



**Old Bridge Girls Soccer  
Association Bylaws  
Rules & Regulations**

# Old Bridge Girls Soccer League

## By-Laws & Rules and Regulations

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## **1. INTRODUCTION**

The Association shall be known as The Old Bridge Girls Soccer League, Inc. (“ASSOCIATION”), The Association shall provide a chance for the girls of the Township of Old Bridge and surrounding communities to learn and play the sport of soccer by providing opportunities to play on Recreational and Travel Teams and to participate in other related activities.

### **1.1 Purpose of the Association**

1. To foster and promote the game of soccer among the girls of the Township of Old Bridge and surrounding communities.
2. To provide soccer coaching and training to the girls of Old Bridge and surrounding communities.
3. To promote good sportsmanship among all participants regardless of race, color, or creed.
4. To foster, promote, and insure sportsmanlike conduct at all times, on and off the playing field, by all members, parents, coaches, and other persons associated with the Association.
5. To raise funds by various means as deemed proper to support any of the objectives of the Association.

## **2. EXECUTIVE BOARD**

The governing authority of this Association, whose powers shall be Delegated in the By-Laws, shall be Trustees, synonymously referred to herein as the Executive Board (“BOARD”) and be vested in the Association. The governing body of the Association is the Board. The Board shall be composed of the Officers elected at the Annual Election Meeting to be held at the June meeting. The Board members shall hold office for a period of two (2) years and can be reelected.

The Board positions of President, First Vice President of Recreation Program, Treasurer, Equipment Manager, Director of Training, Director of Travel, and Field Maintenance shall be voted on during “odd year” elections, and the Board Positions of First Vice President of Travel Program, Secretary, Registrar, Publicity/Fundraising Chairperson, Director of Recreation, and Concession/Work-Bond shall be voted on during “even year” elections. This way the Association will insure itself stability and continuity from year to year.

A person must serve one year on the Board to run for VP of Travel or VP of Rec. A person must serve two years on the Board to run for President. In the event that a duly elected Board Member resigns his/her position, the remaining Board Members will appoint another qualified Association member to fulfill the roles and responsibilities of that Board Position until the election year of said Board Position. The Board shall make available to all Association Members an Association Directory, which includes the names, addresses, and phone numbers of all Association Board Members and coaches. This Directory shall be updated once a year and will be maintained by the Secretary.

All current association members (Coaches/Assistants), and previously elected Board members, are eligible to run for a Board position and must submit a letter of intent to run no later than the last Day of May of the election year. The Board reserves the right to go outside of the Association and elect a non-voting member if unable to fill a vacant Board position.

## **2.1 The Makeup of the Board**

The Board shall consist of a:

- President - *Odd Year Election \**
- First Vice President of Travel Programs - *Even Year Election \*\**
- First Vice President of Recreation Program - *Odd Year Election \**
- Director of Travel - *Odd Year Election \**
- Director of Recreation - *Even Year Election \*\**
- Secretary - *Even Year Election \*\**
- Treasurer - *Odd Year Election \**
- Registrar - *Even Year Election \*\**
- Equipment Manager - *Odd Year Election \**
- Publicity/Fundraising Chairperson - *Even Year Election \*\**
- Field Maintenance - *Odd Year Election \**
- Work Bond/Concession - *Even Year Election \*\**
- Director of Training and Education - *Odd Year Election \**

### **2.1.1 President**

The President shall preside over all Association, Board, and General Membership meetings. The President shall not vote at Association or Board Meetings, except in the case of a tie vote. The President, in the event that the Treasurer is unavailable, may issue an Association check(s) not to exceed \$600.00, without majority approval of the Board. The President has the right to temporarily suspend a Coach, Parent, or Player until a hearing with the Board can be held. The President is responsible for scheduling the use of all Association fields and must approve all field changes. The President is responsible for all correspondence between Old Bridge Township and The Board of Education.

### **2.1.2 First Vice President - Travel Program**

The First Vice-President of Travel is responsible for all duties of the President in his or her absence. The First Vice President- Travel Program shall preside over the Associations Travel Program, All Stars Program and is responsible for enforcing the By-Laws and rules and Regulations of Travel. The First Vice President- Travel Program is responsible for all Travel Program Activities. The First Vice President- Travel Program shall send monthly meeting notices when the Secretary is unable to do so.

### **2.1.2A Director of Travel.**

The Director of Travel is responsible to assist the VP-Travel in any situations and activities related to travel. The Director of Travel will assume all responsibilities of The VP-Travel in his or her absence.

### **2.1.3 First Vice President - Recreation Program**

The First Vice President-Recreation Program is responsible for all Recreation Programs Activities, Drafts, Recreation scheduling, Masters, and Referee assignment for Rec. The First Vice President- Recreation Program will preside over Association functions if the President and First Vice President-Travel Program are not available. The First Vice President-Recreation Program shall send monthly meeting notices when the Secretary and the First Vice President-Travel Program are unable to do so.

### **2.1.3A Director of Recreation Program**

The Director of Recreation Program is a voting member of the Board. The director of Recreation shall work in conjunction with the 1<sup>st</sup> Vice president of Recreation and will serve in his/her capacity if the 1<sup>st</sup> Vice President of Recreation is not available. The Director of Recreation is also responsible to assist with the assignment of referees.

### **2.1.4 Secretary**

The Secretary shall notify Association Members of general meetings and shall notify Board Members of Board meetings. The Secretary shall handle all Association correspondence (not otherwise delegated), record and publish minutes of Association meetings, take roll call by team and of Board Members, and send out notices of the Annual Election Meeting. The Secretary is responsible to maintain and update any changes to By-Laws and Rules. The Secretary will also maintain the Association Directory.

During the Annual Election Meeting, the Secretary shall preside over all election activities:

1. Identify those coaches and assistants eligible to participate in said election
2. Prepare and distribute the election ballot for said election
3. Collect and total the election ballots of said election
4. Inform the President of the results of said election.

### **2.1.5 Treasurer**

The Treasurer shall be responsible for the collection of all fees and dues and their deposit into the Association Bank Account. The Treasurer shall keep an accurate account of all financial transactions and render a report at each monthly Board and Association meeting. The Treasurer must sign all checks and tax returns. The Treasurer shall be responsible for the preparation of the annual report. Checks written in the amount exceeding \$600.00 must have proper approval of a majority of the Board. The Treasurer is also responsible to monitor all Travel team bank accounts and any other Bank account associated with Old Bridge Girls Soccer.

### **2.1.6 Registrar**

The Registrar shall be the recipient of all Travel, Recreational, and Just4Kixs on-line Registration and shall maintain a complete record of all teams and players for the purpose of player registration. The Registrar shall assign post draft players in the order designated by the First Vice President- Recreation Program and Director of Recreation. The registrar shall insure that all Association Players, Travel, Recreational, and Just4Kixs, are properly registered for each season with the New Jersey State Youth Soccer Association.

### **2.1.7 Equipment Manager**

The Equipment Manager shall obtain bids from suppliers and present that information to the Board. The Equipment Manager shall make all equipment purchases as approved by the Board and distribute such equipment to the Recreation and Travel Program team representatives.

### **2.1.8 Publicity/Fundraising Chairperson**

The Publicity/Fundraising Chairperson shall provide information to the news media covering Association activities, feature articles, and game results. The Publicity/Fundraising Chairperson is responsible to distribute flyers in local schools; which must be approved by the Board of Education. The Publicity/Fundraising Chairperson shall oversee all sponsorships and fundraising activities of the league including but not limited to the Spring Fundraiser and Picture Day.

### **2.1.9 Field Maintenance**

The Field Maintenance person is responsible for maintaining the Association fields and equipment necessary to perform such maintenance. In addition, the Field Maintenance person is responsible for setting up and breaking down of the Association fields, including but not limited to the construction of the goals, lining of the fields, insertion of the corner flags, and other activities necessary for playing Travel and Recreation soccer games.

### **2.1.10 Work Bond/Concession**

The Work bond/Concession Director shall be responsible for maintaining concession stand schedules, assigning field maintenance responsibilities and distribution of work bond checks. Additionally, this person is responsible for all concession stand activities including cash receipts, sale of league goods and coordinating purchasing of supplies.

### **2.1.11 Director of Training and Education**

The Director of Training and Education is a voting member of the Board. The Director of training and Education is responsible for all Recreation Program training activities and is available to conduct and or organize other soccer related educational activities (i.e. coaches' clinics, parent education sessions, etc.). Correspond with training organization to setup recreation clinics. Assist the Travel Directors with Trainers for Travel Tryouts.

## **2.2 Board Responsibilities**

In accordance with the best interest of the Association and its players, the Board shall be responsible and have sole authority for:

1. Accepting the responsibility to review, interpret, revise and enforce the By-Laws of the Association
2. Establishing, amending, and enforcing the Rules and Regulations of the Association
3. Organizing and regulating the Travel and Recreational Teams,
4. Assignment of a Board member to the position of Referee Assignor for Recreational games,
5. Making temporary Rules and Regulations for specific cases or occasions not provided for in the By-Laws, and
6. Voting on matters pertinent to the good order and operation of the Association.

## **2.3 Meeting of the Board**

The Board shall meet:

1. Once a month,
2. Whenever the President deems it necessary, or
3. If the President is instructed to do so by a simple majority of the Board Members.

At all Board meetings, a majority of (7)-voting members shall constitute a quorum for conducting Association business. The President is not considered a voting member and shall cast a vote only if there is a quorum and a tie among voting members.

If a Board Member fails to attend two (2) consecutive Board Meetings, without notifying the Secretary, that Board Member may be subject to disciplinary action by the Board. The Board will annually review and if necessary establish new procedures, rules, and fees required for the Association Members and will appoint any committees that may be required.

## **2.4 Disciplinary Authority**

The Board has the right and authority to suspend, bar completely, or otherwise discipline any player, coach, manager, team assistant, parent, or Association Board Member who show cause or violates the Old Bridge Township Athletic Code of Conduct as described in Section 6. Written notification explaining the Board's decision will be sent to the disciplined individual. The respective Disciplinary Committee for Travel or Recreation as appointed by the Board of Directors will meet to discuss any matter that may show cause or violates Old Bridge Girls Soccer and Old Bridge Township Code of Conduct. The respective Disciplinary committee will report its finding to The Board and recommend if any punishment is necessary.

Each coach is specifically responsible for the conduct of his/her players, on and off the field, before, during, and immediately following a game. Failure to exercise this responsibility may result in disciplinary action to the team, the officials, and/or the coach, which may include expulsion from the Association or lesser penalties as determined by the Board.

The Board shall review all red card offenses. Any coach or assistant receiving a red card is subject to the discipline of the Board and will not be reinstated until he/she meets with the Board at the next Regular Monthly Meeting. The coach or assistant receiving the red card, prior to being reinstated, will pay all red card fines.

## **3. MEETING OF THE MEMBERS**

### **3.1 Regular Monthly Meetings**

The Regular Monthly Meetings of the Association for the transaction of ordinary business will take place each month during the season, at the Old Bridge Municipal Center, unless otherwise notified. Meeting attendance is mandatory for the Board Members and a representative from each Travel and Recreation team. It is strongly suggested that assistant coaches attend the Regular Monthly Meetings as well.

If a Board Member or team representative fails to attend two (2) consecutive Regular Monthly Meetings, without notifying the Secretary, that Association member may be subject to disciplinary action by the Board.

### **3.2 Annual Election Meeting**

An Annual Election Meeting of the Association shall take place at the meeting in June at 8pm, at the Old Bridge Municipal Center, unless otherwise notified. At this meeting, those Board Positions that are up for election will be voted on. *Refer to Section 2-Executive Board for details.*

#### **3.2.1 Board Position Elections**

Any Association Member wishing to run for a Board Position that will be voted on during the Annual Meeting must inform the Secretary, in writing, on or before 8pm on May 31<sup>st</sup> of that year of his/her intent to run for a Board Position and clearly identify the said Board Position. The Secretary will then officially inform the Association of those Association Members seeking election to Board Positions that will be voted on during the June Annual Election Meeting. Floor nominations will only be accepted if no Association Member has declared intent to seek a particular Board position. Association Members must serve two (2) years on Board to run for President and must serve one (1) year on the Board to run for VP of Travel or VP of Rec.

During the Annual Election Meeting, only those voting association Members present and in good standing at the Annual Election Meeting will be eligible to vote. Refer to Section 3.4.3 Voting Power, for details. In the event of a tie vote the current Board Members will meet privately to declare a winner.

After all elections are complete and the duly elected new Board Members are announced, the Board Members “ELECT” will assume the roles and responsibilities of their respective Board Positions on the 1st day of July of that year. The Association Secretary will preside over all Annual Election Meeting activities. *Refer to Section 2.1.4 Secretary, for details.*

### **3.3 Special Meetings**

The President may call Special Meetings of the Association, by majority of the Board, or a majority of the Association Members voting at a Regular or Special Meeting.

### **3.4 Amendments**

#### **3.4.1 Proposed Amendment(s) to the By-Laws**

Any proposed amendment(s) to the By-Laws may be introduced as an amendment by any active Association Member at any Regular Monthly Meeting or Special Meeting of the Association and must be submitted in writing to the Secretary. Before the Association may pass any amendment(s) to the By-Laws, it must be read at two consecutive Regular Monthly Meetings including the one at which the amendment(s) is introduced and be voted on after the second reading. The proposed amendment(s) must be approved by a majority of all eligible votes. *Refer to Section 3.4.3 Voting Power, for details.*

#### **3.4.2 Proposed Amendment(s) to the Rules & Regulations**

Any active member of the Association at any Regular Monthly Meeting or Special Meeting of the Association may introduce any proposed amendment(s) to any rule and/or regulations as an amendment. Before the Association may pass any amendment(s) to the Rules & Regulations it must be submitted at a Regular Monthly Meeting and voted on at the next Regular Monthly Meeting. The proposed amendment(s) must be approved by a majority of all eligible votes. *Refer to Section 3.4.3 Voting Power, for details.*

#### **3.4.3 Voting Power**

1. Each Association team (Coach/ Assistant Coaches) shall be entitled to two (2) votes on all Association matters. If, however an Association Member happens to coach more than one (1) team (Travel or Recreational), the said coach is allowed only one (1) vote in all Association matters. For voting purposes, each team is allowed to declare only one (1) coach and one (1) assistant coach. Each coach/assistant coach, as a member in good standing, shall be eligible to vote on all association matters.
2. Board Members holding a position of coach or assistant coach on a team shall have the right to one (1) vote only.
3. All coaches and assistants must be declared thirty (30) days prior to the Annual Election Meeting in order to vote in said Meeting and prior to voting on all Association matters.
4. Each eligible Association Member attending the Annual Election Meeting is entitled one (1) vote only as a described member.
5. Absentee ballots will not be accepted under any conditions.

### **3.5 Association Audit**

The President shall appoint two (2) non-Board Members, not later than one (1) month prior to the Annual Election Meeting to audit the financial records of the Association, the auditor's report should be submitted to the Board two (2) weeks prior to the Annual Election Meeting. The Treasurer is responsible for the IRS audit.

### **3.6 Insurance**

The Board shall obtain the insurance for the Association on an annual basis and review and present the particulars of the Policy to the Association. Currently we belong to NJYS and receive our insurance from them.

## **4. TRAVEL SOCCER PROGRAM**

### **4.1 Purpose**

The purpose of the Travel Soccer Program is to offer the girls of Old Bridge and surrounding communities to a higher level of competition than is offered by the Recreational Soccer Program. Each player expressing an interest in the Travel Program will be given an equal opportunity to make a Travel Team and the best players available will be selected to represent the Association. An important goal of the Association is to allow every player the opportunity to reach the highest level of soccer proficiency that she is capable of achieving.

### **4.2 Age Groups**

All Association Travel Teams shall be made up of age appropriate players as outlined by U.S. Club Soccer. Ages 9-14 are allowed to play 1 year up and must follow the travel rules and policies as outlined for that tryout. Players ages 15-19 (High School) can play up 2 years. Any players ages 8 or under is not able to play up. When a new Travel Team is being formed during the Fall or Spring season, a tryout must be held by an independent trainer with the current coach of the higher rated team having first choice of any player that has participated in the tryout. The selection process of all players is to follow the outline as determined in the Travel Rules and Policies. The Board reserves the right, to review and settle, all matters pertaining to travel players "playing up", for whatever reason.

### **4.3 Team Demographics**

Each Association Travel Team shall consist of a majority of Old Bridge Township players. Any out of town Travel Team player registered in the Association Travel Program for two (2) consecutive seasons will be considered an Old Bridge Township Travel Team player. The Board and Association Members are encouraged to develop Old Bridge youth and teams. The Board reserves the right to intervene and settle a problem regarding out of town players if they occur.

U/9-U/14 - player allowed to play up one (1) year

U/15-U/19 - player can play up two (2) years if age 15 or older

### **4.4 Travel Teams**

#### **4.4.1 Number of Travel Teams**

The Association is committed, when possible, to fielding Travel Teams in all age groups. From U/8 to U/19.

From U/12 and under, the Association will, when possible attempt to field two (2) Travel Teams, an “A” Team and a “B” Team, with the purpose of combining the said Travel teams at the U/13 age group. It is understood that under the “A” Team/”B” Team arrangement, the “B” team will act as a feeder team to the “A” team. When formulating the “A” and “B” teams, it is understood that the coach of the “A” team will receive the higher rated players first and the coach of the “B” team will select from the remaining players. You cannot force a player to play for a particular team or coach.

If there are enough players in the U/13 age group and up, the Association will make every attempt to field two (2) Travel teams to accommodate those additional players. The same “A” team/ “B” team concepts apply in older age groups as well.

The President, 1st Vice President of Travel, and Director of Travel have the right to review all the facts and information pertaining to the selection of “A” and “B” Travel Teams and reserve the right to intervene when necessary.

#### **4.4.2 Travel Team Tryouts**

Tryouts will be held as early as practicable so as to facilitate teams for the next travel year. Each tryout will be made known to all players of a particular age group via TV, newspaper, e-mail and other means of advertisement. When the tryout(s) is concluded every player, as well as her parent(s), will be informed by the coach in that age group as to the result of that tryout. Tryout rating information is confidential and will not be shared with players or parents. The Board reserves the right to contact players from out of town on intentions to play with club or not.

When there are enough players to form two (2) Travel Teams in the same age group (an “A” team and a “B” team as defined above) tryouts for said team must be conducted at the same time, at the same location and under the same conditions. If an insufficient number of players tryout for any given age group, the Board of Directors may choose not to flight a team in that division, or may allow for the selection of qualified, non-resident players, or may call for the holding of additional tryouts for that age group. The Board determines the travel tryout process. Any player who wishes to play must go through the tryout process.

It is the intent of the League to hold unbiased tryouts. There will be one (1) Mandatory tryout for each age group, with the option of a second one as required. Players must attend tryout to be considered for a Travel Team. It is up to the VP of Travel, Director of Travel & the President if additional tryouts are warranted.

#### Player Tryout Exceptions and Procedures:

Players who do not participate in the tryout process and wish to be considered for a team will be addressed on a case-by-case basis. Once approved by the VP of Travel, Director of Travel, and the President, the “A” Travel team shall have the right of first refusal on all new and existing players. The Board of Directors will handle all appeals.

#### The Assessor:

Independent assessors will be selected and utilized by the VP of Travel, Director of Travel, Training Director, and President, for the purpose of ranking and rating U/8 through and including U/14 travel participants. A minimum of two (2) independent assessors will be used for each age

group. The same independent assessors will be used if more than one tryout for a specific age group is required.

The Director of Training, VP of Travel, Director of Travel, and President, along with the assessors, will develop the methodology that will be used for the rankings and ratings to be used for the tryouts. The rating sheet must be a standardized, pre-approved form with a comments section, along with a section for non-qualified travel players.

The assessors will determine those participants who are considered not to have the skills necessary to play travel soccer. These participants will be classified as currently “under qualified”. At the discretion of coaches, with the approval of the VP of Travel, Director of Travel, Director of Training, and the President, these players may be selected to play on another travel team.

Any player wishing to tryout as a goalie will still be required to demonstrate their overall field skills as the other participants. This type of participant will receive two scores, one for goalie and one overall ranking.

#### Team Selection Process:

Top 75% as ranked by Assessor assigned to “A” Team.

Remaining 25% selected by “A” Team Coach.

“A” Team Coach Child is not included in the top 75%.

Same process used for “B” Team.

Assistant Coach will be selected after the team is assigned.

Player is allowed to turn down “A” Team and play on lower rated team.

The assessors will complete their evaluations and present the ranking and ratings of all participants the same day as the tryout for that age group. When the regular season including tournaments are concluded, every player, as well as her parent(s), will be informed by the coach in that age group as to the result of her tryout. Tryout rating information is confidential and will not be shared with players or parents. No carded travel player can play recreation soccer.

#### **4.4.3 Number of Travel Team Players and Playing Time**

Travel team roster sizes and playing time will be held to the below requirements as a minimum, while the Association’s Executive Board will utilize its authority and discretion to make a decision as to the maximum number of players to be rostered in each specific age group.

<u>Age Group</u>	<u>Roster Size Minimums</u>	<u>Playing time</u>
U8-U10	10 “carded” players	Minimum of 1/3 of the game
U11-U12	12 “carded” players	Minimum of 1/3 of the game
U13-U19	14 “carded” players	No minimum playing time

#### **4.4.4 Travel Team Uniforms**

All Association Travel Teams will conform to a standard uniform. The primary Jersey will be Purple & White symbolizing Association colors. Individual Travel Team logos may be worn on the upper left of the Jersey. The words Old Bridge must be visible in the logo and black shorts and purple socks are also part of the uniform. An alternate Jersey (white) should also be procured by each Travel Team player. All Travel teams are allowed to purchase a 3<sup>rd</sup> kit once the first 2

kits have been satisfied. The 3<sup>rd</sup> uniform will be all black. All Travel team uniforms must be approved by the Board OF Directors and purchased with the approved vendor selected by the Equipment director. It is the decision of each team to wear either the alternate or primary jersey for any sanctioned league match. Travel teams also reserve the right to wear the standardized uniform during tournaments, scrimmages, or winter league play.

#### **4.4.5 Travel Team Tournaments and Training**

The Association will establish an account with \$1,400 for each Full Sided Travel Team, \$1,200 for small sided, and \$700 for travel teams playing ½ a year. The Board reserves the right to adjust stipend as needed. The funds may be only used for Tournaments and Training. The Travel Team coach must submit a trainer's invoice or Tournament application to the Treasurer for allocation of the funds. The Travel Team and/or coach will decide which tournament(s) the team will participate in. The Club will pay for either The State cup or MOSA Cup plus referee fees for the duration the team is in the tournament. The Board reserves the right to review and amend this policy on an annual basis. All outside bank accounts established by a Travel Team are subject to review by the Treasurer. The Treasurer of the Association shall be supplied with a copy of the latest Bank Statement for review on a quarterly basis. Each Travel team must have a designated Treasurer that is not the Head or Assistant Coach.

#### **4.4.6 Travel Team Registration Process**

All Travel Team players must be registered with the Association as soon as the team is selected. This is the responsibility of the coach. All Travel Team players must be "carded" in accordance with the NJSYSA Rules and Regulations. The President, First VP of Travel, Director of Travel, and the respective Travel Team coach, are jointly responsible for the procedure. No Team or Player may be carded until the registration form(s) are received, reviewed and approved by the registrar. Travel Fees are currently set as follows:

##### Travel Player Fees

- Single Child - \$300 per year
- Additional Child - \$225 per year
- Spring Season Fundraiser - \$50
- ½ Season Travel Player - \$150 (*This is for a player who joins an existing team*)
- ½ Season Travel Team Player - \$75 (*Team will not receive a stipend or referee fees*)
- Additional Recreation Player - \$50 per season
- Work Bond - \$100 per season

The Board reserves the right to change the fee structure when needed. If a player is looking to move from one team to another within the club, they must sit 3 league games. After the initial "carding" process is complete, a new player may be added, released, or transferred by using the "Player Status" form. The only Board Members allowed to approve/sign the "Player Status" form is the First VP of Travel or the President. The Association Registrar must be notified of the status of a player will be changed. Once a player is "carded" to a Travel Team they are unable to play Recreation Soccer. The only exceptions to this rule is if a player began the season in the Recreation program was chosen to join a travel team during the Recreation season. The player is able to finish the Recreation season.

#### **4.5 Travel Team Coach Selection Process**

All prospective Travel Team coaches are required to submit a resume outlining experiences in the sport of soccer and qualifications. This resume along with a formal letter of transmittal, containing the age group of the Travel Team they are requesting to coach, must be submitted to the First VP of Travel, Director of Travel, President and Secretary by April 15th for review and determination. All prospective Travel Team coaches are subject to the approval of the Board and shall, at the Board's request, appear before the Board for an interview prior to approval. The Board shall endeavor to select the best-qualified coaches for each Travel Team. The Board shall consider various criteria in making its determination and coaches will be appointed by the Board before Travel Team Tryouts. The Board reserves the right to evaluate the performance of each Travel Team coach on an annual OR as needed basis. All returning Travel Team coaches must submit a letter of intent to coach each year for approval by the Board.

The criteria needed to possibly be selected as a Travel Team coach is as follows:

1. "F" License
2. One full year of coaching youth soccer
3. Resume submitted
4. Character of person applying for team

If there are enough players to form a second Travel Team or "B" Team in a particular age group, the coach that is selected by the Board to coach that team will be considered the "B" Team coach. The incumbent coach in that age group will be considered the "A" Team coach.

If awarded a Travel Team, a coach will NOT identify his/her assistant coach until after the new Travel Team has been selected and the players identified.

Each Travel Team coach and assistant is required to have at a minimum, "F" license from an approved NJSYSA and USYSA course. Once a coach has successfully completed the "F" license course, the Association will reimburse that coach all fees associated with said course.

### **5. RECREATION SOCCER PROGRAM**

#### **5.1 Purpose**

The Purpose of the Recreation Soccer Program is to promote the game of soccer in a non-competitive, fun atmosphere for the girls of Old Bridge and surrounding communities. The Association will provide all players training, leadership, and promote good sportsmanship. All recreation players will be afforded the opportunity and encouraged to play the game of soccer regardless of ability and skill level.

#### **5.2 Age Groups**

Girls who have reached age three (3) as of the end of the season, up to age eighteen (18) as of December 31 of the participating year, as per USYSA guidelines, are eligible to participate. The Registrar, in conjunction with the First VP of Recreation and the Board shall determine the make-up of the Recreation Soccer Program age groups to which the players will be assigned on an annual basis. Generally speaking, the age groups are broken-down as follows:

### Division Breakdowns:

Mini-Mites: Pre-K Group (age 3 & 4)

Pee Wee: Kindergarten age

Youth Division: First and Second Grade

Junior Division: Third, Fourth & Fifth Grade

Senior Division: Sixth, Seventh & Eighth Grade

Masters Division: Ninth, Tenth, Eleventh, & Twelfth Grade

The Board reserves the right to review and amend the policy on an annual basis.

### **5.3 Registration**

Registration sessions for the Recreation Soccer Program are held periodically during the year proceeding each Spring and Fall season. Registration information will be advertised on local TV as well as in the local newspapers. Registration forms will also be distributed throughout the Old Bridge Township Schools.

Registration must be filled out on-line and accompanied with full payment. At the Board's discretion, a work bond in the amount of \$100 may be put in effect for a particular season.

### Recreation fees are currently set as follows:

Single Child - \$100 per season

Additional Child - \$50 per season

Spring Season Fundraiser - \$50

Fall Fundraiser - \$25

Sister in Travel - \$50 per season

The Association reserves the right to impose a late fee of \$30 if registration forms are received after a specific, pre-determined date. The Board reserves the right to change fee structure when needed.

### **5.4 Recreation Team Draft**

It is the responsibility of the First VP-Recreation/President/Registrar to organize and conduct the recreation team draft. All recreation teams will be assembled on the basis of a blind draft. The only exception pertains to the coach's daughter, who automatically plays on her parent's team.

Special requirements for a player, such as hardship, transportation, not wanting to be placed with a certain coach, etc., will be given consideration to the draft. Decisions will be made on an individual case basis. There will be no trading between recreation teams. All Recreation players can only be rostered to one (1) team. Once the teams have been selected and players notified, no registration refunds will be given without approval of the President, Vice President of Recreation and the Registrar. Under normal circumstances, no refunds will be issued after the first game of the season has been played.

### **5.5 Recreation Team Coach Selection Process**

The First VP of Recreation, prior to the recreation team draft, will select each recreation team coach and one (1) assistant coach. Each recreation team coach is required to have, at minimum, an "F" license from an approved NJSYSA and USUSA course. All assistants not having at least an "F" license will be given the opportunity to obtain an "F" license sometime during the season.

Once a coach has successfully completed the “F” licensee course, the Association will reimburse the coach of all fees associated with the course. The Board reserves the right to amend this process as needed.

## **5.6 Recreation All-Star Team**

Each Fall, the Association will attempt to form a Recreation All-Star team(s) in whatever age group there is interest and enough players for the following Spring season. The Recreation All-Star team(s) will compete in Recreation Tournaments beginning Memorial Day weekend. The Association will pay for two Recreation Tournaments. The Recreation Team(s) or coach will decide which tournaments his/her team will participate in. The Board reserves the right to review and amend this policy on an annual basis.

### **5.6.1 Recreation All-Star Team - Coach Selection Process**

All prospective Recreation All-Star team coaches are required to submit a resume outlining experiences in the sport of soccer and qualifications. This resume along with a formal letter of transmittal, containing the age group of the Recreation All-Star team he/she wishes to coach, must be submitted to the First VP-Travel Program by Oct. 1 for review and determination. All prospective Recreation All-Star team coaches are subject to approval of the Board and shall, at the Board’s request, appear before the Board for an interview prior to approval. The Board shall endeavor to select the best criteria in making its determination and coaches will be appointed by the Board on or before the regular November meeting. Each Recreation All-Star team coach is required to have, at a minimum, an “F” license from an approved NJSYSA and USYSA course. Once a coach has successfully completed the “F” license course, the Association will reimburse the coach all fees associated with said course.

### **5.6.2 Recreation All-Star Team Player Selection Process**

The registrar will make available a roster of all eligible players. This information will be available by the regular November meetings. Tryouts will be made known to all players of that particular age group, via TV, newspaper, direct mail, and other means of advertisement. An independent trainer is required to run All Star tryouts. Rating information will be given to the President, VP of Travel, or a Board member in attendance. When the tryout(s) is concluded, every player, as well as her parent(s), will be informed of the result of her tryout. Tryout rating information is confidential and will not be shared with players or parents. Final selection of players is subject to Board approval.

## **5.7 Responsibilities of Recreation Team Coaches and Assistants**

Each Recreation Team coach and assistant is responsible for the following:

1. Abiding by the By-Laws and Rules and Regulations of the Association
2. Attending all Association meetings
3. Providing instruction, discipline, and safety for all players under their jurisdiction during practice and league games.
4. Having at least two (2) adults attend each practice session
5. Maintaining a healthy and fun atmosphere for all players

## **6. ASSOCIATION CODE OF ETHICS**

Soccer belongs to the players of the Association and provides physical and emotional satisfaction for the girls. All members, coaches, and assistants involved in the Association must understand this and put the welfare of the game and the players before their own personal reward.

A Soccer Association is only as good as its members and the conduct they exhibit. Soccer coaches and assistants must be asked to maintain the trust and confidence placed in them by the players, parents, and the Association. Coaches and assistants who are unwilling to comply with the principals of the Association's "Code of Ethics" will not be allowed to coach or assist.

This "Code of Ethics" has been developed to clarify and distinguish ethical and approved behavior from those practices that are detrimental. The Code's secondary purpose is to promote the game of soccer by stressing the proper demeanor expected of coaches and assistants in the dealings with players, parents, officials, and the public. There can be no success of this "Code of Ethics" without the consent and support of those for whom it was established...the Soccer Coach.

### **6A. Old Bridge Township Code of Conduct**

All coaches, assistants, Board members, parents, and players must comply with The Code of Ethics set forth by The Township of Old Bridge. All Association members, parents, and players, must sign the Old Bridge Code of Conduct. Failure to sign the Old Bridge Code of Conduct document will result in the individual not being able to participate in The Old Bridge Girls Soccer League.

#### **6.1 Responsibilities to Players**

1. The coach and assistant must never place the value of winning over the safety and welfare of the players. Winning should be the result of preparation and discipline with emphasis placed on societal ideals and character traits.
2. The Laws of Soccer were written to insure a continuous flow of action and safety of the players. Coaches and assistants must always play within these rules and never seek unfair advantage by teaching deliberate unsportsmanlike behavior to their players. Coaches and Assistants have a responsibility not to tolerate these types of behavior from their players regardless the situation.
3. Diagnosis of Medical problems are not the responsibility of coaches and or assistants. If an injury or medical situation arises a coach and or assistant shall immediately make proper notifications to a Board member and request First Aid if needed.
4. Under no circumstances should a coach or assistant authorize the use of drugs.
5. Demands on players should pertain only to achieving success on the field and never be so extensive as to interfere with their academic progress.

#### **6.2 Responsibilities to the Association**

1. The function of the coach and assistant is to contribute to the intellectual and physical growth of the player through participation in soccer. This must never be disregarded.
2. The coach and assistant must behave in such a manner that the principles, integrity, and dignity of the sport are not compromised.
3. Coaches and assistants should discuss problems with the appropriate Board member in a friendly, courteous manner, and then accept and support their decision(s).
4. Coaches and assistants must support Association decisions in all policies, Rules and Regulations, regarding the game of soccer.

### **6.3 Rules of the Game**

1. Coaches and assistants must be acquainted thoroughly with the rules of soccer.
2. Coaches and assistants are responsible for seeing that the players understand the intent as well as the application of the rules of the game.
3. Coaches and assistants must adhere to the letter and the spirit of the rules.
4. Coaches and assistants who circumvent the rules to gain an advantage have no place in soccer.
5. Coaches and assistants are responsible for their players' actions on the field.
6. Coaches and assistants must not permit their players to perform with the intent of causing injury to opposing players.
7. If coaches and assistants permit, encourage, or condone performance that is not in the letter or spirit of the rules of the game, they become derelict in their responsibilities to their players, the Association, and the sport.

### **6.4 Officials**

1. Officials (Travel and Recreation) must have the support of coaches, players, and the Association. Coaches and assistants must refrain from criticizing officials to their players.
2. The NJSYSA as governing organization are highly professional organizations that have the welfare of youth soccer as their primary concern. Coaches and assistants should support these organizations.
3. Coaches and assistants should strive to attend local official meetings. Coaches and assistants should also invite officials to discuss rule interpretations.
4. At all times, officials should be treated with Respect. The playing rules governing play should be followed to the letter. Criticism of an official should be made in writing to the appropriate club, league, or State Administrator, and not address the referee before, during, or after a game in a demeaning fashion.
5. Officials (Recreation) must present to the First VP-Recreation Program, prior to the season, proof of certification for that year and must have and wear an up to date patch when working.
6. Officials (Recreation) must be in proper uniform which includes; an approved shirt (black or summer color) with patch, black shorts, black socks, (worn to knee) and black cleats or turf shoes.
7. Officials (Recreation) must be properly equipped with a whistle, stopwatch, flags, a game card, booking cards, and a coin.
8. Officials (Recreation) must abide by FIFA and Association rules (where applicable) and must always act in the best interest of the girls.

### **6.5 Other Responsibilities**

1. A coach's behavior must bring credit to him/her self, the Association, and the game of soccer.
2. Coaches and assistants have a responsibility to be as inconspicuous as possible during a game. The attitude of coaches and assistants towards the officials should be controlled and undemonstrative.
3. It shall be considered unethical for a coach or an assistant to have a verbal dissent during a game with any coach, player or official.

## **7. MONEY MATTERS**

### **7.1 Fundraising**

Participation by Recreation and Travel players in Association sponsored fundraising events/activities is mandatory. All teams and coaches will be expected to take part in such events. Each particular fundraising activity will be presented to the Association members prior to the start of the season. Coaches and assistants will then provide the fundraising information to the parents of the team. The Board reserves the right to “Grandfather” Travel teams from fundraising activities when they only participate for half a travel season.

### **7.2 Individual Travel Team Fundraisers**

Any Travel Team desiring to conduct an individual team fundraiser must submit the details of such an activity to the President and Fundraiser Chairperson for consideration and approval. The Board shall not withhold approval, providing that the fundraiser does not conflict with any Association sponsored event. The Travel Team’s proposed fundraiser must be legal, ethical, and one that does not tend to jeopardize or damage the good name of the Old Bridge Girls Soccer League.

If a Travel Team decides to conduct its own fundraiser, and the Board has approved that fundraiser, that Travel Team will provide the Treasurer a detailed financial report of said activity. Failure to provide such a report will preclude that Travel Team from conducting additional fundraising activities in the future.

### **7.3 Registration Fees**

Registration fees and Association fundraisers are the only means the Association has for paying for league participation, State Cup, Recreation and Travel Team Tournaments, clinics, camps, equipment, and other programs it chooses to sponsor.

### **7.4 Referee Fees**

Upon receipt of all registration fees, work-bond checks, and properly completed on-line registration, each Travel Team coach will receive from the Treasurer a check to be utilized for payment of referee’s fees for all home Travel games in an amount equal to the total number of home games multiplied by the particular fee for that division. It is the coach’s responsibility to provide the required cash payment of referees at each home game as mandated by the guidelines of the respective league the team is playing in. It is the Coach’s responsibility to be knowledgeable of the payment schedule for the league they are playing in based on the number of referees officiating that specific game.

It is the responsibility of the First VP of Recreation, in conjunction with the Treasurer, to insure that all recreation referees are paid in full when they have completed officiating. It will be the responsibility of the Travel Team’s Coach to refund Old Bridge Girls Soccer any referee fee money that is remaining at the end of the current season.

### **7.5 Work bonds**

The Association is an all-volunteer organization. At registration a \$100 work bond will be collected in the form of a check. It is the responsibility of the parent to fulfill their work bond commitment. It is the responsibility of the Board members to give all parents that want to volunteer the opportunity to do work. The Board will keep records of hours and dates worked by

the parents and submit those records to the Treasurer and work-bond director of the Association. It is the responsibility of the board to advise parents of the Work Bond procedures. Upon completion of the work bond commitment the Work Bond/ Concession Director of the Association will return the work bond. If the parent fails to fulfill their commitment to the Association, then the Treasurer will cash the work bond check.

The Board reserves the right to review the work bond procedures on an annual basis.

## **8. ASSOCIATION RULES & REGULATIONS**

The following Rules & Regulations pertain to the operation of the **Recreation Program**.

### **8.1 Goals and Goal Nets**

Properly anchored and secured goals with goal nets must be used for all games during league play. Also, all fields of play must be lined properly and corner flags in place. This is the responsibility of the Field Maintenance Board member.

### **8.2 Regular League Play**

1. The competition will be between all Recreation Teams affiliated with the Association.
2. Recreation Team colors shall consist of a designated team jersey and matching socks as determined and distributed by the Equipment Manager. Players are expected to wear black soccer shorts, shin guards, and soccer cleats.
3. Goalie shirts, as provided by the Equipment Manager, shall be a different color and distinguishable from all other jerseys.
4. All Recreation players, must play at least ½ of the scheduled game.
5. There will be no movement of Recreation players between teams.
6. Prior to the start of the game, the President, First VP-Recreation, or the Field Maintenance director will make a determination as to whether a game(s) can be played due to weather conditions or other limiting conditions.
7. The referee of all youth, junior, and senior games shall make sure that each player has the proper equipment.
8. If during the first half of a regular league game, the President, First VP-Recreation, or referee halts play due to weather, darkness, or other conditions which in his/her judgment, warrants discontinuation of play, this game may be replayed in its entirety. Once the game enters the second half it becomes official and cannot be replayed. The result of the game will be at the point the referee stops play.
9. The season will be officially over after the last scheduled game and the standings are made official.
10. The First VP of Recreation, in conjunction with the President, will reschedule rainout games.
11. The First VP of Recreation, Referee Assignor, or the President, shall appoint the referee in all Recreation games.
12. Any player receiving a red card will be ejected from the game and suspended for the next game. After issuing a red card, the referee must file a game report with the First VP of Recreation and the President.
13. Any coach or assistant receiving a red card will be ejected from that game, asked to leave the field of play before the game continues, and will not be allowed to coach until the Board has conducted a review of the incident. After issuing a red card, the referee must file a game report with the First VP-Recreation Program and the President.

### **8.3 Change of Date of a Scheduled Game**

The President is responsible for scheduling the use of all Association fields and must approve all field changes.

### **8.4 Protests and Appeals**

All Recreation League protests and appeals must be submitted in writing to the Secretary and recorded within four (4) calendar days following the incident of protest or appeal. In the absence of the Secretary, any Board member shall record and give a receipt to the individual filing the protest or appeal.

The Secretary should notify the President and the person filing the protest or appeal. The President shall commission a Protest/Appeals committee within a (2) week period after official receipt of a protest or appeal.

The Protest/Appeals committee shall consist of:

1. One (1) member of an uninvolved team
2. The Board Secretary or any available Board member
3. The First VP of Recreation

This three (3) person committee shall review the protest/appeal and decide if penalties are required.

### **8.5 Senior Division**

Each team will be given fifteen (15) minutes after the scheduled kickoff time to field a minimum of seven (7) players, or what the VP of Recreation and the President determines to be the minimum amount of players for that season, based on the roster size. The minimum amount of players for a Senior Division game must be determined before the start of the season and all coaches and assistants must be made aware of the ruling. If a team is unable to field the minimum amount players, the opposing team will be declared the winner (1-0). If both teams are unable to field a minimum amount of players, the game will be recorded as no contest. No points will be awarded to either team. The Senior division will, under normal conditions, play 11v11. The VP of Recreation, President, and Board reserve the right to determine the amount of players on the field, before each season, based on roster size. The length of the game in the Senior Division will be fifty (50) minutes; (2) twenty-five (25) minute halves.

#### **8.5.1 Junior Division**

Each team will be given fifteen (15) minutes after the scheduled kickoff time to field a minimum of seven (7) players, or what the VP of Recreation and the President determines to be the minimum amount of players for that season, based on the roster size. The minimum amount of players for a Junior Division game must be determined before the start of the season and all coaches and assistants must be made aware of the ruling. The same rules apply to the Junior Division as stated in the Senior Division. The Board reserves the right to determine the amount of players on the field, before each season, based on roster size.

### **8.6 Youth Division**

Same rules apply as stated in the Senior and Junior Divisions. The Board reserves the right to determine the amount of players on the field, before each season, based on the roster size.

## **8.7 Pee Wee Division**

1. Under normal circumstances, play 5v5
2. The Pee Wee Division is strictly for fun
3. Standings and scores will not be kept
4. The length of the session will be 45 minutes, split between training and instructional game.

### **8.7.1 Mini-Mite Division**

1. The Mini-Mite Division is made up of three and four-year-old players. The player must be (3) years of age before the season ends to participate in this program.
2. The Mini-Mite Division is strictly for fun.
3. Standings and scores will not be kept
4. The length of the session will be (45) minutes, which will be split between training and instructional game.

### **8.7.2 System to Determine First, Second, and Third Place:**

1. Three (3) points for a win and one (1) point for a tie.
2. In case of a tie after using the point system, the team with the most victories will be declared the winner.
3. In case of a tie using steps A & B, the team with the most wins in head-to head competition during the season will be declared the winner.
4. In case of a tie using steps A, B and C team with least goals against shall be declared winner.
5. If a tie still remains after using A, B, C and D the board reserves the right to determine at the start of the season of any additional tie-breakers are needed.

The Board reserves the right to change the point system before the start of the season if they deem it's necessary. All Association members must be notified before the start of the season if a change has occurred.