



## By Laws of the Elk Township Soccer Club

September 1, 2015

Version 1.0

### Article I. Name

The name of the organization shall be the ELK TOWNSHIP SOCCER CLUB herein referred to as the Association.

### Article II. Objectives

The objectives of this association shall be to provide a supervised and competitive soccer program for youth players under the rules and regulations of the United States Soccer Federation, the New Jersey State Youth Soccer Association (NJYS), and affiliated NJYS leagues, unless determined otherwise at the Annual Meeting; and to foster in our youth the ideals of good sportsmanship, teamwork, honesty, loyalty, courage, fair play, respect for authority, and enjoyment of the game of soccer. As for the Board of Directors and coaches, we have the ultimate responsibility to ensure our players are in a safe and positive environment. Nothing less will be tolerated by the Board of Directors.

### Article III. Membership

#### Section 1. Resident Player Member

1. Any youth who resides within the boundaries of the Borough of Elk Township shall be eligible to compete. Elk Twp. residents that are age-appropriate is the **priority** to be placed on their rightful team. See Article XIII

#### Section 2. Non-Resident Player Member

The Association will only accept the registration of youth from outside the Elk Township area if one or more of the following applies:

1. The person played on an ELK TOWNSHIP SOCCER CLUB team last year. Any non-resident player that plays one year with ELK TOWNSHIP SOCCER CLUB will be considered a resident player.
2. There is no team within their own hometown in which they can participate. This means no team in their division. (No girls' team for girls and no mixed team for boys.)
3. After tryouts (if necessary), the Elk Township Soccer Board requests them to play to fill out some Elk Township team(s). Requests for non-resident players will only be made through the ELK TOWNSHIP SOCCER CLUB Board of Directors.
  - a. Tryouts may be requested for **all** players at a **specific age level** at the request of an (1) experienced (in good standing with Club) coach, (2) has too many players per league roster size at specific age group, (3) has the capabilities/players of developing a high-level (select) team, (4) at advanced ages (U11 and above) and (5)



unanimous vote of BOD is obtained. Additionally, roster must not exceed 30% of non-Elk Twp district residents, the board, by way of unanimous vote, may approve certain instances where this number may be waived.

Once one or more of the above three conditions are met and registration is closed, non-resident players will be offered the same consideration as resident players.

### Section 3. **Fall Registration**

Fall registration will take place on at least two separate sessions and online, if applicable. After the final registration, the Board will decide the number of teams and number of players needed to complete each division.

- a. Any resident or non-resident signing up after late registration will be placed on a waiting list on an as needed basis in the order that they registered. (First registered, first considered.)
- b. Non-residents will not be considered "registered" until the final registration is completed.

### Section 4. **Adult Member**

Parents/guardians and coaches of all active members shall be voting members. Any other person actively interested in furthering the objectives of the Association may become a member upon election by a majority vote of the Board of Directors.

1. Each adult member must read and sign the "Parents Code of Conduct."
2. An adult member is considered to be in "good standing" if he/she complies with the "Parents Code of Conduct" and has no infractions on record for one year (Infractions are, but not limited to, being carded by an official and being asked to leave the field by coaching staff).
3. Any adult member who violates the Association By-Laws and/or Code of Conduct may face disciplinary action by the Board. Actions may include removal of "good standing" status to expulsion from the Association.

## **Article IV. Dues and Fees**

### Section 1. **Player Members**

Player members will be required to pay a playing fee as determined by the Board of Directors. Payment plans established under certain circumstances by approval of the Board of Directors.

### Section 2. **Registration Fee Refund**

The registration fee will be refunded:

- a. After registration but before practice starts – full refund
- b. After practice starts and before games start – ½ of registration fee refunded
- c. After games start – no refund given
- d. For any reason as deemed appropriate by the Board.



## **Article V. Meetings**

### **Section 1. Annual Meetings**

An annual meeting of adult members shall be held during the month of February for the purpose of: receiving the annual reports from the outgoing Board of Directors; election of Association officers; and the conduct of such business as may properly come before the meeting. This meeting must be in-person and all Board members must attend.

### **Section 2. Regular Meetings**

One regular meeting of the adult members will be held each month, except in December. Meeting dates and times will be determined at the Annual Meeting. This meeting can be a teleconference.

### **Section 3. Special Meetings**

The President, at the discretion of the Board of Directors, may call special general membership or Board of Directors' meetings. In addition, a special general meeting or Board of Director's meeting may be called at the request of 2 or more Board members. This meeting can be a teleconference.

### **Section 4. Notice of Meetings**

The Association shall be responsible for notifying all adult members of the regular meeting dates (see Section 2) and of special meetings (see Article VII, sec. 1.c.). This meeting can be a teleconference.

### **Section 5. Quorum/General Meetings**

The presence of at least four members of the Board of Directors and two other adult members shall be necessary to constitute a quorum. In the absence of two other adult members, the presence of six Board Members shall constitute a quorum. This meeting can be a teleconference.

### **Section 6. Voting**

Each adult member in good standing, including the Board of Directors, shall be entitled to vote at any meeting with the exception of Board of Directors' meetings, at which only Board members can vote. A simple majority vote of those present will rule on all matters except amendments to the By-Laws, which is covered in Article XIV.

### **Section 7. Rules of Order**

Meetings will be conducted in an organized manner, applying the general guidelines of **Robert's Rules of Order, Revised**.

## **Article VI. Board of Directors**

### **Section 1. Definition**

The Board of Directors, also referred to herein as the Board, will consist of the officers of the Association: the President, Vice President, Secretary, and Treasurer; and the League Representative, the Director of Coaching, and the Fundraising Chairperson.



## Section 2. Elections

The officers shall be elected at the Annual Meeting by the secret ballot of all adult members present and in good standing.

- a. Nominating Chair will present a slate of candidates to all adult members present at the meeting(s).
- b. President asks the general audience for any further nominations.
- c. Write-In candidates will be permitted on all ballots.
- d. Election results are immediately tabulated and announced.
- e. If a run-off election is required, it is held at the same meeting.
- f. Special Elections - When no one fills the position of Vice-President, Secretary, or Treasurer, a special election is required. (Note – in the absence of an elected president, the vice-president will assume the duties and title of President.)
  - i. Nominations are announced one general meeting prior to an election.
  - ii. The nominee is elected by majority vote at the next consecutive general meeting.
  - iii. The newly elected Board member will serve the unexpired term of the position.

## Section 3. Term of Office

Each officer shall serve for one year and may be reelected.

## Section 4. Appointments

The Direct of Coaching, the Fund Raising Chairperson, the League Representatives, the Alternative League Representatives, and up to two trustees, shall be appointed each year by the newly elected Officers.

## Section 5. Duties and Powers

1. The Officers shall have the power to appoint such standing and special committees as they shall determine and shall delegate such powers to them as necessary for efficient operation of the Association.
2. The Board of Directors may adopt such rules and regulations for the management of the Association and conduct of its meeting as necessary for efficient operation, providing they do not conflict with the By-Laws for the Association or the governing soccer body (Article II).
3. Any member that holds any elected or appointed position in the Association who conducts himself or herself in a fashion that does not further the objectives set forth herein may be removed from their position by a majority vote of the Board of Directors.



4. The outgoing Board of Directors shall, at the Annual Meeting, provide a summary of the year's operation. This will include a complete financial statement covering all monies and properties. The summary shall be sufficiently comprehensive as to be meaningful to the general membership.
5. A transition meeting shall be held following the election of the new officers. Each member of the new and old Board should attend.

## **Article VII. Duties of the Board of Directors**

### **Section 1. Officers (Voting Members)**

#### **President**

The President shall be responsible for conducting affairs of the Association and executing policies established by the Association. He/She or his/her alternate shall preside at Association meetings. He/She or his/her alternate shall present the summary report at the Annual Meeting. The President shall be responsible for the Association safety policy to guide and protect player members.

#### **Vice-President**

In the case of the absence or disability of the President, the Vice President shall assume the duties and responsibilities of the President. The vice President shall be responsible for all Association properties and provide a property report at the Annual Meeting. In the absence of an elected president, the Vice-President will assume the duties and title of President.

#### **Secretary**

The Secretary shall be responsible for seeing that minutes are kept of all Association meetings and dispatching all Association correspondence. The Secretary shall be responsible for notifying all adult members prior to any special meeting or any rescheduled regular meeting. If no Finance Committee is appointed (refer to Section 2), the Secretary will arrange for an annual audit of the Association's financial records, if Treasurer is not a certified public account (CPA).

#### **Treasurer**

The Treasurer shall be responsible for all Association monies and securities. The Treasurer shall keep records of all receipts and disbursements. The Treasurer and the President must endorse all disbursements. The Treasurer shall provide a complete financial report at the Annual Meeting. The Treasurer will also handle all matters related to the Association insurance policies. If Treasurer is not a certified public account (CPA), the records should be audited once a year by a CPA. Contact Elk Township Town Committee for CPA recommendation, if needed.

### **Section 2. Appointees**

#### **League Representatives**

The League Representatives or the Alternate shall be responsible for attending all League meetings and representing the ELK TOWNSHIP SOCCER CLUB, at the League level. The League Representatives will also report all league business at the monthly Association general meetings or to the Board meetings as required.



### **Director of Coaching**

The Director of Coaching shall have the responsibility of presenting the view of the Association coaches and assistant coaches to the board of directors and vice versa. The Director of Coaching shall be responsible for the education, licensing and guidance of all coaches. He/She shall also present a slate of potential coaches for the Board's consideration prior to team selections (see Article IX, Section 1). The Director of Coaching shall serve as the focal point for all grievances from parents directed towards a specific coach and also help coaches in dealing with grievances from the coach directed towards a parent. The Director of Coaching should manage the grievance situation in a manner fair to all parties involved, especially to the player.

### **Fund Raising Chairperson (Non-voting member)**

The Fund Raising Chairperson shall be responsible for fund raising activities as approved by the Board of Directors. All monies so obtained shall be placed in the common treasury as covered in Article XI, section 2.

### **Trustees**

There will be up to four Trustees on the ELK TOWNSHIP SOCCER CLUB Board. One Trustee being the outgoing President and the others a past President, Officer or past Board member. The four Trustees will be appointed upon the Board's approval.

## **Article VIII. Committees**

The Board of Directors may appoint adult members, which may include but shall not be limited to Board Members, to the following committees:

### **Finance Committee**

The Finance Committee shall be responsible for an overall Association financial plan for the consideration of the Board of Directors and for an annual audit of the Association books. This committee is optional and may be appointed at the discretion of the board on an as needed basis.

### **Other Committees**

Other committees may be appointed, as deemed necessary, by the Board of Directors.

## **Article IX. Coaches, Assistant Coaches, Team Players, and Officials**

### **Section 1. Team Coaches**

The Board of Directors shall appoint team Coaches annually. Travel coaches must obtain at least an "F" license prior to starting their first year of coaching. Coaches shall be fully responsible for the organization and conduct of their team. Coaches are required to encourage each player to participate to his/her capacity and allow each player, who attends regularly scheduled practices, at least 20 minutes (Mini-Novice and Novice) or 40 minutes (Juvenile and Intermediate) playing time in each of the league competition games. One major priority for each coach is to ensure the soccer environment they create is a place our children are safe and well monitored by coaches and parents.



## Section 2. Team Coaches – Selection Criteria

The following criteria, not necessarily in the order listed, shall be considered by the Director of Coaching and the President (other Board of Directors and Trustees may be consulted by Director of Coaching and President) in proposing/selecting Team Coaches:

1. Demonstrates commitment to Elk Soccer Club
2. Soccer Coaching Certification Level (Class F or higher required to coach Travel Teams, no exceptions).
3. Past performance and attitude of the coach in supporting the objectives of the Association.
4. Experience as a soccer coach.
5. Experience as a soccer player.
6. Soccer coaching experience at the level applied for.
7. Other coaching experiences.

## Section 3. Assistant Coaches

Assistant Coaches should be selected by the Team Coaches with the approval of the Board of Directors. Assistant Coaches shall assist the Coach in the organization and conduct of the team. A maximum of three Assistant Coaches are permitted per team. All Assistant Coaches must obtain at least an "F" license prior to starting their first year of coaching travel teams. If a player for the micro level is granted a waiver to play that is less than 4 years of age, a parent of that child must be an assistant coach on said team.

## Section 4. Team Players

Players shall be responsible for attending practices, wearing shin guards and shoes and bringing soccer balls to all practices and games.

The official Association uniform (jersey, shorts, shin guards, socks and shoes) must be worn for each game. Each player must read and sign the Player Code of Ethics.

## Section 5. Referees

The Board of Directors shall be responsible for obtaining qualified Referees for recreational division games, in accordance with the policy of the appropriate governing bodies. SJGSL and SJSJL are responsible for procuring referees for travel team games.

### **Article X. Affiliation**

The Association shall maintain a charter in a United States Soccer Federation (USSF) affiliated association to be selected at the annual general meeting as per Article II.

### **Article XI. General Policy**



## Section 1. General Policy

1. The Board of Directors shall decide all matters pertaining to the business of the Association. All matters involving expenditures of \$1000 or more, and not covered by the annual budget, shall be brought before and approved by the adult members at an Association meeting.
2. The Board of Directors shall be responsible for keeping the Association in a sound financial position.

## Section 2. Treasury

All club monies shall be maintained in a common treasury. This shall include all dues, fees, sponsorships, contributions, sales, and monies from other fund raising activities.

### **Article XII. Moving Up**

From time to time, a player, parent or coach may feel that a particular player should be moved up to the next birth year. Move-up letters can also request to play up with the child's same grade or to request playing up with a sibling that is one year older. Only the parent of the child may ask to have their child moved up by sending a letter from the parent to the Board of Directors before the last registration.

The Board of Directors will then consider the request using the following criteria:

1. Talent: The ability of the player to compete in the next birth year.
2. Recommendation from last year's coach and/or recommendation for other coaches familiar with the player.
3. The Board's need for the player in either the upper or lower division or birth year to field teams. Moving up depends heavily on need of player on a particular team and need of club to balance the overall club numbers.

All requests for moving up must be received no later than the last registration date (in May). The decision regarding the request must be decided by the Board of Directors before tryouts, if tryouts are necessary. This is done to ensure that team selection is done fairly. Once a player is moved up that move-applies for that one year only. The move-up request will remain on record and be considered each year thereafter regardless of each year's individual outcome. The withdrawal of that move-up request must be in writing from the parent directed to the Board. Moving up means that the players' birth year is decreased by one except in special cases to be approved by the board to accommodate exceptional players.



### Article XIII. Team Selection

The Board has the right to suggest modifications of the team selection process on a case-by-case basis as deemed appropriate for the well-being of the Association and the players. Any modifications will be approved by a majority vote at a general Association meeting.

**Goal:** To organize rosters so all registered players can be placed on a team. As much as reasonably possible, teams should be selected by keeping all players in the same Soccer Birth Year.

#### Section 1. Definitions

Soccer "Birth year" is defined as:

A player's birthday falling within August 1<sup>st</sup> through July 31<sup>st</sup>, a range one year in length, and hereafter just call "*Birth Year*". Any player birthday falling within that date range for a given player year, regardless of school grade, is considered to be in that Birth Year.

A "Small-Sided" team is defined as:

A team playing in a division that is determined to be a maximum of 8 players on the field at a time by the governing league.

A "Full-Sided" team is defined as:

A team playing in a division that is determined to be a maximum of 11 players on the field at a time by the governing league.

The "A" team is defined as:

The team selected to compete at a higher level of all teams within an age group or division.

The "B" team(s) is defined as:

The team or teams consisting of players not on the A team within an age level or division. There may be more than one B team at any given age level or division.

"Tryouts" are defined as:

The process for selecting teams: All players should attend tryouts, if necessary. This means if too many players have registered, Article III rules has been applied appropriately and no player can move up to another team to make room. Parents (or guardians) of players who wish to have their child considered for the A team but who cannot attend must notify the Board of Directors in writing prior to the tryout date that the player wants to be eligible to be selected for the A team in absentia.

The "Sibling Option" is defined to be:

If two players from the same family are of the same Birth Year and would be playing in the same division and the parent(s) want them both on the same team, then both players must play on the same team. If at any point one of the players is being considered in a tryout team change situation (up or down) the



move must apply to both players. If both players cannot play at the higher skill level, then both players must play at the lower skill level. The Association needs to be notified of the parent's sibling option intentions at a player's initial registration and this option will remain with the player year after year until rescinded by a parent in writing. For siblings one Birth Year older see Move-Up Request (Article XII).

#### Section 2. **Too Many Players**

Once each team has their allotted players (18 or 14 depending on the division age level per Section 6), the remaining registered players will be placed on a waiting list in the order they were selected. If a roster spot opens up on any team at that age level A or B, the first player on the waiting list will be activated for that team.

#### Section 3. **New or Returning(late) Player Selected After Registration and Tryouts**

When a new or returning player requests late-registration after tryouts, acceptance and placement of the player will be at the discretion of the tryout committee and the Board.

#### Section 4. **A Team Eligibility**

All players for an age level/division (including move-up players) that attend tryouts or declare themselves to be candidates in absentia prior to the tryout date are eligible for the A team.

#### Section 5. **Teams in a Division**

1. If there are enough players for one team in a Birth Year (example U9), that will be considered the A team.
2. If there are only enough players for one team in a Division (example Mini-Novice), that will be considered the A team.
3. If there are two or more teams in a Birth Year or Division, one shall be called A and will be rated higher than the other(s), which will be called B (C, D, etc.).

#### Section 6. **Selection at Team Age Level Tryouts (if necessary)**

1. Tryouts should **only** occur **IF** too many players have registered, Article III rules has been applied appropriately and no player could possibly move up to another team to make room.
  - a. Tryouts may be requested for **all** players at a **specific age level** at the request of an (1) experienced (in good standing with Club) coach, (2) has too many players per league roster size at specific age group, (3) has the capabilities/players of developing a high-level (select) team, (4) at advanced ages (U11 and above) and (5) unanimous vote of BOD is obtained. Additionally, roster must not exceed 30% of non-Elk Twp district residents, the board may approve certain instances where this number may be waived.
2. Each age divisions tryouts will be run by a committee of 4 or 5 Association members and guests as appointed by the Board.



3. The committee-run tryout will use a set of drills and small-sided games to evaluate the players. The drills will be determined by the committee. At the completion of tryouts, the Board and the committee will create the teams from the available players. The A team will be created first, then the B team and so on (see Section 5) until all players at the tryouts and those considered in absentia have been placed. Any registered player who does not attend tryouts and has not declared him/herself available in absentia will be placed on a team after all players attending tryouts and considered in absentia have been placed. The placement of the players not attending will be at the discretion of the tryout committee and the Board. Considerations for team placement include the previous year's coaches' evaluation, tryout scores, and tryout observations.

#### Section 7. **Player Notification of Fall Team Selection**

All players are notified of team selection by their coach no sooner than July 5<sup>th</sup>. When the time comes to notify players of team selection, that team's Head Coach must directly contact parents of all players (**no voice mail or emails**). A coach shall contact the Board by August 1<sup>st</sup> if a parent cannot be directly contacted.

#### **Article XIV. Spring Soccer**

A separate registration for Spring will be held at a determined date for all Fall teams. Team modification, coaches, and fees will be determined by the Board of Directors. Additional players including new players may be added (if needed) but no players from Fall will be removed. These teams should stay close to the same as the previous Fall team. Spring teams must use the official Association uniform as described in Article IX, Section 4.

#### **Article XV. Amendments**

The By-Laws may be amended in part or in whole by two-thirds vote of the adult members present at the meeting. Adult members must be notified of the proposed amendments at least two weeks before the vote, and the proposed amendments must be read at the meeting prior to the voting meeting.

#### **Article XVI. Team Wins Flight**

If a U11 and older team wins their respective flight, the club will give the team a \$35/player/coach stipend to spend on an item of their choosing to acknowledge their accomplishment. This ONLY applies to the Fall soccer season.