# WASHINGTON TOWNSHIP FIELD HOCKEY BYLAWS
# APRIL 2024

## REGISTRATION:

1. Start of Registration
    a. Fall Registration shall be held in the Spring.
    b. After registration is completed, late sign-ups will be accepted online or at the Parks and Recreation Office, and a late fee will be charged.

2. Cut-Off Date
    a. After the cut-off date established by the Field Hockey Advisory Board, late registration will be placed on a waiting list and will be assigned as necessary to balance teams on a first come basis.
    b. Registration and late fee will be paid at time of the late sign-up.

3. Age Requirements
    a. Birth Certificate or comparable document must be provided when requested and/or required.
    b. League age is based upon grade level for the upcoming school year.
    c. Each registrant must play in their grade level unless it is for team preservation. The plan for team preservation must be mutually organized and agreed upon by the affected coaches in consultation with the Commissioner and the Field Hockey Advisory Board for final approval.

4. Registration Fee
    a. Fees will be recommended by the Field Hockey Advisory Board with the final approval of the Sports Advisory Board. The Field Hockey Advisory Board reserves the right to establish a fee structure in accordance with premiere league fees.
    b. Fees are due at the time of registration.

5. Publicity
    a. Registration Flyer will be prepared at the February Meeting of the Field Hockey Advisory Board.
    b. Registration information will be placed in e-backpacks, flyers, email, and advertised through various social media posts in early spring through the end of registration.
    c. Information will be provided through the schools three (3) weeks prior to the beginning of registration.

6. WTPR Refund Policy
    This policy was adopted by the WTPR Sports Advisory Board on July 21, 2003 and reviewed November 2009.

a. A late fee of $10.00 will be assessed for all registrations received after the closing date.
b. If a child is injured and unable to continue the season, a partial refund will be given. There will be a $10.00 cancellation fee.

**TEAMS:**

1. The WTPR Field Hockey Program shall consist of two parts: Clinic and Travel teams.

2. Clinic and Travel age group categories:
    a. Clinic- grades Kindergarten through 2nd.
    b. Travel - grades 7th and 8th, grades 5th and 6th, and grades 3rd and 4th.

3. Restrictions
    a. All Clinic and Travel participants must be residents of Washington Township, unless approved by the Field Hockey Advisory Board, and also in accordance with league governing rules.

4. Team Formation
    a. After registration has been completed, the Field Hockey Advisory Board reserves the right to move players up a grade level to balance out the number of players on each team.

5. Season Structure
    a. All Travel teams will play a minimum of seven (7) regular season games or as league rules prescribe, weather permitting.
    b. Clinic will consist of a minimum of seven (7) weeks of practice and inter-squad games.

**GAME PLAY RULES:**

1. Playing time: Field Hockey is a very team practice-oriented sport. Without proper training, a child can be a danger to herself and to other players.

    a. Each travel team participant will have fair playing time. It is important to differentiate that fair playing time does not necessarily mean "equal playing time" in each game. Players who do not attend practices may not be used in offensive/defensive corners as they are specialty positions and require attendance at practice. Players who are not keeping up with her fellow teammates may see minimal but fair time as they could be a danger to themselves and others.

    b. No coach will have the authority to sit a player (regardless of the offense the participant has committed) without notifying and consulting the Commissioner. The Commissioner 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 Field Hockey

Advisory Board must be notified by the Commissioner within three days when actions are taken against a player.

2. Un-coachable Player
    a. A player may be removed from the team with Field Hockey Advisory Board approval. This will include children who constantly fight, disrupt practices/games, or use abusive language. If the Field Hockey Advisory Board decides to remove a child from a team, the Washington Township Parks & Recreation Sports Advisory Board will be notified.

**COACH SELECTION:**

1. All coaches and assistant coaches are subject to approval of the Field Hockey Advisory Board and the Sports Advisory Board.

2. All coaches, assistant coaches, and volunteers must submit to a criminal background check.

3. Any person requesting to become a Head Coach of a Travel or Clinic team must be at least 18 years of age.

4. Coach selection will not be based solely on seniority. Special skills related to the sport, in conjunction with seniority, will be considered for selection.

5. Coaching positions may not be offered if the Field Hockey Advisory Board deems the coach of the team had not successfully fulfilled their coaching responsibilities during the previous season.

6. Head Coaches must be Rutgers Certified on discretion of the Field Hockey Advisory Board if needed.

7. Any Head Coach or Assistant may be removed from any position by the Field Hockey Advisory Board on third violation, upon written notice, 14 days in advance of any action, to the Sports Advisory Board, Township Business Administrator and Township Attorney, for any of the following reasons: 1) Neglect of duty; 2) Dishonesty; 3) Misuse of funds; 4) Failure to adhere to mandatory coaches meetings; and 5) Any action that tends to discredit organization.
    a. First offense - verbal warning
    b. Second offense - written warning (sent certified/return receipt requested)
    c. Third offense - removal from position (sent certified/return receipt requested)

8. Any Head Coach or Assistant Coach may be immediately removed from any position by the Field Hockey Advisory Board for any of the following reasons: 1) A physical or verbal threat; 2) Physical violence; 3) Use of obscenities to umpires, parents, or players.

9. Before any removal shall become effective, the Sports Advisory Board shall review the findings and conclusions of the Field Hockey Advisory Board, as well as the procedural process of the removal.

**FIELDS:**

1. All field schedules will be set by Field Hockey Advisory Board in partnership with WTPR.

2. Every effort will be made to give each team its fair share of available practice times and space.

3. All practice and game sessions must be supervised by the approved Head Coach or approved Assistant Coach for the team.

4. A paid trainer is not considered to be an approved coach for the purposes of these Bylaws and shall not be able to solely supervise a practice unless they satisfy the requirements of a Head Coach.

**UNIFORMS:**

1. Uniform shirts, kilts, and sock will be available for purchase at a vendor upon receiving bids by the Field Hockey Advisory Board.

2. All participants must wear shin guards, goggles (optional) and mouth guards at all times during practices and games. It is the responsibility of the parents and/or guardians to provide shin guards, sticks, mouth guards and sneakers and/or cleats for their child.

**EQUIPMENT:**

1. All equipment is purchased using Washington Township's open bid procedures. The Field Hockey Advisory Board and WTPR staff will send out specification sheets in accordance with applicable bid procedures of WTPR.

2. WTPR will complete final ordering of equipment, or delegate it to the Field Hockey Advisory Board.

3. Issuing equipment
    a. The Field Hockey Advisory Board will issue all equipment to their coaches.

**VOLUNTEERS AND FUNDRAISERS:**

1. The Board encourages and supports all booster clubs and volunteer organizations that will enhance the growth of the youth Field Hockey program.

2. Field Hockey Advisory Board Sponsored Fundraisers
    a. Team coaches are responsible to direct and coordinate their team's fundraising efforts. The coach is responsible for distributing all fundraising products for players, collecting money and forwarding required material (money, unused products, etc.) to the respective league fundraising director.
    b. The league fundraising director will collect all money and unsold products for return of the fundraiser.
    c. It is the responsibility of the Field Hockey Advisory Board to review team fundraising rules and policies with all coaches and assistant coaches before each season begins.

3. Team Fundraising Procedure
    a. Team fundraisers will be used for raising money for team tournaments.
    b. Teams will fill out a Field Hockey Advisory Board Fundraiser Request Form. The Field Hockey Advisory Board will then vote to approve the proposed team fundraiser.
    c. Teams will be notified by the Field Hockey Advisory Board once the fundraiser has been approved.
    d. Team fundraisers are not allowed to take place at a location where a field hockey program fundraiser is being held.
    e. Team fundraisers are not to be used in conjunction with a program fundraiser due to a conflict of interest.
    f. Go Fund Me and similar fundraisers will be allowed, upon Field Hockey Advisory Board approval, only for long tournaments. Currently only ages 12 and up are eligible for these types of fundraisers. Please note, there are tax implications associated with these fundraisers, so make sure you research before using these. The Washington Township Field Hockey Advisory Board is not responsible for any taxes that may arise from using these types of fundraisers.

**SCHOLARSHIP:**

1. Eligibility
    a. A graduating high school senior who played field hockey on the high school team for at least two years.
    b. Washington Township student who was a former participant in the WTYFH program for at least two years.
    c. GPA of 85% or greater, with academic verification, required by their Guidance Counselor.
    d. Applicant must be attending a post high school accredited college, university, trade or technical school.

1. Description
    a. An amount that will be at the Field Hockey Advisory Boards discretion will be awarded to graduating seniors who have participated in the Washington Township

Youth Field Hockey program and who have played on the Washington Township High School team for at least two years.
   b. This award is based on the applicant's scholastic achievements, citizenship, extra-curricular activities and application information.
   c. The Field Hockey Advisory Board will review applications and approve a maximum of four scholarships.
   d. All applications must be submitted no later than April 25th.

2. Application Criteria
   a. A letter from their Guidance Counselor stating that they meet the GPA requirement from 1c.
   b. Submit a 250 Word Essay written by the student describing how field hockey influenced the student's attitude toward people, teamwork and sportsmanship.

**SPONSORS:**

1. The Field Hockey Advisory Board encourages the Field Hockey membership to promote and secure sponsors for the youth Field Hockey program.

2. All clinic and travel teams may be sponsored.

3. Sponsor fees will be reviewed and established annually by the Field Hockey Advisory Board.

4. Sponsorships must be in accordance with Field Hockey league rules and approved by the Field Hockey Advisory Board.

**FIELD HOCKEY ADVISORY BOARD:**

1. The Field Hockey Advisory Board will consist of the following members:
   a. Commissioner (1 Vote)
   b. Co-Commissioner (1 Vote)
   c. Others will be considered Assistant Commissioners:
      i. Treasurer (1 Vote)
      ii. Secretary (1 Vote)
      iii. Education and Equipment (1 Vote)
      iv. League Liaison (1 Vote)
      v. Fundraising/Purchasing (1 Vote)

2. A majority of the voting members shall constitute a quorum. A simple majority of the voting members is required to approve all motions.

3. Field Hockey Advisory Board Voting

a. Any problem concerning the Field Hockey league will be presented to a 3 member Grievance Committee of the Field Hockey Advisory Board appointed by the Commissioner.
b. The Commissioner's vote will only be cast in the event of a tie.
c. Field Hockey 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.

4. Field Hockey Advisory Board Official Term
    a. All vacant positions will be filled as needed by the Field Hockey Advisory Board.
    b. Commissioner - two (2) year term with a third year option at the discretion of the Field Hockey Advisory Board.
    c. Assistant Commissioners - no limit on number of terms.
    d. Commissioner may not be elected for successive terms unless full Board approval.

5. Commissioner's Responsibilities
    a. Shall chair all meetings of the Field Hockey Advisory Board and general membership meetings.
    b. Shall coordinate operation of the program along with the Field Hockey Advisory Board.
    c. Bylaw changes or any other recommendations of the Field Hockey Advisory Board and coaches to the attention of the WTPR Sports Advisory Board.
    d. Shall attend WTPR Sports Advisory Board meetings.
    e. Shall make themselves generally available to facilitate smoothly running program.
    f. May authorize payment of the Field Hockey disbursements. All MUST be authorized by either the Treasurer OR the Commissioner. For a disbursement greater than $400.00, BOTH the Treasurer and the Commissioner must authorize payment.
    g. Shall recruit coaches for the program.
    h. Shall perform those duties as deemed necessary by the Field Hockey Advisory Board.

6. Treasurer's Responsibilities
    a. Shall keep an itemized account of all receipts and disbursements.
    b. May authorize payment for Field Hockey disbursements. All disbursements MUST be authorized by either the Treasurer OR the Commissioner. For a disbursement greater than $400.00, BOTH the Treasurer and the Commissioner must authorize payment.
    c. Shall perform those duties as deemed necessary by the Field Hockey Advisory Board.
    d. Shall present financial reports at the board meetings.
    e. Attend Sports Advisory Board meetings annually and present annual financials to the Sports Advisory Board.

7. Secretary's Responsibilities

a. Shall keep the Minutes of all meetings.
b. Shall make and keep a record of the votes of the Field Hockey Advisory Board.
c. Shall record attendance at all meetings.
d. Shall perform those duties as deemed necessary by the Field Hockey Advisory Board.
e. Maintain a history of all game expulsion, incidents and scores.
f. Member of Grievance Committee.
g. Shall handle Scholarship Applications.
h. Shall maintain and report to the Field Hockey Advisory Board records of yellow/red cards in the travel teams.

8. Education and Equipment Responsibilities
    a. Shall perform those duties as deemed necessary by the Field Hockey Advisory Board.
    b. Shall have duties as may be delegated by the Field Hockey Advisory Board.
    c. Shall maintain an inventory of all distributed, returnable equipment. The list shall be maintained for each team.
    d. Shall assist in the distribution of equipment and collection of equipment.
    e. Shall set up educational aids and programs for coaches, players and all others who wish to take part in the Field Hockey Program.
    f. Shall be responsible for procurement and maintenance of equipment within guidelines established by Washington Township Parks & Recreation.
    g. Shall chair any committee with regard to equipment and equipment selection.
    h. Shall perform work with the league Commissioners and Directors to identify all equipment needs for the Field Hockey Program
    i. Shall coordinate with the Field Hockey Advisory Board with regard to uniform selection and colors in order to obtain the best pricing. This shall be done in February.

9. Fundraising Responsibilities
    a. Shall organize and choose specific fundraisers.
    b. Shall distribute to all coaches and collect all monies earned.
    c. Work with Treasurer for funding and depositing funds.
    d. Prepare flyers/paperwork as needed.
    e. Shall be the second signature on the booster account checks, along with the Treasurer.

10. Coaches Responsibilities
    a. Must submit to Megan's Law background check and carry appropriate identification and Head Coaches must be 18 years or older.
    b. Coaches must carry Medical Release Forms at each practice and game.
    c. Monitor and ensure the care of school and township facilities when in use.
    d. Enforce rules as set forth by the program and the Bylaws of the Field Hockey 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 Field Hockey program.

e. Pick up all issued equipment.
f. Care for equipment.
g. Participate in program fundraisers.
h. Attend all mandatory coaches meetings.
i. Report any problems directly to the Field Hockey Advisory Board.
j. Oversee team members at practices and games and to provide adult supervision.
k. Teach the fundamentals and rules of the game.
l. Teach good sportsmanship and fair play.
m. Display good sportsmanship (remember, as a coach, you are setting an example for your team members).
n. Attend Rutgers S.A.F.E.T.Y. Course
o. Sign Coaches Contract as distributed by the Field Hockey Advisory Board.
p. Serve suspensions handed down by governing leagues or the Field Hockey Advisory Board.
    i. All league suspensions and other penalties are served by the coach or assistant coach involved. The Field Hockey Advisory Board may also choose to impose additional penalties.
    ii. All penalties, fines or fees associated with a third expulsion are the responsibility of the coach or assistant coach involved. The Field Hockey Advisory Board may consider a lifetime suspension of a coach or assistant coach who received a third game expulsion.
    iii. The total number of game expulsions is cumulative over a coach's career and applies to all Travel and Clinic coaches and assistant coaches.
    iv. The Secretary is responsible to maintain a history of all game expulsion incidents.

**WINTER SESSION - INDOOR FIELD HOCKEY:**

1. Tryouts
    a. One tryout date will be held in November to fill U14 and U12 teams.
    b. Teams will consist of 8 players, including a goalie.
    c. Players will be chosen based on age and skill level.
    d. Must have played in WTYFH program during the previous fall season and still covered under the insurance policy.
    e. Cost of tryout is $10.00 per player.

2. Practice
    a. One time per week for approximately 8-10 weeks beginning in December.

3. Tournaments
    a. Register to play in at least 3 tournaments.
    b. Each player chosen must register with USA Field Hockey to participate in tournaments.
    c. Uniforms will be the same as the previous fall season.
    d. Teams play 5v5 including goalie and use USA Field Hockey Indoor rules.

4. Equipment needed
    a. Indoor stick, gloves, mouth guard, shin guards will be provided by player.
    b. Corner face masks and goalie equipment will be provided by WTYFH.

**WASHINGTON TOWNSHIP YOUTH SPORTS CODE OF CONDUCT:**

All parents, Coaches, and Officials are subject to Ordinance # 21-20002, 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.

**WTPR SPORTS ADVISORY BOARD RESPONSIBILITIES:**

1. Make final decision in Bylaws and rule changes affecting the leagues.

2. Make sure Sports Advisory Board Liaison is fulfilling their responsibilities to the Field Hockey program.

3. Meet with the Board of Education and Superintendent of Schools when needed to continue the Community Education System established by the Board of Education.

4. Continue to support the goals of establishing active recreation for the youth of Washington Township.

5. Present to the Township positive publicity releases prior to, during, and at the conclusion of the season expounding program accomplishments.

**PARKS AND RECREATION STAFF RESPONSIBILITIES:**

1. Coordinate the use of the school facilities through the Board of Education and the Athletic Director.

2. Make department generally available for assistance that might be needed from League Directors, Coaches, League Commissioners and Sports Advisory Board.

3. Bylaw changes:
    a. The Field Hockey Advisory Board shall review the Bylaws annually beginning mid-season.
    b. Changes to the Bylaws must be approved by a ⅔ majority of the Field Hockey Advisory Board to be approved.
    c. Recommended changes shall be presented to the Sports Advisory Board for their approval.

**WTPR SPORTS – YOUTH:**

1. 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,

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

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

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

5. Whereas, duplicative activities cause an additional work load on the staff Washington Township Parks and Recreation and,

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

7. Now therefore be it resolved that,

8. 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.

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

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

11. 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.

**WTPR GRIEVANCE POLICY:**

1. 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.

2. 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:

a. The team coach (or coaches) will be given the first opportunity to resolve any team problems.
b. If the coach or coaches cannot resolve the problem, the problem will be forwarded to the Commissioner.
c. Any problems not resolved by the Commissioner 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.
d. The Commissioner will request that the matter be brought before the Field Hockey Advisory Board.
e. The Commissioner will determine if a special meeting should be convened or if the matter can be brought up at the next scheduled meeting.
f. All parties involved will be notified of the meeting date and location and their right to be present and to prepare a written statement.

3. At the Field Hockey Advisory Board meeting, the following procedures will be observed:
    a. The Commissioner 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 Field Hockey Advisory Board will deliberate and reach an expeditious solution and will vote on a recommended resolution. Field Hockey 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 Field Hockey 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.

4. If the Field Hockey Advisory Board cannot reach a decision and the issue is unresolved, the matter will be forwarded to the WTPR SAB for action.

5. All rulings of the Field Hockey 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.

6. 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 Field Hockey Advisory Board, the following steps will apply:
        i. The Commissioner will make a statement of the circumstances.
        ii. Each party involved will have the opportunity to state pertinent facts in person and/or by written statement.

iii. 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 Field Hockey Advisory Board decision, the following steps will apply:
   i. The Commissioner will present the findings of the Field Hockey Advisory Board.
   ii. The aggrieved party will have the opportunity to state pertinent facts in person and/or by written statement.
   iii. 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.

7. If a youth sports Bylaw states that a particular suspension is not appealable, that suspension may not be grieved under this policy.

8. If an individual is suspended by an independent sports league in which WTPR youth sports teams participate, that suspension may not be grieved under this policy.

9. 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 non-compliance will be suspended from the appropriate program for one (1) year, this includes participation in a volunteer capacity and/or registration as a paying registrant.

10. 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.

**WTPR SPORTS POLICY – VOLUNTEERS:**

1. Whereas, the WTPR Youth Sports Programs depend on volunteers for Commissioners, Coaches, Directors, Field Hockey Advisory Board members, Referees, and other program personnel,

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

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

4. Now, therefore, be it resolved that:

a. Volunteers for youth sports program positions as Commissioners, Coaches, Directors, Field Hockey Advisory Board members, Referees, etc. will be selected by the following process:
    i. 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.
    ii. Volunteers who satisfactorily served as a Field Hockey Advisory Board Member, Commissioner, League Director, Coach/Manager, in the program during the previous year.
    iii. Volunteers who satisfactorily served as assistants or alternates and umpires in the program the previous year.
    iv. Volunteers who satisfactorily served in any of the positions but did not participate in the previous year.
    v. New volunteers as recommended by the various youth Sports Advisory Boards.
    vi. Volunteers who has satisfactorily participated in a duplicative sports program within the boundaries of Washington Township other than school related.
    vii. Volunteers who have been suspended for a period of time, subject completion of their suspension at the WTPR SAB's discretion.

5. Each Advisory Board within the WTPR sports program must submit its listed recommended volunteers to the WTPR SAB for duties mentioned prior to the beginning of the sports program.

6. 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.

7. 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. Volunteers must have a background check.

8. Be it further resolved that the WTPR SAB reserved the right to deny any volunteer for just cause.

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

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

**WTPR BOOSTER CLUB POLICY:**

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

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

3. Now, therefore, be it resolved that:
    a. A youth sport may establish a Booster Club in accordance with the following:
        i. The Booster Club must be registered as a non-profit organization in accordance with applicable state and federal laws.
        ii. All funds shall be deposited in a single checking account in an established banking institution.
        iii. 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.
        iv. The youth Sports Advisory Board shall approve any expenditure of funds
        v. Funds expended by the Booster Club shall be by check and require the signature of two (2) designated youth sport advisory board members.
        vi. Fundraisers benefiting the Booster Club must be authorized by the youth sports advisory board and approved by the WTPR SAB.
        vii. Individuals associated with a youth sports program are not authorized to run fundraisers for individual teams unless approved by Sports Youth Board.
        viii. 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.

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

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

## ROBERTS RULE OF ORDERS:

Roberts Rules of Order shall be the authority on all questions not addressed in these Bylaws.