



Washington Township Soccer Bylaws

March 29, 2011

1. REGISTRATION

- a. Start of Registration
 - i. Fall registration shall be held approximately in the month of April.
 - ii. After registration is completed, late sign-ups will be accepted at the Parks & Recreation office only, and a late fee will be charged.
- b. Cut-Off Date
 - i. After the cut-off date of established by the Soccer Advisory Board, late registrations will be placed on a waiting list and will be assigned as necessary to balance teams on a first come basis.
 - ii. Registration and late fee will be paid at time of the late sign-up.
- c. Registration Fee
 - i. Fees will be recommended by the Soccer Advisory Board with final approval of the Sports Advisory Board. The Soccer Advisory Board reserves the right to establish a fee structure in accordance with premier league fees.
 - ii. Fees are due at the time registration
- d. Publicity
 - i. Registration flyer will be prepared at the February meeting of the Soccer Board.
 - ii. Registration information will be placed in the newspaper from the first week in April through the end of registration.
 - iii. Information will be provided through the schools three (3) weeks prior to the beginning of registration.
- e. WTPR Refund Policy - This policy was adopted by the WTPR Sports Advisory Board on July 21st, 2003 and reviewed November 2009.

Cancellations should be reported immediately to Washington Township Parks and Recreation. **NO REFUNDS** will be honored after a sports program has completed its second week of practice. This means that if you have not notified Parks and Recreation prior to the beginning of said sports activity's third week, no refund will be rendered. There is a \$10.00 per participant cancellation fee.

Exceptions to this rule:

1. If the person makes a high school and dual participation is not permitted then a full refund will be given.

2. If a person tries out for a travel team and does not make it and does not want to be moved into the Intramural program, a full refund will be given.
3. If a child is injured and unable to continue the season, a partial refund will be given. The cost of the uniform will be deducted from the registration fee along with the \$10.00 cancellation fee.

f. Late Fee

- i. A late fee of \$25 will be assessed for all registrations received after the closing date.

g. Age Requirements

- i. Birth certificate or comparable documentation must be provided when requested and/or required.
- ii. League age is based upon NJYS age groupings which currently set August 1st as the start of the seasonal year and the date for determining the league age of a player.
- iii. Each registrant must play in his/her league age group, except in the case of travel teams within NJYS and US Club rules, where it is advantageous to span an age group and/or play up in order to maintain the continuity of a viable team entity and/or provide playing opportunities for the maximum number of players; especially where teams are split along 8th grade – 9th grade boundary. The plan for team preservation must be mutually organized and agreed upon by the affected coaches in consultation with the appropriate Assistant Commissioner and recommended to the Soccer Advisory Board for final approval.

2. TEAMS

- a. The WTPR Soccer Program shall consist of three parts: Clinic, Intramural and Travel teams.
- b. Travel Team Age Group Categories (Boys and Girls)
 - i. Age Structure: Determined by New Jersey Youth Soccer (NJYS) and US Club Soccer
- c. Clinic Age Group Categories
 - i. Class I – 4 year old (Boys and Girls together)
 - ii. Class II – 5 year old (Boys and Girls separate, if numbers permit)
 - iii. Class III – 6 year old (Boys and Girls separate)
 - iv. Class IV – 7 year old (Boys and Girls separate)
 - v. Spring I – 5/6 year olds (Boys and Girls together)
 - vi. Spring II – 7 year olds (Boys and Girls together)
- d. Intramural Age Group Categories
 - i. Boys 8 – 9
 - ii. Girls 8 – 9
 - iii. Boys 10 – 11
 - iv. Girls 10 - 11
 - v. Boys 12 – 13
 - vi. Girls 12 - 13
 - vii. Boys 14 – 17
 - viii. Girls 14 - 17

- e. Restrictions
 - i. 18 Year Olds are eligible to play only if still attending High School
 - ii. All intramural and clinic participants must be residents of Washington Township.
 - iii. Intramural players at or above U-11 may also simultaneously participate within the Travel Program, as well as the High School Freshman, Junior Varsity and Varsity Soccer programs.

3. TEAM FORMATION

- a. Clinic teams –
 - i. Fall Teams will be formed by a player draft organized by the Director of Clinic. No rankings will be used.
 - ii. Spring Teams will be formed by the Clinic Commissioner.
- b. Intramural Teams – player draft to be conducted for each age group on or about July 1st and organized by the Director of Intramural
 - i. All intramural teams will be drafted new each year.
 - ii. Utilizing the previous year's rating sheets, each League Director will create the master draft List for his/her league
 - 1. Players will be rated by the previous year's coach based on several categories, including speed, stamina, kicking power, passing skills, attitude, dribbling skill, shooting skill, aggressive play, and two best positions
 - iii. The master draft List is to include the participant's name, age, total rating, plus his/her individual ratings. Every effort shall be made to have an accurate draft list.
 - iv. The League Director must review master draft list with the Intramural Assistant Commissioner at least two weeks before draft night.
 - v. Draft will be scheduled and chaired by the League Director. The Intramural Assistant Commissioner or another Soccer Advisory Board member must be present during the draft to ensure proper drafting rules are followed.
 - vi. The Draft List will be provided to coaches at least 48 hours prior to the draft.
 - vii. Coaches will select a number from a hat for their draft number, unless the child of the coach, assistant coach, or sponsor (sponsor must be paid in full at WTPR office prior to the draft sheets are distributed) is rated in the first round. Then the coach is assigned that draft number. If a coach, assistant coach, or sponsor have multiple children in the first round, then the highest rated child will be his/her draft number.
 - viii. Each coach will draft players in the order of the draft number selected. Order for selection will be reversed for each succeeding round. If a coach has two frozen players in the same round, that coach will select one of the two frozen players in that round and the second frozen player in the following round.
 - ix. Brothers and/or sisters will be placed on the same team when age appropriate.
 - x. Once teams are drafted the team rosters are final. There will be no trading of players.
 - xi. There is no "freezing" of players, except for the child of a coach, assistant coach, or sponsor (if paid in full to WTPR prior to the draft sheet being distributed).
 - xii. Special requests by a parent for placement on a specific intramural team will not be permitted.
 - xiii. Requests by parents to exclude a particular coach must be designated on the registration form, noted in the comments section of online registration or be provided

in writing to the Soccer Advisory Board before June 30th and approved by the Soccer Advisory Board prior to the draft.

- xiv. Late sign-ups will be assigned to the next team in sequence of draft order, with the exception of player shortages affecting competitive roster balance.
- c. Travel Teams –travel teams are formed using the following structure:
 - i. CLUB SELECT TEAM
 - 1. The Club Select Team in each age bracket will consist of the highest rated eligible players selected at the appropriate tryout, and will be the first travel team selected in each age category. This team, except for the U8 through U10 age brackets, may be made up of both Township resident and non-resident players. Prior to tryouts coaches are to make every effort to consider and select resident players from other travel teams before seeking non-resident players.
 - 2. The appointment of non-resident players must be first approved by the appropriate Travel Director. The non-resident players shall enjoy all the privileges of resident players, and shall be governed by these by-laws and the Soccer Advisory Board policies on a basis equal with resident players. The cost of registration for a non-resident player shall be the same as established by the Soccer Advisory Board for resident travel team players. The Club Select Team will be designated as the "A" team for the appropriate age group for the purposes of league play.
 - 3. The goal of the Club Select Team is to play at the most competitive level possible. The purpose of other Township travel teams is to develop individual skills to prepare the player for possible future selection to the Club Select Team in that age group.
 - ii. TOWNSHIP TRAVEL TEAM:
 - 1. After the Club Select Team is formed and if there are a sufficient number of additional travel team candidates, additional travel teams may be formed at the discretion of the Soccer Advisory Board. Additional Township Travel Teams that are formed after the selection of the Club Select Team will be designated as "B", "C" etc, for the purposes of league play. The "B" and "C" teams are considered feeder teams to the club select team ("A" team) in the event roster spots become available.
 - 2. Roster Exception - In the event that it is not possible to fill a roster, non-resident players may be added with Soccer Advisory Board approval.
 - iii. Restrictions
 - 1. Travel Team players at or above U-11 are eligible to also play in the Intramural program. However, Travel players within the Intramural program will be eligible for selection to any of the Intramural All Star teams only with the approval of the league director.
- d. WASHINGTON UNITED CLUB TEAM
 - i. The Washington United Club Team is organized under separate bylaws approved by the Sports Advisory Board.

4. COACH SELECTION

- a. All coaches and assistant coaches are subject to approval of the Soccer Advisory Board and the Sports Advisory Board.
- b. All coaches, assistant coaches, and volunteers must submit to a Meghan's Law background check.
- c. All travel team head coaches must coach both fall and spring seasons in the current playing year in order to maintain their seniority as a head coach.
- d. When there is an insufficient number of players to field a team in an age group and a new team must be re-carded for Spring play the Club Select team coach must coach the team or lose their seniority.
- e. Any person requesting to become a head/assistant coach of an intramural/clinic team must be at least 18 years of age.
- f. Travel team coaches must possess or obtain a minimum of a NJYS F Certificate.
- g. Coach selection will not be based solely on seniority. Special skills related to the sport in conjunction with seniority will be considered for selection.
- h. Selection of travel team coaches will be based on player tryout results. Players will not be placed on teams to follow parents who are head coaches.
- i. Coaching positions may not be offered if the Soccer Advisory Board deems the coach of the team has not successfully fulfilled their Coaching Responsibilities during the previous season, as outlined in Section 14q of these bylaws.

5. TRYOUTS

- a. All registered candidates for travel teams are rated at tryouts coordinated by the Soccer Advisory Board. The tryouts up through and including U-14 will be conducted by evaluators selected by the appropriate Assistant Commissioner and approved by the Soccer Advisory Board. The cost of these evaluators will be paid for by the Soccer Advisory Board.
- b. Ratings will be documented on a form that is prepared by the evaluator(s) and reviewed by the Assistant Commissioners of the Boys and Girls travel programs. A master list will be formulated for each age group with participant's name, date of birth, phone number, and designation of travel team candidates. Selection to the club select team will rely upon the ratings compiled at the tryout, but shall not be the exclusive determinant for selection.
- c. Must attend minimum of one tryout. Exceptions will include player injuries that prevent participation, but the injured player must still attend tryout to register.
- d. Makeup dates for legitimate conflicts are available to the entire age group organized by the Soccer Advisory Board.
- e. Travel teams are subject to final approval by the Soccer Advisory Board
- f. Once selected, a player will play for the entire NJYS card year for the team for which they were selected. (August 1 - July 31). The coach has the option to fill vacancies on the spring team based on recommendations of intramural coaches and/or tryouts with approval of the Director of Travel.
- g. The Club Select Team is selected in consultation with the appropriate Travel Director. A player must agree to play for the team that they are selected from or they will be eligible to only play in the Intramural program.

6. FIELDS

- a. All field schedules will be set by Director of Fields, in partnership with WTPR and the Soccer Advisory Board.
- b. Use of school fields will be coordinated through the Director of Fields, the Board of Education and WTPR.

- c. Every effort will be made to give each team its fair share of available practice times and space.
- d. All practice and game sessions must be supervised by the approved head coach or approved assistant coach for the team. In all cases, practice sessions must be supervised by a coach who obtained at least a Rutgers Safety Course Certification and the appropriate Meghan's Law approval. Travel coaches must have a minimum of a NJYS "F" License.
- e. A paid trainer is not considered to be an approved coach for the purposes of these by-laws and shall not be able to solely supervise a practice.

7. SEASON STRUCTURE

- a. All clinic and intramural teams will play ten (10) regular season games or as league rules prescribe, weather permitting.
- b. All Club Select/Travel teams will play regular season of games according to League rules (e.g. SJSL, SJGSL, MAPS, JAGS, etc).
- c. Intramural Tournament
 - i. All intramural teams will participate in a WTPR post-season tournament if time permits.
 - ii. Except for the 14-17 Division, all teams will be seeded by the "pick of the hat"; records will not be taken into consideration. The 14-17 Division records will be taken into consideration to determine seeding.
 - iii. An in-house All Star Tournament among Washington Township All Stars will be conducted during the intramural season. All Star intramural teams may attend an out-of-town tournament subject to Soccer Advisory Board approval. The Soccer Advisory Board will determine the make-up of all teams selected to participate in out-of-town intramural tournaments. Each team will then be approved by the League Director and Intramural Assistant Commissioner.
- d. Travel Team Reimbursements
 - i. 11v11: The Soccer Advisory Board will reimburse each Full Sided Travel Team for two (2) USSF, USYSA (US Youth Soccer Association) or US CLUB Soccer sanctioned tournaments up to \$500 for each tournament per season (Fall and Spring). NJYS State Cup registration and referee fees will also be financed by the program; additional tournaments will be the team's responsibility.
 - ii. 8v8: The Soccer Advisory Board will reimburse each Small Sided Travel Team up to \$900 per season (Fall and Spring) for Training expenses from an Approved Trainer only (must submit Trainer Approval Form **prior** to the start of the season). *If an approved Trainer is not available or a Coach is approved by the Soccer Board to train their own team, teams can request to receive Tournament reimbursement in lieu of Training reimbursement. These requests must be submitted to the Travel Commissioner prior to the start of the season*
 - iii. All reimbursements for both Full and Small sided teams will be based on the number of registered players per team at the **start** of the season, not to exceed amounts listed in articles i and ii above for a full roster (18 for 11v11; 14 for 8v8). Teams which decide to roster less than a full roster will receive a prorated reimbursement.
 - iv. In order for reimbursements to be issued, coaches must complete a WT Reimbursement Form and attach proof of payment and turn it into the appropriate Travel Commissioner. The Travel Commissioner will turn all reimbursements into the Treasurer at the monthly Soccer Advisory Board Meeting. **Team Reimbursements may be denied if the Soccer Advisory Board deems the Coach of the team has not fulfilled their Coaching Responsibilities as outlined in Section 14q of these Bylaws.**

8. UNIFORMS

- a. In all programs, uniforms will be provided to each participant.
- b. All participants must wear shin guards at all tryouts, practices and games. It is the responsibility of the parents and/or guardians to provide shin guards and shoes (boots) for their child.

9. AWARDS

- a. All first and second place teams participating in the intramural tournament will receive an award of recognition.
- b. All awards are subject to the availability of funds in the Soccer program budget.
- c. All Clinic I-IV participants will receive participation awards
- d. Any other awards will be at the discretion of the Soccer Board.

10. EQUIPMENT

- a. All equipment is purchased using Washington Township open bid procedures. The Soccer Advisory Board and WTPR staff will send out specification sheets in accordance with applicable bid procedures of WTPR.
- b. WTPR will complete final ordering of equipment, or delegate that to the Soccer Advisory Board.
- c. Issuing Equipment
 - i. League Directors will issue all equipment to their coaches.

11. VOLUNTEERS AND FUNDRAISERS

- a. The Board encourages and supports all booster clubs and volunteer organizations that will enhance the growth of the youth soccer program.
- b. Soccer Advisory Board Sponsored Fund Raisers
 - i. Team coaches are responsible to direct and coordinate their team fund raising efforts. The coach is responsible for distributing all fund raising products to players, collecting money, and forwarding required material (money, unused product, etc.) to the respective league director.
 - ii. The league director will collect all money and unsold product for return to the coordinator of the fund raiser.
 - iii. It is the responsibility of the league director to review team fundraising rules and policies with all coaches and an assistant coaches before each season begins.
- c. Team Fund Raiser Rules
- d. WTPR sponsored teams may hold individual team fund raisers
 - i. The coach is responsible for notifying the league director and Asst. Commissioner of Fund Raising in writing a minimum of four (4) weeks prior to the fund-raiser start for Soccer Board approval. The coach must also include the purpose of the fund-raiser (what the money will be spent on), items to be sold, and the beginning and ending dates of the fund raiser.
 - ii. Failure to comply with individual team fund raising rules and policies may result in suspension or disapproval of the coach and assistant coach(es) for future seasons.
 - iii. Money collected must be spent during the season of play the fund raiser is held.
 - iv. Teams participating in team fundraising must submit an accounting summary of the fund raised and disbursed.

- v. All advertising, signs, and sales information describing the fund raiser, may not include, or imply, that the fund raiser part of the Parks and Recreation & Soccer Advisory Board fund raising activities.

12. SPONSORS

- a. The Soccer Advisory Board encourages the soccer membership to promote and secure sponsors for the youth soccer program.
- b. All clinic/intramural teams may be sponsored.
- c. Sponsor fees will be reviewed and established annually by the Soccer Advisory Board.
- d. Club Select/Township Travel teams may have sponsors. Sponsorships must be in accordance with Soccer League rules and approved by the Soccer Advisory Board.

13. GAME PLAY RULES

- a. Playing Time
 - i. Each intramural participant will be required to play at least half of a regulation game (two [2] quarters or equivalent).
 - ii. If player comes to game late, each quarter missed may constitute a quarter played.
 - iii. Each travel team participant must play at least 25% of a regulation game.
 - iv. This rule will not apply if a player does not participate in at least 50% of the scheduled practices for the preceding week.
 - v. No coach will have the authority to sit a player (regardless of the offense the participant has committed) without notifying and consulting the League Director or travel commissioner. The League Director shall have the authority to sit any player for the next regularly scheduled game at the request of a coach when the player has been fighting or using abusive language during a scheduled practice or game. The Soccer Advisory Board must be notified by the League Director within three days when actions are taken against a player. For all other infractions, the League Director must notify the Commissioner before any disciplinary action can be taken by the League Director
- b. Uncoachable Player
 - i. A player may be removed from the team with Soccer Advisory Board approval. This will include children who constantly fight, disrupt practices/games or who really do not show an interest in playing or learning the game of soccer. If the Soccer Advisory Board decides to remove a child from a team, the Washington Township Parks & Recreation Sports Advisory Board will be notified.

14. SOCCER ADVISORY BOARD

- a. The Soccer Advisory Board will consist of the following members:
 - i. Commissioner 1 Vote (tiebreaker)
 - ii. Assistant Commissioners:
 - iii. Treasurer 1 Vote
 - iv. Secretary 1 Vote
 - v. Education/Purchasing 1 Vote
 - vi. Boys Travel Program 1 Vote

- vii. Girls Travel Program 1 Vote
 - viii. Boys Intramural Program 1 Vote
 - ix. Girls Intramural Program 1 Vote
 - x. Officiating 1 Vote
 - xi. Clinic Program 1 Vote
 - xii. Past Commissioner 1 Vote
 - xiii. Fields 1 vote
 - xiv. Fundraising 1 vote
 - xv. Members At Large No vote, unless needed as 7th member of quorum.
- b. A majority of the voting members shall constitute a quorum. A simple majority of the voting members is required to approve all motions.
- c. Directors: These positions of responsibility are not members of the Soccer Advisory Board; they are members of the general membership.
- i. 8 & 9 Year Old Intramural League
 - ii. 10 & 11 Year Old Intramural League
 - iii. 12 & 13 Year Old Intramural League
 - iv. 14 thru 17 Year Old Intramural League
 - v. Boys Class I Clinic League
 - vi. Boys Class II Clinic League
 - vii. Boys Class III Clinic League
 - viii. Boys Class IV Clinic League
 - ix. Girls Class I League
 - x. Girls Class II League
 - xi. Girls Class III Clinic League
 - xii. Girls Class IV Clinic League
 - xiii. Intramural Director-Assignor of Officials
 - xiv. Clinic Director-Assignor of Officials
- d. Soccer Advisory Board Voting
- i. Any problem concerning the soccer league will be presented to a 3 member Grievance Committee of the Soccer Advisory Board appointed by the Commissioner.
 - ii. The Commissioner's vote will only be cast in the event of a tie.
 - iii. Soccer Advisory board members missing two consecutive meetings, without prior approval of the Commissioner will receive a warning regarding attendance. A third consecutive absence may require dismissal and appointment of a replacement.
- e. Soccer Advisory Board Official Term

- i. All vacant positions will be filled as needed by the Soccer Advisory Board.
 - ii. Commissioner - two (2) year term with a third year option at the discretion of the Soccer Advisory Board. After Commissioner's term is completed, he/she will become past Commissioner during the full term of the new Commissioner.
 - iii. Assistant Commissioners - no limit on number of terms.
- f. Commissioner's Responsibilities
 - i. Shall chair all meetings of the Soccer Advisory Board and general membership meetings.
 - ii. Shall coordinate operation of all leagues along with the Soccer Advisory Board.
 - iii. By-Law changes or any other recommendations of the Soccer Advisory Board and coaches to the attention of the WTPR Sports Advisory Board.
 - iv. Shall attend WTPR Sports Advisory Board meetings.
 - v. Shall formulate and coordinate volunteer organizations and help promote and support the youth soccer program.
 - vi. Shall make themselves generally available to facilitate smoothly running leagues.
 - vii. May authorize payment of Soccer disbursements. All disbursements MUST be authorized by either the Treasurer OR the Commissioner. For a disbursement greater than \$400.00 (other than travel reimbursements), BOTH the Treasurer and the Commissioner must authorize payment.
 - viii. Shall perform those duties as deemed necessary by the Soccer Advisory Board.
- g. Treasurer's Responsibilities
 - i. Shall keep an itemized account of all receipts and disbursements.
 - ii. May authorize payment for Soccer disbursements. All disbursements MUST be authorized by either the Treasurer OR the Commissioner. For a disbursement greater than \$500.00, BOTH the Treasurer and the Commissioner must authorize payment with the exception of Travel reimbursements; these will first be approved by the appropriate Assistant Commissioner for Travel
 - iii. Shall perform those duties as deemed necessary by the Soccer Advisory Board.
 - iv. Shall present financial reports at the board meetings.
 - v. Attend Sports Advisory Board meetings bi-annually.
- h. Secretary's Responsibilities
 - i. Shall keep the minutes of all meetings.
 - ii. Shall make and keep a record of the votes of the Soccer Advisory Board.
 - iii. Shall record attendance at all meetings.
 - iv. Shall conduct all correspondence of the Soccer Advisory Board.
 - v. Shall perform those duties as deemed necessary by the Soccer Advisory Board.
 - vi. Maintain a history of all game expulsion incidents.
 - vii. Contact local newspapers regarding publication of notices.
 - viii. Member of Grievance Committee.
 - ix. Shall handle Memorial Scholarship applications, remove identification from applications, register votes from Soccer Advisory Board, and notify recipients.
 - x. Shall maintain and report to the Soccer Advisory Board records of yellow/red cards in the intramural/clinic programs
- i. Purchasing Assistant Commissioner's Responsibilities
 - i.
 - ii. Shall perform those duties as deemed necessary by the Soccer Advisory Board.

- iii. Shall be responsible for procurement and maintenance of equipment within guidelines established by Washington Township Parks & Recreation.
 - iv. Shall chair any committee with regard to equipment and equipment selection.
 - v. Shall have duties as may be delegated by the Soccer Advisory Board.
 - vi. Shall perform work with the league commissioners and directors to identify all equipment needs for the soccer program.
 - vii. Shall maintain an inventory of all distributed, returnable equipment. The list shall be maintained for each team.
 - viii. Shall coordinate the needs of each league director with regard to uniform selection and colors in order to obtain the best pricing. This shall be done in February.
- j. Boys & Girls Travel Program Assistant Commissioner's Responsibilities
- i. Shall have overall responsibility for the boys travel team program and activities (except intramural tournament teams).
 - ii. Shall chair any committee with regard to the boys travel programs.
 - iii. Shall have such additional duties as delegated by the Soccer Advisory Board.
 - iv. Shall coordinate and approval all tournament activities of boys travel teams
 - v. Shall approve all travel coaches reimbursements for tournaments, referee fees and state cup fees prior to submission to Treasurer.
 - vi. Shall coordinate the overall availability of practice facilities for boys travel teams.
 - vii. Shall administer all boys travel program business and report all activities to the Soccer Advisory Board.
 - viii. Shall recruit coaches for their league. Shall provide list of candidate coaches since all coaches must be approved by the Soccer Advisory Board and the Sports Advisory Board.
 - ix. Shall attend appropriate league meetings.
 - x. Shall coordinate activities with the Soccer Advisory Board.
 - xi. Shall distribute equipment to the boys travel team coaches.
 - xii. Shall enforce the bylaws pertaining to the boys travel team players.
 - xiii. Coordinate referee assignments with league referee assignor.
 - xiv. Shall arrange for presentation of a division winner trophy by the Mayor.
 - xv. Shall coordinate tryouts for boys travel program.
 - xvi. Shall assist with Soccer registration.
 - xvii. Shall ensure that all boys travel team players pay required fees.
 - xviii. Shall coordinate assignments of players to boys travel or intramural program with intramural directors.
- k. Clinic Assistant Commissioner's Responsibilities
- i. Shall recruit division directors for the 4, 5, 6, and 7 year old clinic leagues.
 - ii. Shall recruit coaches for each league with the assistance of the division directors. Shall provide a list of candidate coaches since all coaches must be approved by the Soccer Advisory Board and the Sports Advisory Board.
 - iii. Shall review and revise clinic rules of play as needed subject to the approval of Soccer Advisory Board.
 - iv. Shall assist in the distribution of equipment.
 - v. Shall formulate teams by division with the division directors.
 - vi. Shall perform those duties as deemed necessary by the Soccer Advisory Board.

- I. Assistant Commissioner of Education/Training Responsibilities
 - i. Shall recruit and assign officials for all clinic and intramural games, using the clinic and intramural director-assignors of officials.
 - ii. Shall coordinate training of officials, using the director-coordinator of referee training.
 - iii. Shall perform those duties as deemed necessary by the Soccer Advisory Board.
 - iv. Shall develop coaching and refereeing standards.
 - v. Shall set up educational aids and programs for coaches, players and all others who wish to take part in the Soccer Program.
 - vi.
- m. Assistant Commissioner of Boys/Girls Intramural Program Responsibilities
 - i. Shall inform all coaches as to the rules of league play. Shall ensure that all coaches uphold the spirit and principles of sportsmanship.
 - ii. Shall help coordinate all practice schedules.
 - iii. Shall help coordinate league operation with Parks & Recreation Department and the Atkinson Park authorities.
 - iv. Shall meet with the Soccer Advisory Board on a regular basis and with the Sports Advisory Board when requested.
 - v. Shall develop rules of intramural league play and shall insure that such rules and policies are strictly observed.
 - vi. Shall coordinate issuance of equipment with the coaches.
 - vii. Shall chair all league meetings.
 - viii. Shall assist with the drafting system.
 - ix. Shall recruit coaches for his/her league. Shall provide a list of candidate coaches since all coaches must be approved by the Soccer Advisory Board and the Sports Advisory Board.
 - x. Shall ensure all referees are approved to officiate any Intramural program games and attend a Soccer Advisory Board approved training session.
 - xi. Shall provide the Intramural Referees with laws of the game as they apply to the intramural program.
 - xii. Shall review all Intramural Referee vouchers and authorize Parks and Recreation to process for payment. The Intramural voucher submittal and payment process will be approved by the Soccer Advisory Board.
 - xiii. Shall perform those duties as deemed necessary by the Soccer Advisory Board.
- n. Assistant Commissioner for Fields Responsibilities
 - i. Shall plan for scheduling of fields at all available facilities for all WTPR soccer leagues.
 - ii. Shall serve as Soccer Advisory Board liaison with Atkinson Park, public schools, and Washington Lake Park.
 - iii. Shall communicate field conditions based upon inspection to all appropriate league directors.
 - iv. Shall perform those duties as deemed necessary by the Soccer Advisory Board.
- o. Assistant Commissioner of Fundraising Responsibilities
 - i. Shall organize fundraising activities sponsored by the Soccer Advisory Board.
 - ii. Shall report progress and results of fundraising activities to the Soccer Advisory Board.

- iii. Shall submit proceeds to treasurer.
- iv. Shall perform those duties as deemed necessary by the Soccer Advisory Board.
- p. Soccer Advisory Board Member At Large Responsibilities
 - i. Shall perform those duties as deemed necessary by the Soccer Advisory Board.
- q. Coaches Responsibilities
 - i. Must submit to Meghan's Law background check and carry appropriate identification.
 - ii. Coaches must carry notarized medical releases forms at each practice and game.
 - iii. Monitor and insure the care of school facilities when in use.
 - iv. Enforce rules as set forth by the league and the bylaws of the Soccer Advisory Board. The penalty for a breach of the bylaws shall be determined by the Grievance Committee. This penalty may include immediate suspension of the offending individual from participation in the soccer program.
 - v. Pick up all issued equipment.
 - vi. Care for equipment assigned to the team.
 - vii. Participate in Program Fundraisers
 - viii. Attend all Mandatory Coaches Meetings
 - ix. Report any problems directly to the Directors.
 - x. Rate all team members and submit rating cards to your League Director by the seventh (7th) game of the regular season. Pertains to Clinic III thru Intramural 14-17 leagues.
 - xi. Oversee team members at practices and games and to provide adult supervision.
 - xii. Teach the fundamentals and rules of the game.
 - xiii. Teach good sportsmanship and fair play.
 - xiv. Display good sportsmanship (remember, as a coach, you are setting an example for your team members).
 - xv. Attend Rutgers's S.A.F.E.T.Y. Course or NJYS F (or higher) license course. (note: NJYS does not acknowledge out-of-state F certificates for NJ coaches)
 - xvi. Submit reimbursement requests for money spent for the WTPR soccer program on a "Payment Voucher Reimbursement" form no later than 60 days after the last day of the season, including championship tournaments, in which the expense was incurred.
 - xvii. Pay fines assessed by appropriate league guidelines.
 - 1. For the first occurrence in a single game that a coach or assistant coach, or trainer receives, the financial penalty will be shared equally by the coach and the Soccer Advisory Board. League imposed suspensions or other penalties are served by the coach or assistant coach involved. Coaches can appeal payment of fines assessed by a governing league to the Soccer Advisory Board on a one-time basis.
 - 2. For a second occurrence the coach, assistant coach, or trainer is responsible for 100% of the penalty.
 - xviii. Serve suspensions handed down by governing leagues or the Soccer Advisory Board.
 - 1. All league suspensions and other penalties are served by the coach or assistant coach involved. The Soccer Advisory Board may also choose to impose additional penalties.

2. All penalties, fines or fees associated with a third expulsion are the responsibility of the coach, or assistant coach, involved. The Soccer Advisory Board may consider a lifetime suspension of a coach or assistant coach who receives a third game expulsion.
3. The total number of game expulsions is cumulative over a coach's career and applies to all Travel, Intramural, and Clinic coaches and assistant coaches.
4. The Secretary is responsible to maintain a history of all game expulsion incidents.

15. Washington Township Youth Sports Code of Conduct

- a. All Parents, Coaches and Officials are subject to Ordinance # 21-2002, which outlines acceptable behavior at all WTPR sporting events. This ordinance may ban an individual from all Washington Township sporting events for up to one year.

16. WTPR Sports Advisory Board Responsibilities

- a. Make final decision in bylaws and rule changes affecting the leagues.
- b. Make sure Sports Advisory Board liaison is fulfilling their responsibilities to the soccer program.
- c. Meet with the Board of Education and Superintendent of Schools when needed to continue the Community Education System established by the Board of Education.
- d. Continue to support the goals of establishing active recreation for the youth of Washington Township.
- e. Present to the Township positive publicity releases prior to, during and at the conclusion of the season expounding program accomplishments.

17. Parks & Recreation Staff Responsibilities

- a. Coordinate the use of school facilities through the Board of Education and the Athletic Director.
- b. Make department generally available for assistance that might be needed from League Directors, coaches, League Commissioner, and Sports Advisory Board.

18. Bylaw Changes

- a. The Soccer Advisory Board shall review the bylaws annually beginning at mid season.
- b. Changes to the Bylaws must be approved by a 2/3 majority of the Soccer Advisory Board to be approved.
- c. Recommended changes shall be presented to the Sports Advisory Board for their approval.

19. WTPR Sports Policy - Youth

Whereas, Washington Township Parks and Recreation has recognized the need for the youth of Washington Township to participate in sports and in recognizing this need has provided an ever growing number of sports programs offered year round for the youth of the township and,

Whereas, from time to time, duplicative programs** have been offered by private groups and,

Whereas, many residents do not have the economic ability to register their children in two groups and,

Whereas, participants devoting additional hours to sports may cause scholastic achievement to deteriorate and,

Whereas, duplicative activities causes an additional work load on the staff of Washington Township Parks and Recreation and,

Whereas, duplicative activities have caused and will continue to cause a tremendous scheduling problem within an already insufficient amount of play area and,

Now therefore be it resolved that,

Any youth who has registered for a WTPR sports program will not be eligible for that program if he or she is enrolled or is participating in a duplicative program** offered by another organization.

**A duplicative program may be defined in the individual sport's bylaws. If it is not, the following will apply:

A duplicative program is defined as an independent team in Washington Township that is competing for facilities and players with the WTPR program in the same sport during the same season.

This policy will be attached to and made a permanent policy of all sports bylaws.

This policy has been adopted at a regular public meeting of the WTPR Sports Advisory Board on July 21, 2003 and revised December 2, 2009.

20. WTPR Grievance Policy

In any organization, it is likely that unexpected problems will be encountered in the process of day-to-day operations. When differences arise in the WTPR Sports Programs, it is the policy of the WTPR Sports Advisory Board (SAB) that those differences be resolved at the earliest stage possible. All resolutions must be consistent with the appropriate sports program bylaws and with any league rules or regulations, which may apply.

The following procedures are established to insure that all participants, parents and all volunteers are aware of the steps necessary to resolve or appeal any dispute.

1. The team coach (or coaches) will be given the first opportunity to resolve any team problems.
2. If the coach or coaches cannot resolve the problem, the problem will be forwarded to the League Director**.
3. Any problems not resolved by the League Director** or which require interpretation of bylaws or league rules will be submitted to the youth Sports Advisory Board in writing by the person with a grievance for the following procedure.
 - a. The League Director** will contact the Commissioner and request that the matter be brought before the Soccer Advisory Board.
 - b. The Commissioner will determine if a special meeting should be convened or if the matter can be brought up at the next scheduled meeting.
 - c. All parties involved will be notified of the meeting date and location and their right to be present and to prepare a written statement.
4. At the Soccer Advisory Board meeting, the following procedures will be observed.
 - a. The League Director** will make a statement of the circumstances.
 - b. Each party involved will have the opportunity to state pertinent facts in person and/or by written statement.
 - c. Additional comments will be accepted if presented.

- d. The Soccer Advisory Board will deliberate and reach an expeditious solution and will vote on a recommended resolution. Soccer Advisory Board members involved in the dispute must abstain from voting. A simple majority of members present will be necessary to approve the resolution.
 - e. The decision of the Soccer Advisory Board must be conveyed in writing to the person(s) involved within 72 hours.
 - f. The Director of Parks and Recreation and the President of the SAB will be advised of the decision.
5. If the Soccer Advisory Board cannot reach a decision and the issue is unresolved, the matter will be forwarded to the WTPR SAB for action.
6. All rulings of the Soccer Advisory Board may be appealed to the WTPR SAB except for Code of Conduct violations, which can be appealed to the Code of Conduct Committee.
7. Unresolved issues and appeals forwarded to WTPR SAB will be subject to the following procedures:
 - a. All persons involved will be notified of the date and time that the issue will be addressed by the WTPR SAB and of their right to submit a written statement.
 - b. If the matter is an unresolved issue from the Soccer Advisory Board, the following steps will apply:
 - (1) The Sport Commissioner will make a statement of the circumstances.
 - (2) Each party involved will have the opportunity to state pertinent facts in person and/or by written statement.
 - (3) Additional comments may be accepted if presented. A time limit may be imposed on additional comments if numerous statements are anticipated.
 - c. If the matter is an appeal of an Soccer Advisory Board decision, the following steps will apply:
 - (1) The Sports Commissioner will present the findings of the Soccer Advisory Board.
 - (2) The aggrieved party will have the opportunity to state pertinent facts in person and/or by written statement.
 - (3) Additional comments may be accepted if presented. A time limit may be imposed on additional comments if numerous statements are anticipated.
 - d. The WTPR SAB will deliberate and reach an expeditious solution and will vote on a recommended resolution. Any WTPR SAB members directly involved in the dispute must abstain from voting. A simple majority of members present will be necessary to approve resolution.
 - e. The decision of the WTPR SAB must be conveyed in writing to persons involved within 72 hours.
8. If a youth sports bylaw states that a particular suspension is not appealable, that suspension is not grievable under this policy.

9. If an individual is suspended by an independent sports league in which WTPR youth sports teams participate, that suspension is not grievable under this policy.
10. The preceding Grievance Procedure is to be strictly followed by a volunteer, parent, or participant of any sports program or recreational activity. If the Chain of Command found within the Grievance Procedure is not followed, the person who is in non-compliance will be suspended from the appropriate program for one (1) year, this includes participation in any volunteer capacity and/or registration as a paying registrant.

**** NOTE:** For the Youth Football and Football Cheerleading Programs only, the following will be incorporated wherever League Director is listed. The League Director for Youth Football is the Football Coach Coordinator and the League Director for Football Cheerleading is Cheerleading Coach Coordinator.

This policy has been adopted at a regular meeting of the WTPR SAB on July 21, 2003, revised on August 18, 2003 and reviewed November 2009.

21. WTPR Sports Policy – Volunteers

Whereas, the WTPR Youth Sports Programs depend on volunteers for Commissioners, coaches, directors, Soccer Advisory Board members, referees, and other program personnel,

Whereas, the WTPR Sports Advisory Board (WTPR SAB) is charged with the responsibility of administrating the WTPR Sports Programs,

Whereas, it is the policy of the WTPR SAB to obtain the best qualified and most dedicated volunteer assistance available,

Now, therefore, be it resolved that:

1. Volunteers for youth sports program positions as Commissioners, coaches, directors, Soccer advisory board members, referees, etc. will be selected by the following process:
 - A. All volunteers will be recommended to the WTPR SAB for approval by the appropriate Sports Advisory Board and subject to seniority within the following criteria in descending order.
 1. Volunteers who satisfactorily served as an Soccer Advisory Board Member, Commissioner, League Director, Coach/Manager, in the program during the previous year.
 2. Volunteers who satisfactorily served as assistants or alternates and umpires in the program the previous year.
 3. Volunteers who satisfactorily served in any of the positions but did not participate in the previous year.
 4. New volunteers as recommended by the various youth Sports Advisory Boards.
 5. Volunteers who have satisfactorily participated in a duplicative sports program within the boundaries of Washington Township other than school related.

6. Volunteers who have been suspended for a period of time, subject to completion of their suspension at the WTPR SAB's discretion.
2. Each advisory board within the WTPR sports program must submit its list of recommended volunteers to the WTPR SAB for duties mentioned prior to the beginning of the sports program
3. The appointment of all volunteers will occur by final resolution of the WTPR SAB. No official functions will be initiated by any individual until appointments are approved by the WTPR SAB.
4. All those coaching in WTPR sports programs must meet the following requirements.
 - A. Rutgers' Certified. Volunteers must attend the Rutgers S.A.F.E.T.Y. Coaches Clinic. The course is a three (3) hour program and those attending must be present the entire three (3) hours.
 - B. Megan's Law approved. Volunteers must have a background check.
5. Be it further resolved that the WTPR SAB reserves the right to deny any volunteer for just cause.
6. This policy will be attached to and made a permanent policy of all sports bylaws.

This policy has been adopted at a regular meeting of the WTPR SAB on July 21, 2003 and revised on December 2, 2009.

22. WTPR Booster Club Policy

Whereas, youth sports programs may have a need to raise funds for various reasons to support their program,

Whereas the Washington Township Sports Advisory Board (WTPR SAB) has a responsibility to ensure funds raised by booster clubs benefit all participants and said funds are being spent appropriately.

Now, therefore, be it resolved that:

1. A youth sport may establish a Booster Club in accordance with the following:
 - A. The Booster Club must be registered as a non-profit organization in accordance with applicable state and federal laws.
 - B. All funds shall be deposited in a single checking account in an established banking institution.
 - C. A detailed accounting of all deposits and withdrawals shall be maintained by the youth sports programs. The WTPR SAB will conduct yearly audits of the Booster Clubs.

- D. The youth sports advisory board shall approve any expenditure of funds.
- E. Funds expended by the Booster Club shall be by check and require the signature of two (2) designated youth sport advisory board members (preferably the Commissioner and Treasurer).
- F. Fund raisers benefiting the Booster Club must be authorized by the youth sports advisory board and approved by the WTPR SAB.
- G. Individuals associated with a youth sports program are not authorized to run fund raisers for individual teams unless approved by Sports Youth Board.
- H. Funds expended from the Booster Club should benefit the league and its participants. Funds expended or equipment/uniforms donated to other individuals or organizations shall be approved by the WTPR SAB.

This policy shall be attached to and made a permanent policy of all sports bylaws.

This policy has been adopted at a regular public meeting of the WTPR SAB on July 21, 2003 and reviewed November 2009.

23. Roberts Rules of Orders

- a. Roberts Rules of order shall be the authority on all questions not addressed in these bylaws.