

## **DOC Committee**

### Committee Membership

- DOC Committee shall be established of Club Members (1), appointed by the President of the Board, and approved by the Executive Board.
- Committee members will serve a one (1) year term, July 1st - June 30th.

## **Club Vision/Committee Structure**

- Minimum of 3 committee members are required to make change or address complaint/issue from parent/trainer/coach)

## **Committee Responsibilities**

- Maintain and update the DOC job description and responsibilities as the role evolves. Confirm changes with board. Publish current job description on club website
- Confirm and document the objectives of the DOC prior to fall and spring season
- Monitor performance of DOC against the documented job responsibilities and objectives of the clubs vision. Conduct and document a formal performance review of the DOC twice per year
- Address parent complaints/issues related to coaches and trainers in accordance with a process to be defined and agreed with the board.
  - Request to be submitted in writing via e-mail or P.O. box or both
  - Committee will respond to written grievance/issue related to coaches/trainers within 7 days to advise the status and recommendation of the grievance
  - Individual raising issue must confirm that they discussed issue with applicable coach/trainer prior to raising issue to the committee
  - Committee to review issue and recommend action to be taken, if any. Committee must advise DOC and individual of committee's recommendation within 48 hours of the committee meeting.
  - If recommendation is appealed in the appeals process the issue would be guided by MSC by-laws and then the overseeing league body.
- Convene on a monthly basis to review DOC performance and to address any current issues raised to the committee
- Establish and execute the DOC selection process prior to the expiration of the term of the acting DOC
- Committee will review with DOC at bi-annual meeting that the Club/DOC vision is being held to.

\*The club vision as a hybrid club embraces volunteers and the developing of Massapequa based players.

(1) Club Members are members who have paid their membership dues (either lifetime or seasonal).