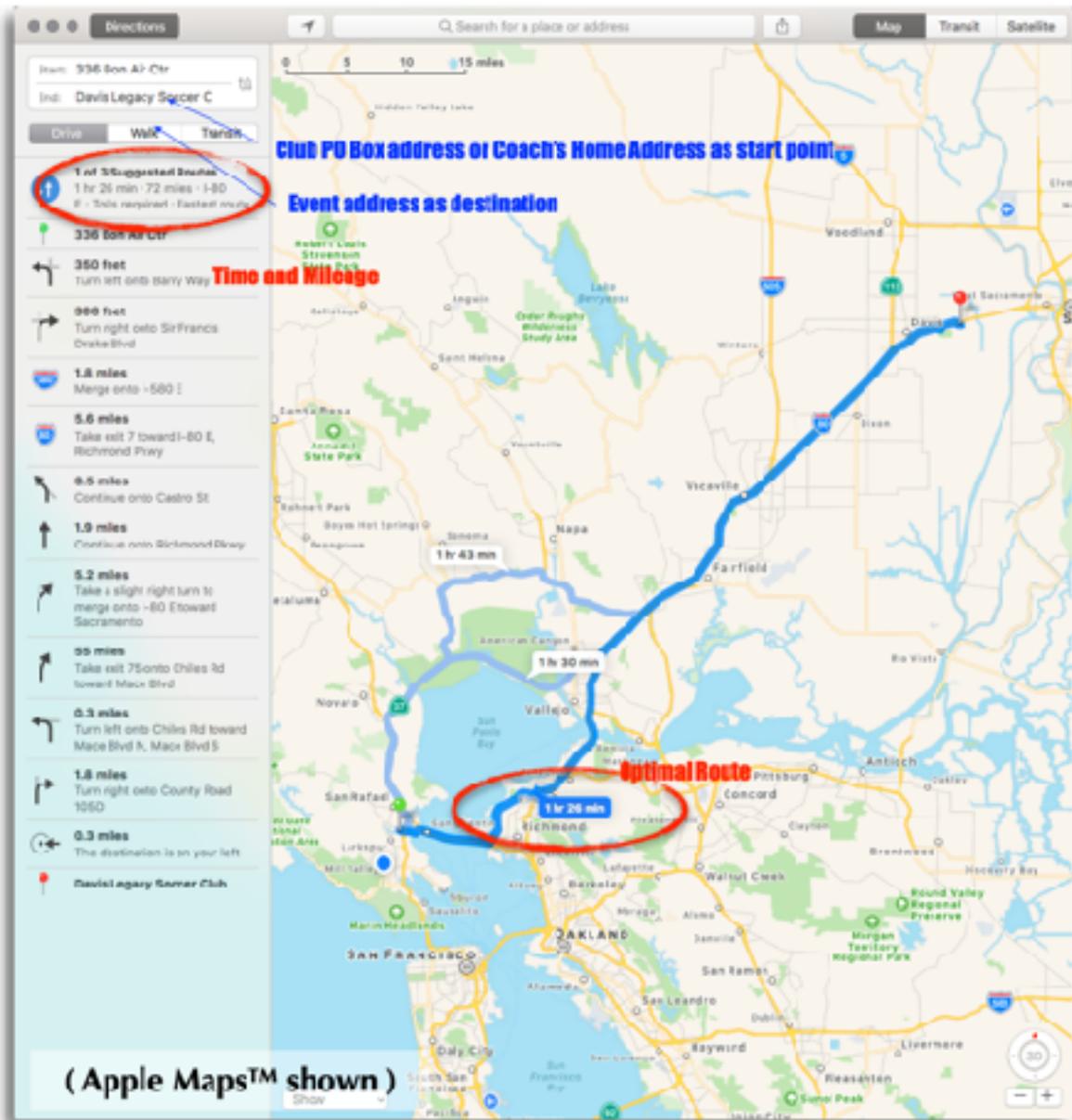
#### **Standard Expenses**

Coaches may submit receipts for reimbursement for costs incurred. Teams are expected to pay 100% of the cost within 2 weeks of receipt submittal. Coaches are expected to offer teams the option to pay any expenses directly. Expenses anticipated to be greater than \$50 are to be approved in advance by the team representatives (manager and/or treasurer).

#### **Mileage Expense**

Coaches are to be reimbursed for driving their car at **50¢ per mile** for trips beyond 35 miles from Bon Air Center. Coaches may record and submit actual miles driven or alternately may agree to the use of an online reference to determine mileage such as Google Maps or Apple Maps (see reverse).

## Online Reference Example



Note: Online mapping systems account for current and predicted traffic. It is therefore important when retrieving driving times that the system be queried at the time of travel or a known equivalent time period for predictable conditions.

# CODE OF CONDUCT

The club has a universal code of conduct applying to players, parents, referees, spectators, coaches, assistant coaches, team leadership members, club leadership members, and other employees.

## Club Code of Conduct

Fostering from all involved a positive club environment that promotes self-discipline, character, sportsmanship, and leadership is an indispensable element of the Marin FC mission. The Club Code of Conduct expresses our core values and goals in this endeavor and applies to players, parents and spectators. All must adhere to the following where applicable:

### Commitment

- I am making a commitment to my teammates, the team, the club and myself for an entire season. The team is a small unit and its success depends on the commitment made by all to the training environment we jointly create. I will put team goals and success above personal glory.
- I will attend every team training and match that I possibly can. I will show up on time, stay for the full session, and give my full effort. I will honor all specific commitments I make at Marin FC and elsewhere, particularly at school.
- I will honor an honesty pact with my coach and will take responsibility for communicating with coaches with mutual respect and deference to their leadership role and responsibilities. Specifically and when things may be unnerving or particularly upsetting, I will observe a “24 hour cooling off period” before seeking any forum on an issue.
- I will safeguard my health through a healthy diet and the avoidance of prohibited or harmful substances. I will encourage and assist others in doing the same.
- As a parent, I will support my player, their teammates and their coach(es) as a contributor when called upon, an example and role model at all times, and by refraining from ‘coaching’ my player or others in the team space.

### Ethics

- I will consistently exhibit good character, self-control and conduct myself as a positive role model and representative of my team, club and sport. I will endeavor to acknowledge in others their efforts, improvements and accomplishments.
- I will be worthy of trust in all I do and will live up to high ideals of ethics, fairness and sportsmanship and pursue victory with honor; I will do what’s right even when it’s unpopular or personally costly.

- I will live and compete honorably and with class by not lying, cheating, stealing or engaging in any other dishonest or unsportsmanlike conduct such as bravado or 'trash-talk'. I will safeguard the integrity of the game.
- I will treat all people respectfully at all times, as I would expect to be treated. I will respect at all times game officials and opponents, and will be gracious in victory or defeat by keeping the game in proper perspective.
- I will never intentionally injure any player or engage in reckless behavior that might cause injury to myself or to others.
- I will offer positive and constructive words and encouragement to my teammates during training and matches and will leave instruction for the coach to deliver. I will not malign others whether in their presence or not.

### **Travel**

- When the team is traveling, I will adhere to the Club Code of Conduct, the Club Travel Policy and any team policies implemented during travel.

### **Disciplinary Action**

All disciplinary action for any violation of this Code of Conduct is within the sole discretion of the team Coach, the club's Senior Technical Staff and the Board of Directors. Disciplinary action may include suspension or expulsion of a player or parent. No reimbursement of fees or other costs will be made to a dismissed player or the player's family.

## OPERATIONAL MECHANISMS

Coach employees are reviewed in two fashions. Senior Staff reviews and Parent/Player Feedback Surveys. To ensure clarity for the employee, the outline standards for each form of review are as enumerated here:

### **Payroll**

- *Every coach is responsible for tracking training time, game time, travel time, defined admin time, and mileage.*
  - *Coach will receive emails from the bookkeeper for deadline to submit hours and mileage.*
  - *Coach's hours are submitted to the team manager for review. The pay date is usually five days after the close of the pay period*
- *There are two pay periods per month.*
  - *The pay periods occur during the middle of the month and at the end of the month.*
- *The pay date is usually five days after the close of the pay period.*
  - *The pay schedule for the year is provided to the coach upon employment.*

### **Expense Reimbursement**

- *Coach must present receipt in order to receive reimbursement for authorized/budgeted expenses.*
- *The expense is submitted to the team manager for review.*

### **Field Scheduling**

- *The club has a field scheduler who schedules all home practices and games for each team.*
- *Coaches must coordinate with the team manager to post the time and location for all of the team's practices and games onto TeamSnap.*

### **PAD Compliance**

- *NorCal Premier adjudicates issues of policy infractions or complaints through the policy and discipline (PAD) committee.*
- *Coaches must be aware of any PAD actions or requirements effecting their team or players.*
- *In the event of a PAD action involving a referee matter (red card or send off report) coaches must promptly report to the club a summary report of an instance.*

### **PAD Suspensions**

- *In the event of a PAD action involving a referee matter (red card or send off report) coaches must be aware of suspension requirements and complete necessary paperwork for compliance.*

## **BENEFITS**

Coach employees are reviewed in two fashions. Senior Staff reviews and Parent/Player Feedback Surveys. To ensure clarity for the employee, the outline standards for each form of review are as enumerated here:

### **Retirement**

*The employee earns an additional 2% of payroll which is routed by Marin FC into a tax-deferred simple IRA. The coaches team(s) contribute 1% and the club matches this from its general funds.*

### **Wellness**

*By informal application/request citing program, entity and intended benefits, the club may allocate funding to an employees choice of wellness activity.*

### **Coach Education**

*Marin FC encourages coaches to advance their coaching education and specifically their license level. To improve the quality of coaching and encourage coach retention with the club, for every full year completed as a team head coach, the employee accrues a 25% vestiture which can be applied to approved educational or licensing programs. For example, a coach having completed two full years with the club, may request and receive 50% payment of or reimbursement for, course cost and associated travel expenses, if any.*

*Coaches may wish to carefully consider building their vestiture relative to varying levels of course costs.*

### **Equipment**

*Yearly in advance of tryouts, coaches may request needed coaching and field equipment to supplement or replace their current equipment. Limits on items are established as well as expected life-span for items to control turn-over and overall cost to the club. In this manner, each coach is expected to be fully equipped for the season in order to coach their team(s) and be prepared to 'cover' coach if needed other teams or programs.*

### **Apparel**

*Marin FC allocates funds for coaches to purchase Club branded apparel which they are expected to wear at all times when in service to the club. In a coaches first year they receive \$300 and each subsequent year the amount if \$200.*

### **Sick Pay**

*Per California and Federal laws, employees accrued sick pay hours over their service with the club. A maximum of 48 hours can be accrued and used for absences due to illness or injury*

### **Worker's Compensation Insurance**

*The club purchases and maintains worker's compensation insurance for use in the event of short-term disability issues or events.*

### **Bonus Pool**

*The club budgets for a bonus pool and by review and recommendation to the board of directors by the senior technical staff, each coach may share in the bonus pool funds by team coached during the year an approved percentage of a maximum share.*

## ROLE PERFORMANCE

Coach employees are reviewed in two fashions. Senior Staff reviews and Parent/Player Feedback Surveys. To ensure clarity for the employee, the outline standards for each form of review are as enumerated here:

### Senior Staff / Director of Coaching Reviews:

The following breakdown forms the basis of supervisor assessment metrics of coach performance.

#### ***Player Development***

- *Properly evaluate the strengths and areas for development for each player in the following areas:*
  - a) *Technical – Passing, Receiving, Dribbling, Shooting, Heading, Tackling*
  - b) *Tactical – Understands System of Play, Understands Position Within the System, Decision-making, Reading of the Game, Movement Off the Ball and Timing of Movement*
  - c) *Physical – Speed, Strength, Power, Coordination/Balance, Quickness, Lateral Movement, Endurance and Exertion Management*
  - d) *Psych-social – Competitive, Composure, Focus, Leadership, For the Team, Effort, Bravery/Courage, Willingness to Take Risks, Coachable, Sportsmanship, Contributory and Positive*
- *Develop and review with each player their Individual Development Pathway (IDP) in Oct & March every year*

#### ***Training Sessions***

- *Develop and publish an annual training program that has macro and micro cycles with periodization*
- *Develop training plan daily with a theme, progression and clear goals*
- *Keep a log of training plans*
- *Arrive and set up adequately in advance to allow for player interaction as they arrive/begin*
- *Communicate training session goals and engage all players in each exercise*
- *Provide professional tone and example throughout session*
- *Ensure proper player injury prevention training at every practice*
- *Reinforce out-of-session goals and strategies with players*

#### ***Game Management***

- *Adequately gather information and develop tactics to compete on game day*
- *Develop and clearly communicate the game day objectives (tactics, individual player goals)*
- *Ensure that players are properly warmed up and mentally prepared for match – both the starting 11 as well as subs that are made*
- *Provide professional tone and example throughout match*
- *Professional interaction with various parties, eg. parent group, opponents, referees*
- *Ensure player safety with special focus on concussion and injury protocols*

- *Maintain a professional looking bench with proper equipment, bags lines up and players in bibs*

**Off Field Activities**

- *Actively participate in quarterly DOC/coach meetings and other coaching events (workshops/clinics)*
- *Maintain professional relationship with players and parents primarily, but also various parties, eg. club leadership and admin., referees and schedulers, facility partners, athletic trainers, etc.*
- *Timely response to parents, players and Marin FC staff and leadership inquiries (within 24 hrs.)*
- *Assist in player recruiting and advocating player/parent survey feedback participation*
- *Consistent application of Marin FC policies and guidelines*
- *Adhere to all applicable league requirements and standards*
- *Advocate for the success of the club and brand*

## REVIEW AND FEEDBACK

Coach employees are reviewed in two fashions. Senior Staff reviews and Parent/Player Feedback Surveys. To ensure clarity for the employee, the outline standards for player/parent review are as enumerated here:

### ***Demeanor & Communications***

- *Attitude towards & communications with players.*
- *Attitude towards & communications with parents.*
- *Sets and maintains clear expectations for players.*
- *Provides constructive and useful criticism.*
- *Monitors and acknowledges progress.*
- *Enthusiasm for coaching and the team.*
- *Ability to motivate and inspire.*

### ***Teaching***

- *Attendance to and preparation for trainings and games.*
- *Knows & employs strength & conditioning / injury reduction exercises in trainings.*
- *Remains focused throughout trainings*
- *Ability to teach the game.*
- *Technical knowledge of soccer.*
- *Tactical knowledge of soccer.*
- *Provides training that leads to success in games.*
- *Maintains a competitive training environment.*

### ***Professionalism***

- *Is cell phone usage by your coach a distraction?*
- *Does your coach monitor player attendance?*
- *Does your coach employ meaningful consequences for attendance or attitude lapses?*
- *Does your coach wear Marin FC gear at trainings and games?*
- *Does your coach treat all players fairly?*
- *Has your coach privately or publicly disparaged a player, coach or game official?*

Additional under each of the three categories, players and parents are invited to offer and comments they may have. Scoring and all comments are provide to the employee in December or January of each year. Comments may be redacted to preserve anonymity of respondents.

# WHISTLEBLOWER POLICY

The club's Whistleblower Policy enables Marin FC employees, volunteers, players and family members to raise serious concerns within the club prior to seeking resolution outside the organization.

It is the responsibility of all directors, officers, and employees to comply with Marin FC policies and all applicable laws and regulations, and report violations or suspected violations in accordance with this Whistleblower Policy.

No director, officer, or employee who in good faith reports a suspected violation shall suffer harassment, retaliation, or adverse employment consequence based on the reporting of such a violation. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

## **Reporting Violations**

Marin FC maintains an open door policy and encourages employees, players, family members, affiliates and volunteers to share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, a supervisor is in the best position to address an area of concern. However, if someone is not comfortable speaking with their supervisor or they are not satisfied with their supervisor's response, they are encouraged to speak with the Marin FC Board President. If an employee is not comfortable speaking with the Board President they are encouraged to speak with another Board member they are comfortable approaching. Lastly, persons may report to the ombudsman.

## **Ombudsman**

The ombudsman is responsible for investigating and resolving all reported concerns and, at his/her discretion, shall advise the Board President and/or the Technical Director and/or the Club Director of Operations choosing appropriately based upon the nature and scope of the matter.

## **Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing there is indication of a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

## **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to an extent possible that is consistent with the need to conduct an adequate investigation.

## **Handling of Reported Violations**

The Ombudsman, or other Board member contacted, has the responsibility to investigate all reported suspected violations. The person receiving the report will notify the sender (if identified) within seven business days that the report of concern has been received. All reports will be swiftly investigated and appropriate corrective action will be taken if warranted by the investigation. Should serious misconduct be identified, governing agencies will be notified promptly.

## OMBUDSMAN

The ombudsman is responsible for investigating and resolving all reported concerns and, at his/her discretion, shall advise the Board President and/or the Technical Director and/or the Club Director of Operations as to choosing appropriately based upon the nature and scope of the matter.

The Ombudsman is not legally empowered to investigate nor resolve issue and instead serves as a trusted, impartial and anonymous filter to assure complaints and concerns are fully and reasonably addressed.

Marin FC's ombudsman is a former club leader known only to the club's president and technical director. Should a report involve either the president or technical director, the ombudsman will alert the other party for investigation and possible action.



MARIN FC, 336 BON AIR CENTER, PMB 122, GREENBRAE, CA, 94904