Washington Township Soccer Bylaws

April 2023

1) REGISTRATION
   a) Travel
      i) Registration for the WT Soccer travel program shall open up approximately in the month of April. Players interested in the travel program will need to attend a tryout in order to be considered for a travel team roster spot (tryouts typically occur in the April/May timeframe).
      ii) Potential travel players must complete the registration process and be paid in full before their first tryout for the upcoming year, which generally runs from the fall into the spring of the following calendar year.
      iii) Chosen players will receive a formal communication (e.g. email, etc.) from WT Soccer notifying them of their invitation to join a travel roster
      iv) The player will then have a nominal time to respond, but unless it is expressly stated differently in your formal notification, the default response time will be within 48 hours of receipt of offer.
   b) Clinic and Intramural
      i) Registration for the fall clinic and intramural programs shall open up approximately in the month of April. Even though WT Soccer's clinic and intramural program is open to non-Washington TWP residents, priority will be given to Washington TWP residents.
      ii) Registration will temporarily close on July 1st to allow for the formation of draft lists and for the approval of volunteer coaches. Once coaches have been identified and approved, draft nights will be scheduled, and teams will be initially formed. Anyone who registers between July 1st and their respective league's draft night will be placed on a wait list in the order in which they registered. The WT Soccer Board will make every attempt to place wait-listed players onto a roster, but there are no guarantees.
      iii) Registration for the fall clinic and intramural programs will close by September 15th, no players will be placed onto a team beyond this date.
      iv) There are no tryouts to participate in the clinic and intramural programs.
      v) After the teams are initially formed and the subsequent waitlisted registrants are assigned, registration will then reopen (if necessary) and will remain open until all available roster spots are filled.
   c) Registration Fee
      i) Fees will be recommended by the Soccer Advisory Board with final approval of the Sports Advisory Board.

ii) Fees are due at the time of registration. The total amount paid will not exceed the fee structure as approved by the WT Sports Advisory Board.

iii) WT Soccer reserves the right to withhold player uniforms or player passes for any travel player that has not paid in full the registration payments by the start of the playing season.

iv) For travel teams, additional costs above the registration fee will be required for uniforms and referee fees, which are not included in the cost of registration. There may be other required costs including but not limited to team training, tournaments, winter sessions, and/or winter leagues, etc.

v) Players that may qualify for "fee waived" status must complete the process for verification through the WT Parks and Recreation office. Once verified, WTPR will notify WT Soccer of any player's eligibility.

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

i) For the clinic and intramural soccer programs, cancellations should be reported immediately to the respective WT Soccer Board Clinic or Intramural Director. NO REFUNDS will be honored after a sports program has completed its second week of practice unless approved by the respective WT Soccer Board Clinic or Intramural Director.

ii) For travel players, if a player tries out and does not make a team yet they do not want to be moved into the Intramural program, then a full refund will be given. However, if a travel player tries out and is given an offer to join a travel roster, they must decline prior to the stated deadline in their offer if they wish to receive a full refund. Otherwise, no refunds will be given once the deadline to decline an offer for a travel team has expired.

e) Age Requirements

i) Birth certificate or comparable documentation must be provided when requested and/or required.

ii) League age is based upon USYS age groupings.

iii) All players shall play within their age appropriate league. However, the WT Soccer Board reserves the right to allow players to play up an age group (provided they are adequately skilled) in order to maintain a balance of roster size and/or competitive league talent. The player's parent/guardian must submit this request in writing to the appropriate league director in order for a consideration to be made.

2) TEAMS
   a) The WTPR Soccer Program shall consist of four parts: Clinic, Intramural, Travel & United
   b) Travel Team Age Group Categories (Boys and Girls)
      i) Age Structure: As determined by USYS
   c) Clinic Age Group Categories
      i) U5 (Boys and Girls together)
      ii) U6 (Boys and Girls separate, if numbers permit)
      iii) U7 (Boys and Girls separate, if numbers permit)
      iv) Spring I – U5/U6 year olds (Boys and Girls together)
      v) Spring II – U7/U8 year olds (Boys and Girls together)
         (1) Age groups may be combined as required for the spring training curriculum.
   d) Intramural Age Group Categories (provided enrollment is sufficient to support the leagues and game formats shown below. Otherwise, the Intramural Director can restructure as needed to accommodate enrollment)
      i) Boys U8/U9/U10, 7v7
      ii) Girls U8/U9/U10, 7v7
      iii) Boys U11/U12, 9v9
      iv) Girls U11/U12, 9v9
      v) Boys U13/U15, 11v11
      vi) Girls U13/U15, 11v11
      vii) WT Soccer reserves the right to make yearly adjustments on players in the calendar year age group that bridges 8th and 9th grades.
   e) Travel-Plus
      i) Travel players may also simultaneously participate within the intramural program under the following conditions:
         (1) Travel players will only be allowed to register for Travel-Plus after August 15th, and there must be open roster spots on intramural rosters, and no one is on the waitlist.
         (2) The cost for travel-plus is a percentage of the full cost of the intramural program (typically 50%). Players must register and pay for both registration fees, travel (in full) & intramural (in full). However, the intramural cost will be discounted down and the difference refunded once travel rosters are confirmed and carded. The WT Soccer Board reserves the right to place travel-plus players onto intramural team rosters in a manner that maintains a balance of roster size and/or competitive league talent.
         (3) When a conflict with Intramural/Travel occurs, travel practices and games will take precedence.
         (4) Travel-plus players are not eligible for selection to any of the Intramural All Star teams.

3) TEAM FORMATION
   a) Clinic teams –
      i) Fall Teams will be formed by a player draft organized by the Clinic Director. No rankings will be used.
      ii) Spring Teams may be formed by the Clinic Director depending on the needs of the program.
   b) Intramural Teams – player draft to be conducted for each age group in late July and organized by the appropriate Intramural Director.
      i) All intramural teams will be drafted new each year.
      ii) Utilizing the previous year's rating sheets, the respective Intramural Director will create the master draft List for their league.
      iii) Players will be rated by the previous year's coach based on several categories, including speed, stamina, passing skills, attitude, dribbling skill, and shooting skill.
      iv) 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.
      v) The master draft list must be completed in advance of draft night and the appropriate intramural director must approve the list for each league. The appropriate intramural league director will have the final say in any decisions regarding changes to the draft list.
      vi) Drafts will be scheduled and chaired by an active WT Soccer Board member, typically the respective Intramural Director to ensure proper drafting rules are followed.
      vii) The Draft List will be provided to coaches at in advance of the draft.
      viii) Coaches will randomly select a number from a hat/basket for their draft number. Then the coach is assigned that draft number and is their team number for scheduling purposes. If a coach or assistant coach have a child or multiple children in the first round, then the highest rated child will be his/her draft pick.
      ix) 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.
      x) Brothers and/or sisters will be placed on the same team when age appropriate.
      xi) Once teams are drafted the team rosters are final. There will be no trading of players.
      xii) There is no "freezing" of players, except for the child of a coach or assistant.

xiii) Special requests by a parent for placement on a specific intramural team will not be accommodated.

xiv) Requests by parents to exclude a particular clinic or intramurals 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 Clinic or Boys/Girls Intramurals Director for review before July 15th and approved by the Soccer Advisory Board prior to the draft.

xv) 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: (All players must be registered and pay all required registration fees prior to being selected and placed on a team)

i) The travel program is open to non-residential players with the following requirements:

(1) The percentage of TWP players on any team may not drop below 75%.

(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.

ii) Travel Team selections will be made using the tryout ratings, current year coach's input, team needs and previous season's league/tournament play along with recommendations from the appropriate travel commissioner. Game day evaluations from the program's designated trainers can also be utilized. Prior to tryouts coaches are to make every effort to consider and select resident players from other travel teams before non-resident players.

(1) Travel A Team

(a) The Travel A 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.

(b) The Travel A Team will be designated as the "A" team for the appropriate age group for the purposes of league play.

(c) The goal of the Travel A Team is to play at the most competitive level possible.

(2) Travel B and C Teams:

(a) After the first travel team is formed in an age group and if there are a sufficient number of additional quality 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 Travel A 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 higher team(s) in the event roster spots become available. The purpose of other Township travel teams is to develop individual skills to prepare the player for possible future selection to the Travel A Team in that age group. Any “C” travel team players are encouraged to also participate in the “Travel-Plus” program (details above). The purpose of this is to ensure that the player’s development is progresses by giving them more game-time experience. When a conflict with Intramural/Travel occurs, travel practices and games will take precedence.

4) <u>TRAVEL TEAM MANAGEMENT</u>

a) Before each season, the coach and/or team manager will provide all team parents with an estimated budget and proposed payment schedule which must first be approved by the appropriate travel director and the Soccer Advisory Board. All teams are to have a team treasurer.
b) WT Soccer Advisory Board members and their spouses/partners and relatives are ineligible to serve as a team treasurer.
c) Any member of a team’s coaching staff and their spouses/partners and relatives are ineligible to serve as a team treasurer.
d) All teams are to have a separate team bank account with the head coach and the team treasurer as the consignees.
e) It is MANDATORY that the WT Soccer designated banking institution be used for any team bank account, currently FULTON BANK OF NJ, 303 Egg Harbor Road, Sewell, NJ 08080.
f) coaches with multiple teams are to maintain separate bank accounts for each team.
g) WT Soccer Advisory Board reserves the right to replace any person on a team bank account due to team finances not being accurately recorded, reported or team invoices are in arrears.
h) all teams are to have a seasonal team budget completed, electronically submitted (emailed) to the appropriate Travel Director and shared with team’s parents before the beginning of each playing season (fall and spring)

i) Any monies that are fundraised throughout the season from approved events are to be deposited into the team bank account within one week of receipt.
j) Unless otherwise approved by the WT Soccer Board, travel teams are expected to train with a WT Soccer approved trainer throughout each 10-week league season, minimally once-a-week during a regularly scheduled session and must budget for this cost accordingly.
k) Delinquencies for invoices
    i) any team more than 30 days delinquent on any invoice will be required to attend the next scheduled board meeting. The head coach/manager may also face additional disciplinary action as determined by the WT Soccer Board up to and including removal from team responsibilities.
l) Teams having issues with collecting team fees from any individual player are to communicate this to the appropriate Director as soon as the issue presents itself.
m) any player with an outstanding balance at the conclusion of a playing year will be submitted to the WT Sports Advisory Board
n) any player with an outstanding balance at the conclusion of a playing year will be ineligible for further participation in WT Soccer until the balance is cleared.

5) <u>WASHINGTON UNITED CLUB SELECT TEAM</u>
a) The Washington United Club Select Teams are organized under separate bylaws approved by the Sports Advisory Board.
    i) Washington United is and will remain under the authority and direction of Washington Township Soccer and its advisory board and hereby adopts and ratifies the bylaws of Washington Township Soccer. In the event of a conflict between the two published bylaws (Washington Township Soccer and Washington United) the more stringent interpretation will prevail.
b) Washington United teams are required to pay field fees per team, not to drop below the amount as sanctioned by the WT Sports Advisory Board and payable to WT Soccer.
    i) the annual amount will be paid to WT Soccer
        (1) team fall season field fees are due in full by 9/1, 7v7 teams pay $1000, 9v9 teams pay $1200, 11v11 (non-high school) teams pay $1400, and 11v11 HS teams pay $1000.
        (2) High School team spring season field fees are due in full by 3/1
        (3) teams not making full payment by the specified deadlines will lose access to fields for scheduled practices and/or games until payment has been made.
        (4) Washington United Board may collect field fees on an alternate approved schedule to meet the annual requirements and deadlines.
        (5) Team field fee payments are to be separate and cannot be combined with any other payments due the program.

6) 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, volunteers, team managers & trainers must submit to a WTPR background check and are required to have an updated WTPR issued ID Badge in their possession at all practices, games and any other soccer activity that takes place on township fields.
   c) All head and assistant coaches are required to complete the Rutgers Safety Course as specified by the WT Sports Advisory Board; previous completion of the NJ Travel F license course satisfies this requirement.
   d) All volunteer 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.
   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 the minimum license required by the respective league for which their team is registered. Coaches are encouraged to complete additional coaching education courses.
   g) Coach selection will not be based solely on seniority.
   h) Selection of travel team coaches will be based on player tryout results and the Travel Directors' input. 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 16 of these bylaws.
   j) Travel Assistant coaches will be selected by the head coach along with input from the Travel Directors.
   k) As recommended by the Travel Director and with the approval of the Soccer Advisory Board, travel head or assistant coaches can be removed anytime during the season for just cause.
   l) Coaches submitting their name as a potential coaching candidate does not guarantee a coaching position with any team. The Soccer Advisory Board has the final say on who is offered coaching positions - this applies to all teams: clinic, intramural and travel.

7) TRYOUTS

a) prior to attending travel tryouts, candidates must complete the online registration process as specified on the WT Soccer website.

b) All registered candidates for travel teams are rated at tryouts coordinated by the Soccer Advisory Board. The tryouts up through and including U14 will be conducted by evaluators selected by the appropriate Travel Director and approved by the Soccer Advisory Board. The cost of these evaluators will be paid for by the Soccer Advisory Board. Tryouts for U15 & older teams will only be scheduled by the appropriate Travel Director if required.

c) Ratings will be documented on a form that is prepared by both the evaluator(s) and the Travel Directors. 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. Previous coaches' input, game day evaluations performed by a club designated trainer, team needs and travel commissioner recommendations will also be considered.

d) Players are strongly encouraged to attend all tryout sessions scheduled for their age group; however a player must only attend a minimum of one tryout to be considered for team selection. Exceptions will include player injuries that prevent participation, but the injured player must still attend tryout to register. Injured players who are unable to participate in tryouts may be selected based on previous playing performance & coach recommendation.

e) Additional tryout dates (if needed) for the fall teams will be scheduled at the discretion of the respective travel director to ensure that all roster spots are filled. Every attempt will be made to promote players from the "B" team to the "A" team provided they are adequately skilled and will maintain the balance of the roster's competitive talent for their flight. All roster changes and/or additions made after the initial team selections must be approved by the travel director.

f) Travel teams are subject to final approval by the Soccer Advisory Board

g) Once selected, a travel player will play for the entire card year for the team for which they were selected. (August 1 - July 31). Players may not be selected if they are unable to demonstrate the commitment level required to play the entire playing year which includes both the Fall and Spring seasons.

h) The coach has the option to fill any vacancies on the spring team based on recommendations of the Intramural or Travel Directors. Every attempt will be made to promote players from the "B" team to the "A" team provided they are adequately skilled and will maintain the balance of the roster's competitive talent for their flight. All roster changes and/or additions made after the initial team selections must be approved by the Travel Director.

i) The Travel A Team is selected in consultation with the appropriate Travel Director.

8) FIELDS
   a) All field schedules will be set by Director of Fields, in partnership with WTPR and the Soccer Advisory Board Travel, United, Intramural and Clinic Directors.
   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) The Director of Fields along with the Soccer Commissioner/President have authority to close any fields necessary due to weather related conditions, unsafe playing conditions, or to make in-season repairs.

9) SEASON STRUCTURE
   a) All clinic and intramural teams will play a minimum of ten (10) season games or as league rules prescribe, weather permitting.
   b) All Club Select United /Travel teams will play regular season of games according to League rules (e.g. SJSL, SJGSL).
   c) Intramural Playoffs
      i) Except for the U8 Division, all intramural teams will participate in end of season playoffs per the Intramural Rules document found on the WT Soccer website.
      ii) An in-house All Star game among Washington Township All Stars will be conducted during the intramural season. One game per league (U9/U10, U11/U12, U13/U15

10) UNIFORMS
   a) WT Soccer will be responsible for uniform ordering & distribution for the clinic or intramural programs. Uniform fees will be included with WTPR registration fees, excluding travel. All uniforms will be purchased separately and will be coordinated by the WT Soccer Advisory Board.
   b) All participants must wear shin guards and soccer cleats/footwear at all tryouts, practices and games. It is the responsibility of the parents and/or guardians to provide shin guards and approved soccer shoes for their child.
      i) baseball, softball or football cleats are not approved for any soccer related activity
   c) Travel uniform fees are not included with the player registration. Travel uniforms will be purchased separately by each player every (2) years.

11) AWARDS and TROPHIES
   a) All first and second place teams participating in the intramural playoff tournament (U9/U10, U11/U12, U13/U15 leagues) will receive an award of recognition.
   b) All Clinic and U8 intramural players will receive participation awards.
   c) All intramural leagues that have end of season playoffs will not also have participation awards.

12) 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 Fundraisers
      i) Team coaches/managers are responsible to direct and coordinate their team's fundraising efforts. The coach/manager is responsible for distributing all fundraising products to players, collecting money, and forwarding required material (money, unused product, etc.) to the respective league director.
      ii) it is recommended that all funds collected be turned back into the league director or WT Soccer Advisory Board commissioner/president in the form of a check or money order.
      iii) The league director will collect all funds and unsold product for return to the coordinator of the fundraiser.
      iv) 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 Fundraiser Rules
      i) WTPR sponsored travel teams may hold individual team fundraisers.
         (1) The head coach/manager is responsible for notifying the respective Travel Director in writing prior to the fundraiser's start for Soccer Board approval by completing and submitting the Fundraiser Approval form found on the WT Soccer website, which will 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 fundraiser. Forms should be submitted electronically through e-mail to each individual listed above.
         (2) Only one fundraiser can be submitted per each form, multiple fundraisers cannot be submitted on one form and will be rejected and not considered for approval.
         (3) non-United travel teams not participating or supporting the WT Soccer annual fundraising campaign will be ineligible for individual team fundraisers

(4) The WT Soccer Fundraising Director will submit the fundraiser request to the WT Soccer Advisory Board for consideration and approval.
(5) travel or United Director may submit the request to the board in event the Fundraising Director is unavailable to complete the process.
(6) Failure to comply with individual team fundraising rules and policies may result in suspension or disapproval of the coach and assistant coach(-es) for future seasons.
(7) Funds collected must be spent during the registered playing year (inclusive of fall and spring seasons) that the fundraiser is held as specified in the approved request.
(8) All funds that are collected through the approved fundraiser should be deposited into the team's bank account within one week of receipt.

ii) As specified by WTPR and WT Sports Advisory Board restrictions, coin drops, or games of chance, or lotteries are not permissible.
iii) All advertising, signs, and sales information describing the fundraiser, may not include, or imply, that the fundraiser is part of the Parks and Recreation & Soccer Advisory Board fundraising activities.

13) 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. The WT Soccer Advisory board will help coordinate all team sponsors, collect appropriate fees, and establish payment deadlines.
c) any travel team securing a **team** sponsorship are to report the sponsor name and amount of the sponsorship on their team budget and it shall be applied to the team's overall budget, and not the individual who obtained the sponsorship

14) GAME PLAY RULES
a) Playing Time (Clinic, Intramurals and Travel)
i) Each clinic or intramural participant will be required to play at least half of a regulation game (two [2] quarters or equivalent).
(1) If player comes to game late, each quarter missed may constitute a quarter played.
ii) Each travel team participant aged U14 and younger (non high school age) must play at least 40% of each half in a regulation game. Travel players aged U15 and older, must play in at least

25% of a regulation game. Coaches who fail to adhere to this are subject to suspension.

(1) This rule will only apply to players who attend 100% of the scheduled practices for the preceding week unless appropriately excused by the coach.

(2) If a player comes to a game late, the time missed will constitute time played

(a) Per league rules, if a player does not check-in prior to the beginning of the 2nd half of play, they will be ineligible for game play in that match.

(3) United teams are not subject to this requirement

iii) Only the appropriate clinic, intramural, or travel director (with concurrence of the WT Soccer Board) shall have the authority to sit a player out.

b) Uncoachable Player

i) The WT Soccer Board can remove an uncoachable player from their team if they consistently fight and/or disrupt practices and games. If the Soccer Advisory Board decides to remove a child from a team, the Washington Township Parks & Recreation Sports Advisory Board will be notified.

c) Clinic

i) All games shall be played as per the league rules. The rules will be posted on the website prior to the start of the season and will be reviewed at the preseason coaches' meeting

(1) U5 and U6 games, coaches may be on the field during games as required to provide assistance to players, but only in a limited role. See league rules for additional information.

(2) U7 games, coaches <u>may not</u> be on the field at all during game play; coaches may only enter the field to attend to player injuries. See league rules for additional information.

d) Intramural

i) All games shall be played as per the league rules. The rules will be posted on the website prior to the start of the season and will be reviewed with the coaches at the player draft.

ii) U8,U9/U10 and U11/U12 division games will be played on a small sided field and number of players as per NJYS guidelines.

iii) U13/U15 division will play 11v11 on a full sided field as per NJYS guidelines. At the discretion of the soccer advisory board, leagues may be required to play 8v8 on a small sided field to suit field availability or registration numbers.

iv) At the discretion of the soccer advisory board, travel teams may be permitted to play against intramural teams to support leagues with low number of teams

e) Travel
   i) All games shall be played as per league rules (SJSL,SJGSL, EDP)
      (1) WT travel team players who wish to guest play on a non WT team must first get approval from their head coach.

15) REFEREES
   a) Travel
      i) to be assigned by league officials (SJSL,SJGSL, EDP)
   b) Intramural and clinic
      i) to be assigned by WT Soccer Board approved referee assignor
      ii) Intramural referees in the U9/U10, U11/U12 U13/U15 divisions must have a minimum USSF Grass Roots Certification
      iii) Minimum age requirements (subject to referee availability)
         (1) Clinic games: 12 y.o.
         (2) U9/U10 Intramural: 14 y.o.
         (3) U11/U12 Intramural: 16 y.o.
         (4) U13/U15 Intramural: 18 y.o.

16) COACHES RESPONSIBILITIES
   a) Head and Assistant Coaches must always support our program and cannot have their children rostered with another club without WT Soccer Advisory Board Approval
   b) Must submit to a background check per WTPR guidelines and maintain updated/appropriate identification.
   c) Coaches must carry updated medical release forms at each practice and game.
   d) Monitor and insure the care of school facilities when in use.
   e) 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.
   f) Participate in program fundraisers including distribution of fundraiser items and collection of money to be returned to league coordinator by posted deadlines.
   g) Attend all Mandatory Coaches Meetings.
   h) Report any problems directly to the appropriate league commissioners.

i) Rate all team members and submit rating cards to your appropriate clinic, intramural, or travel director at their request prior to the completion of the season. Pertains to Clinic U7 thru Intramural U15-up leagues.
j) Oversee team members at practices and games and provide adult supervision.
    i) 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 WTPR Background Check.
    ii) Travel coaches must possess or obtain the minimum license required by the respective league for which their team is registered. Out-of-state licenses do not qualify for the Rutgers Safety Course.
k) Teach the fundamentals, good sportsmanship, fair play and rules of the game.
l) Display good sportsmanship and maintain a positive team environment at all times (remember, as a coach, you are setting an example for your team members and team parents).
m) Attend Rutgers S.A.F.E.T.Y. Course
n) Pay fines assessed by appropriate league guidelines. The coach, assistant coach or trainer involved is responsible for 100% of the imposed penalty.
o) Serve suspensions handed down by governing leagues or the Soccer Advisory Board.
p) 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 at their discretion if warranted.
    i) Any coach may not be re-approved in future seasons due to repeated offenses or suspensions by the leagues or governing associations in which their team plays.
q) Head coaches will be responsible for planning all practice sessions and coaching strategies.
r) For travel teams: before each season, the coach and/or team manager will provide all team parents with an estimated budget and proposed payment schedule for any additional team expenses planned for the season. All of which must be approved by the travel commissioner.
s) Ensure that <u>all</u> players receive the minimum playing time as detailed in section 15a.
t) Ensure they are supporting and encouraging their players to reach the next soccer level (A player to United, B player to A team, C player to A or B team, Intramural player to Travel Team, etc.)

u) Notify a league commissioner or any board member immediately if there is an unanchored goal on any game or practice fields. Note: under NO circumstances is a practice or game to take place on a field with unanchored goals.

17) PLAYER PASSES, INJURIES, AND INSURANCE (TRAVEL)

a) All players within the WTPR travel program will be carded with US Club Soccer as per league requirements. Parents will be required to submit all necessary documents to the team manager or coach upon selection to the team in order for player passes to be issued. Players may not practice or play in any games unless the player passes have been issued by the above-mentioned organizations. Insurance coverage for travel players will be provided via the player passes for injuries that may occur during official practices, training sessions or sanctioned league games/tournaments. Types and extent of insurance provided will be per US Club Soccer guidelines. The team manager or coach must report all injuries to the appropriate WT Soccer Advisory Board member within 24 hours. The team manager/coach along with the parent of the injured player will be required to complete medical claim forms or any other documents as per US Club Soccer guidelines. Any player who sustains a concussion or any other serious injury will be required to have a doctor's note releasing them, prior to participating in any future practices, training sessions or games.

18) INJURIES AND INSURANCE (CLINIC AND INTRAMURAL)

a) All players within the WTPR clinic and intramural program will be registered with WTPR program's designated insurance carrier.
b) Insurance coverage for players will be provided for injuries that may occur during official practices, training sessions or sanctioned league games/tournaments. Types and extent of insurance provided will be per WTPR guidelines.
c) The team manager or coach must report all injuries to the appropriate WT Soccer Advisory Board member within 24 hours.
    i) The team manager/coach along with the parent of the injured player will be required to complete medical claim forms or any other documents as per WTPR guidelines.
d) Any player who sustains a concussion or any other serious injury will be required to have a doctor's note releasing them, prior to participating in any future practices, training sessions or games.

19) SOCCER ADVISORY BOARD

a) The Soccer Advisory Board will consist of the following members:
   i) Commissioner/President 1 Vote (as required for tiebreaker)
   ii) Directors (13):
      (1) Treasurer 1 Vote
      (2) Secretary 1 Vote
      (3) Registrar 1 vote
      (4) Boys Travel Program 1 Vote
      (5) Girls Travel Program 1 Vote
      (6) Boys Intramural Program 1 Vote
      (7) Girls Intramural Program 1 Vote
      (8) Purchasing 1 Vote
      (9) Clinic Program 1 Vote
      (10) Past Commissioner/President 1 Vote
      (11) Fields 1 vote
      (12) Fundraising 1 vote
      (13) United 1 vote
      (14) Members At Large No vote

b) All board position appointments and reappointments require the approval of the WT Soccer Advisory Board and the WT Sports Advisory Board

c) All Board Members must attend 70% of all board meetings and sponsored activities.

d) A majority of the voting members shall constitute a quorum. A simple majority of the voting members is required to approve all motions (except bylaw changes, which requires 2/3 approval of the voting members).

e) Due to extraneous circumstances, in-person attendance at WT Soccer Advisory Board Meetings may not be possible or desired by all board members (e.g. COVID-19 concerns). Therefore, voting members may attend virtually (via telephone, Zoom, Teams, etc.) and shall be permitted to participate as if they were attending in person.

f) In the event that the WT Soccer Advisory Board needs to act on time-sensitive matters prior to the next regularly scheduled monthly board meeting, the WT Soccer Advisory Board is permitted to conduct official board business and take necessary actions (i.e. make motions, vote, etc.) via email. A simple majority of the voting members is still required to approve all motions. The details of any motions, votes, and/or board actions shall be captured in the minutes of the next Soccer Board Meeting.

g) Soccer Advisory Board Voting
   i) Any problem concerning the soccer league will be presented to a 3-member Grievance Committee, which will be comprised of members of the Soccer Advisory Board appointed by the Commissioner/President.

ii) The Commissioner/President'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/President will receive a warning regarding attendance. A third consecutive absence may require dismissal and appointment of a replacement.

h) Soccer Advisory Board Official Term

i) All vacant positions will be filled as needed by the Soccer Advisory Board.

ii) Commissioner/President - two (2) year term with additional one (1) year extensions not to exceed four (4) years total, at the discretion of the Soccer Advisory Board. After the current Commissioner/President's term is completed, he/she will become past Commissioner/President during the full term of their successor.

(1) At the discretion of the WT Soccer Advisory Board, the Past Commissioner/President may be approved to fill an open board position concurrently, but will only have one (1) vote total and not one vote for each position held.

iii) Directors - no limit on number of terms.

i) Commissioner/President'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) Shall bring any 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) Must authorize payment of Soccer disbursements. All disbursements MUST be authorized by either the Treasurer OR the Commissioner/President. For a disbursement greater than $400.00 (other than travel reimbursements), BOTH the Treasurer and the Commissioner/President must authorize payment.

viii) Assist with the planning and execution of major WT Soccer program-wide fundraisers (e.g. annual Easter Tournament, Charitymania, etc.).

ix) Maintain the WT Soccer website.

x) Develop the practice field (County House, WT High School, etc.) usage schedule for travel and United teams
xi) Shall perform other duties as deemed necessary by the Soccer Advisory Board.

j) Treasurer's Responsibilities
i) Shall keep an itemized account of all receipts and disbursements.
ii) Must authorize payment for Soccer disbursements. All disbursements MUST be authorized by the Treasurer and the Commissioner/President. For a disbursement greater than $400.00, BOTH the Treasurer and the Commissioner/President must authorize payment.
iii) Shall perform ~~those~~ other 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.
vi) Perform an annual tax return filing with the IRS.
vii) Perform annual compliance (PCI Compliance or equivalent) for the right to receive credit card payments.
viii) Assist with the planning and execution of major WT Soccer program-wide fundraisers (e.g. annual Easter Tournament, Charitymania, etc.).

k) Secretary's Responsibilities
i) Shall keep the minutes of all meetings, keep a record of the votes of the Soccer Advisory Board and record attendance of all board members.
ii) Shall keep a record of all coach, parent, or player conduct issues and suspensions.
iii) Shall conduct all correspondence of the Soccer Advisory Board.
iv) Assist with the planning and execution of major WT Soccer program-wide fundraisers (e.g. annual Easter Tournament, Charitymania, etc.).
v) Shall perform other duties as deemed necessary by the Soccer Advisory Board.
vi) Maintain a history of all game expulsion incidents.
vii) Member of Grievance Committee.
viii) Shall handle Memorial Scholarship applications, register votes from Soccer Advisory Board, and notify recipients.

l) Purchasing Director’s Responsibilities
i) Shall perform those duties as deemed necessary by the Soccer Advisory Board.

ii) Shall be responsible for procurement and maintenance of equipment within guidelines established by Washington Township Parks & Recreation.
iii) Shall chair any committee with regard to equipment and equipment selection.
iv) Shall have duties as may be delegated by the Soccer Advisory Board.
v) Shall perform work with the league commissioners and directors to identify all equipment needs for the soccer program.
vi) Shall maintain an inventory of all distributed, returnable equipment. The list shall be maintained for each WT Soccer program.
vii) Shall coordinate the needs of each league director with regard to uniform selection and colors in order to obtain the best pricing.
viii) Shall seek board approval before entering into any contractual agreement on behalf of the WT Soccer program or WTPR soccer program
ix) Shall seek approval from Soccer Board President and Treasurer on any purchase up to, but not exceeding $400. Shall seek full board approval for any major purchases over $400
x) Shall perform other duties as deemed necessary by the Soccer Advisory Board.
xi) Assist with the planning and execution of major WT Soccer program-wide fundraisers (e.g. annual Easter Tournament, Charitymania, etc.).

m) Boys & Girls Travel Program Director's Responsibilities
i) Shall promote and support all teams, players and activities within the travel program and work to retain all current player/coaches. Will also be responsible for player/coach recruiting in order to maintain and field competitive teams.
ii) Shall have overall responsibility for the boys/girls travel team program and activities
iii) Shall chair any committee with regard to the boys/girls travel programs.
iv) Shall have such additional duties as delegated by the Soccer Advisory Board.
v) Shall coordinate and approval all tournament activities of boys/girls travel teams
vi) Shall approve all travel coaches reimbursements for tournaments, referee fees and state cup fees prior to submission to Treasurer.
vii) Shall coordinate the overall availability of practice facilities for boys/girls travel teams.

viii) Shall administer all boys/girls travel program business and report all activities to the Soccer Advisory Board.
ix) 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.
x) Shall attend appropriate league meetings.
xi) Shall coordinate activities with the Soccer Advisory Board.
xii) Shall distribute equipment to the boys/girls travel team coaches.
xiii) Shall enforce the bylaws pertaining to the boys/girls travel team players.
xiv) Coordinate referee assignments with league referee assignor.
xv) Shall arrange for presentation of a division winner trophy by the Mayor.
xvi) Shall coordinate tryouts for boys/girls travel program.
xvii) Shall assist with Soccer registration.
xviii) Shall ensure that all boys/girls travel team players pay required fees.
xix) Shall coordinate assignments of players to boys travel/girls or intramural program with intramural directors.
xx) Shall perform other duties as deemed necessary by the Soccer Advisory Board.
xxi) Assist with the planning and execution of major WT Soccer program-wide fundraisers (e.g. annual Easter Tournament, Charitymania, etc.).

n) Clinic Director's Responsibilities
i) Shall recruit division directors for the U5 through U7 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) Assist with the planning and execution of major WT Soccer program-wide fundraisers (e.g. annual Easter Tournament, Charitymania, etc.).
vii) Shall perform other duties as deemed necessary by the Soccer Advisory Board.

m) Registrar's Responsibilities
   i) Collect Registrations and consult with the appropriate soccer program directors.
   ii) Assist the travel directors with the carding process of players.
   iii) Assist with the planning and execution of major WT Soccer program-wide fundraisers (e.g. annual Easter Tournament, Charitymania, etc.).
   iv) Shall perform other duties as deemed necessary by the Soccer Advisory Board.

o) Boys & Girls Intramural Program Director's 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) Assist with the planning and execution of major WT Soccer program-wide fundraisers (e.g. annual Easter Tournament, Charitymania, etc.).
   xiv) Shall perform other duties as deemed necessary by the Soccer Advisory Board.

p) Director 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) Assist with the planning and execution of major WT Soccer program-wide fundraisers (e.g. annual Easter Tournament, Charitymania, etc.).
    v) Shall perform ~~those~~ other duties as deemed necessary by the Soccer Advisory Board.
q) Director 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 other duties as deemed necessary by the Soccer Advisory Board.
r) United Director Responsibilities
    i) Shall promote and support all teams, players and activities within the United program and work to retain all current player/coaches. Will also be responsible for player/coach recruiting in order to maintain and field competitive teams.
    ii) Shall have overall responsibility for the United program.
    iii) Shall chair any committee with regard to the United program.
    iv) Shall have such additional duties as delegated by the Soccer Advisory Board Commissioner/President.
    v) Shall coordinate and approve all tournament activities of United teams.
    vi) Shall coordinate with appropriate board member with the overall availability of practice facilities for United teams.
    vii) Shall administer all United team business and report all activities to the Soccer Advisory Board.
    viii) Shall recruit coaches, trainers & team managers for all United teams. Shall provide list of candidates since all coaches, trainers and managers 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 enforce the bylaws pertaining to the United team players.

xii) Shall coordinate and schedule tryouts for all United teams as required
xiii) Shall ensure that all United teams pay the required field usage fees and any other fees required by the soccer advisory board.
xiv) Shall provide monthly report to Soccer Advisory Board of any United Club bank account and associated fundraising activities.
xv) Assist with the planning and execution of major WT Soccer program-wide fundraisers (e.g. annual Easter Tournament, Charitymania, etc.).
xvi) Shall perform other duties as deemed necessary by the Soccer Advisory Board.

s) Soccer Advisory Board Member At Large Responsibilities
   i) Shall perform those duties as deemed necessary by the Soccer Advisory Board.

20) 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.

21) 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.

22) PARKS AND 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.

23) BYLAW CHANGES

a) The Soccer Advisory Board shall review the bylaws annually in January of each year.
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.
d) The Soccer Advisory Board can make amendments at anytime during the calendar year to adjust for any needed changes subject to SAB approval.

24) WTPR SPORTS POLICY - YOUTH

a) 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,
b) Whereas, from time to time, duplicative programs** have been offered by private groups and,
c) Whereas, many residents do not have the economic ability to register their children in two groups and,
d) Whereas, participants devoting additional hours to sports may cause scholastic achievement to deteriorate and,
e) Whereas, duplicative activities causes an additional workload on the staff of Washington Township Parks and Recreation and,
f) Whereas, duplicative activities have caused and will continue to cause a tremendous scheduling problem within an already insufficient amount of play area and,
~~g) Now therefore be it resolved that,~~
h) 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.
i) **A duplicative program may be defined in the individual sports bylaws. If it is not, the following will apply:
j) 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.
k) This policy will be attached to and made a permanent policy of all sports bylaws.
l) 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.

25) WTPR GRIEVANCE POLICY

a) 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.

b) 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.

   i) The team coach (or coaches) will be given the first opportunity to resolve any team problems.

   ii) If the coach or coaches cannot resolve the problem, the problem will be forwarded to the appropriate clinic, intramural, or travel director **.

   iii) Any problems not resolved by the appropriate clinic, intramural, or travel director ** or which require interpretation of bylaws or league rules will be submitted to the youth WTPR Sports Advisory Board in writing by the person with a grievance for the following procedure.

   iv) The appropriate clinic, intramural, or travel director ** will contact the Commissioner/President and request that the matter be brought before the Soccer Advisory Board.

   v) The Commissioner/President will determine if a special meeting should be convened or if the matter can be brought up at the next scheduled meeting.

   vi) All parties involved will be notified of the meeting date and location and their right to be present and to prepare a written statement.

c) At the Soccer Advisory Board meeting, the following procedures will be observed.

   i) The appropriate clinic, intramural, or travel director** 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 will be accepted if presented.

   iv) 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.

   v) The decision of the Soccer Advisory Board must be conveyed in writing to the person(s) involved within 72 hours.

   vi) The Director of Parks and Recreation and the President of the SAB will be advised of the decision.

d) 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.
e) 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.
f) Unresolved issues and appeals forwarded to WTPR SAB will be subject to the following procedures:
    i) 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.
g) If the matter is an unresolved issue from the Soccer Advisory Board, the following steps will apply:
    i) The Sport 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.
h) If the matter is an appeal of an Soccer Advisory Board decision, the following steps will apply:
    i) The Sports Commissioner will present the findings of the Soccer 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.
i) The WTPR SAB will deliberate and reach an expeditious solution and will vote on a recommended resolution.
    i) Any WTPR SAB members directly involved in the dispute must abstain from voting.
    ii) A simple majority of members present will be necessary to approve resolution.
    iii) The decision of the WTPR SAB must be conveyed in writing to persons involved within 72 hours.
j) If a youth sports bylaw states that a particular suspension is not appealable, that suspension is not grievable under this policy.
k) 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.
l) 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 <u>any</u> volunteer capacity and/or registration as a paying registrant.

i) ** 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.

ii) 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.

26) <u>WTPR SPORTS POLICY – VOLUNTEERS</u>

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

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

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

d) Now, therefore, be it resolved that:

i) Volunteers for youth sports program positions as Commissioners, coaches, directors, Soccer advisory board members, referees, etc. will be selected by the following process:

(1) 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.

(a) Volunteers who satisfactorily served as an Soccer Advisory Board Member, Commissioner, League Director, Coach/Manager, in the program during the previous year.

(b) Volunteers who satisfactorily served as assistants or alternates and umpires in the program the previous year.

(c) Volunteers who satisfactorily served in any of the positions but did not participate in the previous year.

(d) New volunteers as recommended by the various youth Sports Advisory Boards.

(e) Volunteers who have satisfactorily participated in a duplicative sports program within the boundaries of Washington Township other than school related.

(f) Volunteers who have been suspended for a period of time, subject to completion of their suspension at the WTPR SAB's discretion.

(g) 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

e) 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.
f) All those coaching in WTPR sports programs must meet the following requirements.
    i) 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.
    ii) Background Check approved. Volunteers must have a background check.
g) Be it further resolved that the WTPR SAB reserves the right to deny any volunteer for just cause.
h) This policy will be attached to and made a permanent policy of all sports bylaws.
i) This policy has been adopted at a regular meeting of the WTPR SAB on July 21, 2003 and revised on December 2, 2009.

27) <u>WTPR BOOSTER CLUB POLICY</u>
a) Whereas, youth sports programs may have a need to raise funds for various reasons to support their program,
b) 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.
c) Now, therefore, be it resolved that:
    i) A youth sport may establish a Booster Club in accordance with the following:
        (1) The Booster Club must be registered as a non-profit organization in accordance with applicable state and federal laws.
        (2) All funds shall be deposited in a single checking account in an established banking institution.
        (3) 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.
        (4) The youth sports advisory board shall approve any expenditure of funds.
        (5) 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).
        (6) Fundraisers benefiting the Booster Club must be authorized by the youth sports advisory board and approved by the WTPR SAB.

(a) Individuals associated with a youth sports program are not authorized to run fundraisers for individual teams unless approved by Sports Youth Board.

(7) 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.

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

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

28) ROBERTS RULES OF ORDER

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