

**HAMILTON  
TOWNSHIP  
RECREATION  
SOCCER  
ASSOCIATION  
(HTRSA)  
BYLAWS**

Adopted:  
*February 2018*

## **PART I – General**

### **Bylaw 101. Name**

Section 1. This organization shall be known as the Hamilton Township Recreation Soccer Association. The main complex is located at 1242 Yardville-Allentown Road, Allentown, NJ 08501, hereinafter referred to as the Association. The Association will maintain status as a nonprofit corporation under the laws of the State of NJ, and shall obtain and maintain tax-exempt status under the Internal Revenue Code of the United States.

Section 2. The Association shall engage in lawful activity, none of which is for profit, pursuant to §501(c)(3) of the Internal Revenue Code. It shall operate exclusively as a non-profit educational organization providing a supervised program of both recreation and competitive soccer games. No part of the net earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

Section 3. The Association serves the general area of *Hamilton Township, Mercer County* but membership is not limited to within those boundaries.

### **Bylaw 102. Purpose**

Section 1. The purpose of the Association shall be to promote the development of youth through soccer. It is dedicated to developing each applicant's soccer skills to his maximum individual capacity. This program is to be conducted in an atmosphere that nurtures a sense of sportsmanship and fair play, encourage teamwork as well as self-satisfaction and enjoyment, and applauds honest, continuous effort. The Association shall do its best to have every child participate equally. It shall attempt to seek the best behavior in children through everyone's positive speech and behavior.

Section 2. The Association shall support coaches and their quest for further knowledge of the game as this provides a better teaching experience in soccer for the youth in this township. To this end the Association, if financially able, will reimburse any member coaches the cost of obtaining their Youth Soccer "F" (or equivalent) coaching License.

### **Bylaw 103. Authority & Officers**

Section 1. The governing authority of this Association shall be vested in an elected body known as the Executive Board of Directors (eBoard), which shall oversee all Association affairs. The officers of the association shall be President, Vice-President, Corresponding Secretary, Recording Secretary and Treasurer.

### **Bylaw 104. Meetings**

Section 1. General meetings of the entire membership shall be scheduled each month or when called by the Executive Board. Executive Board Meetings shall meet prior to general membership meetings. The President shall set the order of business for all Board Meetings.

Section 2. Special meetings of the Executive Board or the general membership may be called by the President or by a majority of the members of the Executive Board. Special notice will be sent to Active Members in case of special meetings. The time and place of any and all meetings other than regular meetings shall be announced at least 48 hours prior to the meeting.

Section 3. The Board shall publicize to the membership the time and location of regular Board meetings.

Section 4: QUORUM: A quorum shall consist of 50% +1 of the total number of eligible votes of all active eligible voting members. At any meeting of the association at which a quorum is present, the vote of a majority of those present or represented and voting by proxy shall be sufficient to transact business at any General Meeting. At the December Election meeting and any meeting for ratification of amendments to the Bylaws, 66% of the active eligible voting members must be present or represented by proxy to transact business.

**Bylaw 105. Laws of the Game**

Section 1. FIFA Laws of the Game as modified for youth and small sided games shall apply and be administered by the Association and league rules.

Section 2. League Sanctioned Games – Matches may be permitted to use special modifications to the Rules of Play to accommodate local needs and circumstances.

**Bylaw 106. Fiscal and Seasonal Soccer Year**

Section 1. The Association's financial year shall be from January 1<sup>st</sup> through December 31<sup>st</sup>.

Section 2. The seasonal HTRSA soccer year shall be from January 1st through December 31st. All player and coach registrations are generally valid for a full seasonal year. It is noted that the seasonal year is set by USYS policy and that the Association's soccer year currently does NOT conform to that.

**Bylaw 107. Rules of Order**

Section 1. The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall guide the Association in all cases to which they are applicable and in which they are consistent with the Bylaws and any special rules of order the Association may adopt.

**Bylaw 108. Dissolution of Association**

Section 1. Should the Association be dissolved, upon dissolution of the association and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property to the Hamilton Township Department of Recreation.

Section 2. Should the Association merge with another, all assets shall be transferred to the surviving entity by the end of the fiscal year.

**Bylaw 109. Amendments**

Section 1. This constitution may be amended at any regular general meeting upon a 2/3 vote of the members present and voting, provided that a written copy of the proposed amendment is given to all members present at the preceding regular general meeting. All references to He/His and Men/Man shall also mean She/Her and Women/Woman throughout this Constitution and its By-Laws. Specific references to "Boy(s)" and/or "Girl(s)" are intended to be gender specific and shall remain so.

**PART II – Membership**

**Bylaw 201. Equal Opportunity**

Section 1. The Association will not discriminate against any individual on the basis of race, color, religion, age, sex, national origin, disability, or sexual orientation.

### **Bylaw 202. Participation**

Section 1. Participation is open to any youth soccer players ages 4-18\*\*(still in High School), and to coaches, trainers, managers, administrators and volunteers who are not serving a suspension from participation by NJYS.

Section 2. **Youth Participants** - Are registered players ages 4-18\*\*(still in High School). They shall submit an application to the Registrar in the format prescribed by the Association. An annual fee established by, and payable to, the Association shall accompany all applications, with the exception of players on scholarships who must still submit an application. Acceptance by the Association shall constitute approval of the application provided space is available on a team for the player.

Section 3. **Adult Participants/Volunteers**- Are registered adults who are officers, directors, employees, coaches, trainers, managers, and other elected or appointed administrators who work on behalf of the Association. Acceptance of Adult Participants by the Association shall be subject to approval of the application and verification by Hamilton Township that the person's risk status is "Approved". The Association may not accept an individual who is restricted or suspended from participation by any sports organization.

Section 4. Every player, coach, assistant coach, team manager, programs administrator, Association officer, board member, Association employee, and volunteer who acts as an official representative of the Association must be registered with the Association, and the appropriate fees paid if any.

Section 5. Both Youth Participants and Adult Participants shall be subject to NJYS bylaws and policies as well as the Association's bylaws and policies.

Section 6. All Adult Participants must submit to background checks in accordance with Hamilton Township and/or NJYS policies.

### **Bylaw 203. Membership & Membership Categories**

Section 1. Any person whom has a genuine interest in Hamilton Township Recreation Soccer Association and who: follows the objective, Bylaws and Rules & Regulations of the organization, and is willing to actively participate, and agrees to fulfill the Association's volunteer requirement will be eligible for membership.

Section 2. The following Membership Categories shall exist in the Association:

- A. **Youth Player Members** - Are registered Youth Players Participants of the Association.
- B. **Parent Members** - Are the parents or legal guardians of the Youth Participants.
- C. **Adult Members** - Are the registered Adult Participants of the Association.
- D. **Board Members** - Are Adult Members who have been elected to the Executive Board.

### **Bylaw 204. Voting Membership**

Concerning voting in the affairs of the Association there shall be three categories of membership within the Association as follows:

**a) Active Voting Members**

All persons who are participating and are listed at the time of the general meeting as officers, division commissioner, travel commissioner, active standing committee chairpersons on the Association, and have attended at minimum of two (2) general meetings over the last three (3) meetings shall be entitled to one vote in the affairs of the Association.

**b) Active General Members**

All persons who are participating and are listed at the time of the general meeting as a division commissioner, travel commissioner, active standing committee chairperson for the Association, and have NOT attended a minimum of two (2) general meetings over the last three (3) meetings shall NOT have a vote in the affairs of the Association. Any head coach, assistant coach and parents of youth players are considered Active General Members. General members shall NOT have a vote in the affairs of the Association.

**c) Playing Members**

All individuals registered as youth players in the Association in the current season shall NOT have a vote in the affairs of the Association.

**Bylaw 205. Application for Membership**

Section 1.- To become an active member the person must complete a membership form and must agree to work toward the objectives of the Association. In addition, Hamilton Township requires that all members of the Association involved with children be fingerprinted for a background check. Lastly, the Association and NJYS require all members to complete a KidSafe® form.

Section 2. All Members whether Directors, Officers or Parents shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary to instilling the values of team play and good sportsmanship.

**Bylaw 206. Membership Dues and Assessments**

Section 1. Active Member – There are no member dues, however, Members are ONLY considered "Active" if they have registered a player in the association and are in good standing OR are holding a position in the association and for membership, are actively attending meetings and fulfilling their obligations, have completed a KidSafe® form and have been fingerprinted by the township.

Section 2. Delinquent Members - Shall lose all privileges of membership. They shall be required to fulfill the requirements of Active membership at least two months (60) days prior to any regular, general meeting in order to be eligible to vote at that meeting. Any general member not meeting their volunteer requirement as deemed by the Executive Board may result in fines and / or member suspension for both Adult and youth member.

Section 3. Exempt Member - No member is exempt. All members of the organization must complete the required paperwork and fingerprinting for a background check and must meet the seasonal volunteer requirement as deemed by the Board.

**Bylaw 207. Code of Conduct**

Section 1. All members whether they are players, coaches, or parents/guardians are bound to the rules outlined in the Association's Code of Conduct. This code details the expected

behavior at all league events and provides the foundation upon which the league demonstrates the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority.

Section 2. Failure to adhere and respect the Association's Code of Conduct may result in disciplinary action and/or suspension against the offending member(s).

### **PART III – Organization and Board**

#### **Bylaw 301. Board of Directors**

Section 1. The Board of Directors (Executive Board) shall be the representative governing authority of the Association. The Board will conduct the business of the Association and shall be composed of the elected officers, Division Commissioners and the Chairpersons of the standing committees.

Section 2. A commissioner for each division (Division Commissioner) including the Travel/Competitive Division, shall be elected to represent the division on the Executive Board. This election shall occur at the Monthly meeting in December and the commissioner will assume duties in January. Their term of office shall be one (1) year. They may not be a commissioner in another division at the same time. They may not be an officer and commissioner at the same time. They may manage or coach only one of the playing teams during their term of office unless an exception is granted by the Executive Board.

Section 3. The Executive Board shall exercise general administration of the business of the Association and shall ratify the nominations by the President for chairman of standing committees or fill vacancies in the offices of the Association as described above. The President shall serve as ex-officio member of all committees.

Section 4. Each Commissioner and Standing Committee Chairman shall be entitled to a vote on the Executive Board. In any case, no active Board Member shall be entitled to cast more than one vote through their current roles regardless of the number of positions held, for any Executive Board Meeting vote.

#### **Bylaw 302. Association Officers and Duties**

##### **Section 1. Officers**

The Association shall have the following elected officers:

- A. President
- B. Vice-President
- C. Treasurer
- D. Corresponding Secretary
- E. Recording Secretary

##### **Section 2. Duties**

The President shall supervise all activities of the Association and Board. The officers of this Association shall perform the duties prescribed for their office in the parliamentary authority adopted by the organization, which authority is hereby deemed Roberts Rules of Order.

##### **A. President:**

- Oversees Board organization and Programs Offered
- Conducts monthly Board Meetings to ensure effective communications between Board Members, Community and Programs & Call special meetings if necessary
- Sign and execute any deeds, contracts, etc.
- Coordinate strategic planning for the Club
- Enforce the HTRSA's Constitution, By-laws, Policies & Procedures and such rules and regulations as may be adopted by the Club
- Fine and/or suspend those who shall violate the provisions of the Constitution, By-laws and Policies and Procedures of the Club and/or the playing rules of the game of soccer.

- Work with Club's Volunteer Coordinator to ensure that all key Recreation, Competitive and League responsibilities are assigned to either a Board member or a league volunteer.
- Annually file "Club Affiliation Form" and Club's Certificate of Insurance request with NJYS
- Coordinate annual filing of the "Annual Report Filing Form" with the State of New Jersey.
- Oversee the drafting of players for teams by the Division Commissioners.

**B. Vice-President:**

- Serve on the executive committee
- Carry out special assignments as requested by the board chair
- Understand the responsibilities of the president and be able to perform these duties in the president's absence
- Participate as a vital part of the board leadership
- Oversees Rules Committee Annual review of rules including the develop and distribute a code of conduct for coaches, players and parents Participates in Scholarship committee
- Set up a calendar for the upcoming season highlighting all key events and when they take place. Work with the President to identify Division Commissioners for each age grouping
- Verify/Track coaching requirements such as but not limited to Background check, Concussion Course, NJYS Coaching form and Kidsafe form

**C. Treasurer:**

- Facilitate invoice payments and reimburses as requested and approved
- Sign checks
- Present a financial statement at the end of Club's fiscal year and prepare Proposed Budget
- Keep a full and accurate account of receipts and expenditures, and disburses league funds as authorized by Board, present a report at each Board meeting
- Responsible for the maintenance and reconciliation of the Club's checking and other financial accounts monthly
- File Form 990 & File Form 1099 as required
- Make books available as required for Audit review
- Understand financial accounting for nonprofit organizations
- Help develop fundraising plans
- Check the Post Office box for incoming mail

**D. Corresponding Secretary:**

- Send out notices for regular and special Board meetings and other official meetings of the Club
- Assume responsibilities of the chair in the absence of the President and Vice President
- Maintain Board by-laws & participates in Annual Rules Committee review of Rules
- Work with President to send out (mail or email) reminders and notices to members and coaches concerning League Registrations, Picture Day reminders, game day cancellations, etc.
- Provide all required notices and prepare all correspondence as assigned

**E. Recording Secretary:**

- Provide agendas for regular and special Board Meetings (in consultation with President)
- Take minutes of all Board Meetings and distribute minutes after Board meeting
- Coordinates with Web committee to have minutes loaded monthly to website.
- Records and maintains attendance status from all regular and special Board meetings for purposes of voting privileges
- Advise the Board regarding continued unexcused absences of members of the Board
- Support Vice President to verify / track coaching requirements such as but not limited to Background check, Concussion Course, NJYS Coaching form and Kidsafe form

Section 3 - Any active member in good standing of the Association and willing and able to be bonded may be an officer of the organization.

Section 4 - A vacancy in the Presidency will be filled by the Vice-President for the remainder of the term. All other vacancies in the various offices of the club will be filled by appointment by the President subject to ratification by the Executive Board. The President shall appoint committees as needed.

**Bylaw 303. Election of Officers**

Section 1. Board members shall be elected at the Annual General Membership (AGM) Meeting in December.

Section 2. The term of office shall be two years, effective January 1 with the month of December being a transition period.

- A. The President and Secretaries shall be elected in even numbered years.
- B. The Vice-President and Treasurer shall be elected in odd numbered years.

Section 3. Only Active non-player Members will be permitted to vote to elect board members.

Section 4. A majority of the votes cast in a specific contest shall be required to elect a person to the Board.

- A. If there are more than 2 candidates for a seat on the Board and no candidate receives a majority of the votes cast, the candidate with the fewest votes shall be eliminated and another round of ballots shall be cast.
- B. Voting shall continue until a candidate receives a majority of the votes cast

Section 5 - Officers will be required to be bonded at the beginning of their term and for the duration of the period they hold office.

**Bylaw 304. Filling Vacant Offices**

Section 1. If a Board position becomes vacant more than 60 days prior to the next scheduled election for that position, the Board shall by majority vote appoint someone to fill that position until the next Annual General Membership Meeting held as provided in Bylaw 303 Section 1. If the President of the Association becomes vacant then Bylaw 302 Section 4 applies.

Section 2. When a Board position has become vacant between scheduled elections for that position, the members at the next Annual General Meeting after the vacancy occurs shall elect a person to the position to serve until the next election scheduled for that position in accordance with Bylaw 303, Section 2.

**Bylaw 305. Trustee Position**

Section 1. The Trustee is a position that may or may not be filled, depending on the activity and needs of the association and must be a past officer of the association. The purpose of this position is to assist with special projects or any duties designated by the officers of the association. This position will include full voting rights for the duration of the appointment and will be appointed by the newly elected Officers in December and will be for a period no longer than one year. After one year, the officers will review the need for the appointed position and determine whether it should be renewed.

**Bylaw 306. Division Commissioners**

Section 1. The Association shall have a single Commissioner for every recreation division as stated in Bylaw 301, Section 2. Co-Commissioners are NOT permitted.



Section 2. Duties of the Division Commissioner shall be but not limited to:

- a. Contact and find prospective coaches for their division and confirm their status during the pre-season.
- b. Create teams for their division in a fair way that best balances talent and age in order to ensure competitive games as much as possible. This may include conducting a draft for the division. (See Rules: Article III - Rule III, Sections IV-VIII).
- c. Be able to address questions from coaches and parents via phone calls, emails and in person when present at the fields.
- d. Keep a good "pulse" on the state of teams, results, and standings within their division during the season.
- e. Attend the Monthly Board meetings and give reports on the status of their division.
- f. Report to the Executive Board any problems or incidents in their division during the season.
- g. Manage the rescheduling and communication associated with rescheduled games due to inclement weather.
- h. Assist with the End of Season Spring picnic.
- i. Coordination of fall trophies/awards and Parties.
- j. Assist with in-person registration annually.
- k. Participate in preseason coaches meeting for both spring and fall.
- l. Oversee Disciplinary hearing when needed within their division.
- m. Understand the Bylaws and Rules set forth by HTRSA and maintain the integrity of the association.

### **Bylaw 307. Competitive/Travel Division Commissioner**

Section 1. The Association shall have a single Commissioner for its Competitive Division. Co-Commissioners are NOT permitted however the Competitive Commissioner may appoint an assistant, if person is already approved by the Executive Board as described in Rule XI, Section IV.D.

Section 2. Duties of the Competitive Division Commissioner shall be but not limited to:

- a. Coordinate needs/activities of Club Competitive Division Soccer program (Hamilton Soccer Club).
- b. Provide strategic direction for Hamilton Soccer Club.
- c. Preside over meetings of the Hamilton Soccer Club & provide guidance to Club Division Coaches.
- d. Distribute notices of significant Club Division events, including tryouts.
- e. Manage the Tryout policies and procedures.
- f. Designates Boy/Girl Club Division Rep for NJ-SJYS participation.
- g. Provide annual elected Coach listing to the Recording Secretary of League for filing with Books & Records.
- h. Coordinate with the designated Tournament Coordinator to manage all Columbus Day Tournament aspects, if held.
- i. Enter and maintain competitive player records in the Got Soccer database
- j. Be able to address questions from coaches and parents via phone calls and emails.
- k. Keep a good "pulse" on the state of teams, results, and standings of all Hamilton Soccer Club teams during the season.
- l. Attend the Monthly Board meetings and give reports on the status of the division.
- m. Report to the Executive Board any problems or incidents in their division during the season. This includes any player or coach disciplinary actions
- n. Work with the Treasurer to establish a budget for the Competitive Division.

### **Bylaw 308. At-Large Board Member**

Section 1. At Large Board Members are elected during the annual elections of Commissioners and Committee Chairmen. There can be zero to two At Large Board Members annually.

Section 2. At-Large Board Members shall:

- a. Serve as the Parent/Player liaison to the board and represent the concerns of the players, coaches, and parents involved in the program at all Board and General meetings
- b. Shall assist the other Board members and may from time to time be assigned specific duties as deemed necessary by the Executive Board
- c. Attend monthly meetings and be authorized to vote as a regular board member per voting member requirements

### **Bylaw 309. Committees**

Section 1. The Board may create committees for the purposes established by the Board. The duration of such *ad hoc* committees shall be established by the Board. The Board may adopt policies that specify details of committee formation, staffing, and reporting to the Board.

Section 2. The President shall be an *ex-officio* member of all committees established by the Board, although the Board may appoint another person to chair the committee. Standing committees are important to the makeup of the executive board.

### **Bylaw 310. The Standing Committees**

Section 1. May consist of the elected officers and may conduct business on behalf of the Board between meetings of the full Board. Such actions shall be subject to ratification by the full Board at the next regular business meeting.

Section 2. The standing committees of this organization shall be:

- Concession Stand Operations
- Facility Operations
- Field Operations
- Fundraising
- Officials
- Registrar/Membership
- Rules – (Chaired by VP)
- Scheduling
- Scholarships
- Sponsor Liaison
- Uniforms
- Volunteer Coordinator
- Web-Site/Facebook/Social Media

Section 3. Duties of Standing Committees shall be, but not limited

#### **A. Concessions Chairperson:**

- Maintains the operation of concession facilities
- Organizes the purchase of concession products
- Responsible for the management of the concession sales at league events
- Schedules volunteers to work the concession booth during league events
- Maintain records for concessions and meet with treasurer
- Organizes, tallies and keeps records of concession sales and purchases
- Relay schedule to team managers to inform parents to staff concession stands
- Obtain proper permits for food sales

#### **B. Facility Operations Manager:**

- Implement recurrent cleaning & painting schedule of all interior building windows, walls, floors, etc.
- Operate & maintain all mechanical equipment, including heating & air conditioning units. Implement preventive maintenance schedule for inspection & maintenance of all complex equipment.
- Perform all repairs in electrical, plumbing, and sewer services within his scope of knowledge and training.
- Schedule and oversee periodic and regular servicing, such as pest control, fire extinguishers, first aid supplies/equipment, etc.
- Secure technical services as required, including obtaining more than one bid from special vendors, as appropriate and supervise all contracted work associated directly with the building
- Assist in developing a five-year plan of anticipated major maintenance/repair needs with estimated costs. Manages scheduling and use of facility

#### **C. Field Operations:**

- Coordinate Game Schedules, Practice Schedules for Complex Field usage Coordinate with Township for Game Field Schedules and light schedules
- Coordinate with Township for appropriate permits needed to utilize Township fields Lining fields appropriately for each age group
- Keep grounds well kept at all times. Maintain lawn, parking area, shrubbery, and trees in healthy, clean, and trim state throughout property.

- Be knowledgeable in the use of chemicals for ground maintenance. Solicit parents and volunteers to help and assist with the responsibilities associated with seasonal "clean-up days" prior to the start of the spring and fall seasons
  - Coordination of Sprinkler System maintenance and Permit requirements for Backflow preventer
  - Developing a support system of volunteers to line, water and fertilize fields (as needed) Provide maintenance supplies for the fields as required
- E. Fundraising:**
- Coordination of Tag day activities
  - Provide leadership in developing strategies for raising funds to support the Club's programs Organizes and implements approved league fundraising activities
  - Recruit volunteers for fundraising activities implementation Coordinates participation in fundraising activities
- E. Officials:**
- Secure qualified youth and adult referees for games; recruiting new referees as needed
  - Review and mentor referees regarding their on-field performance
  - Organize referee training throughout the year as needed Coordinate referee game assignments with referees Arrange for payment with Finance contacts
- F. Registrar**
- Prepare registration materials for each season including providing registration flyers to elementary schools and day cares for distribution prior to registration
  - Coordinate members to support in person registrations
  - Register Club players and Input player registrations into HTRSA Database Verifying the eligibility of playing members
  - Collecting all fees and dues and turning them over to the Treasurer
- G. Rules (-shall be chaired by the Vice-President)**
- Review and update of any playing rules and guidelines
  - Suggest any changes of playing rules and guidelines that might improve play
  - Publish any approved changes to Division specific rules
  - Conduct an annual review of Association Bylaws.
  - Suggest any improvements and changes to Association's Bylaws to the eBoard
  - Document approved Bylaw changes.
- H. Scholarship**
- Ensure Scholarship details updated for posting on website
  - Email all out going seniors from the league of scholarship opportunity Coordinate committee members to review and determine scholarship winners
  - Coordinate with Treasurer for scholarship winners
  - Notify appropriate schools to attend Awards ceremonies
  - Attend Awards ceremonies, if able, to present winners with award
- I. Sponsorship:**
- Solicit donations and sponsorships from local organizations
  - Collects and reviews sponsorship opportunities
  - Maintain records of monies secured through sponsorship & provide funds to treasurer for depositing
  - Serve as liaison between league and all sponsors
  - Coordinate requirements for sponsors' names and URLs, as necessary, for publication on advertising on the league website
  - Coordinate the distribution of plaques to all sponsors after Fall Rec
  - Coordinate with Uniform Chairperson to ensure appropriate sponsor names appear on uniforms
  - Coordinate with Picture day Vendor on Team names for pictures
- J. Uniforms:**
- Coordinate with Sponsorship Coordinator to obtain details for Uniforms
  - Coordinate with the Registrar to obtain count details associated with the player needs Coordinate procurement and distribution of player uniforms
- K. Volunteer Coordinator**
- Establish volunteer contact list initially working with registrar and subsequently by active recruitment

- Work with other league to establish seasonal volunteer requirements Obtain commitments from volunteers to fill volunteer requirements Send reminders to volunteers for upcoming needs
- Manage volunteer appreciation events

**J. Website/Facebook/Social Media:**

- Maintain HTRSA's web presence through regular postings on Facebook and/or any other social media
- Develop and maintain the HTRSA websites and keep information on them current and relevant
- Upload monthly meeting meetings to document area

**Bylaw 311. Removal of Executive Board Members**

Section 1. Any Executive Board member including Division Commissioners may be removed from their office and/or position without assigning any cause, by a majority vote of the Executive Board. If any Executive Board member is removed, the resulting vacancy may be filled by the Executive Board at any regular or special meeting.

**PART IV - Administration**

**Bylaw 401. Policies**

Section 1. The Executive Board may adopt policies to govern the operations of the Association. A majority of vote of those Board members present at any Board meeting at which there is a quorum is sufficient to adopt, repeal, or amend a policy.

Section 2. Once adopted, a policy will govern the operations of the Association until amended or repealed.

Section 3. The Board shall make appropriate provisions to inform its members of Association policies.

**Bylaw 402. Financial Policies**

Section 1. The Board shall adopt financial control policies that provide details for the handling of the Association's financial affairs. Such policies shall be reviewed annually and modified as required by the Association's auditors.

Section 2. The Board shall establish a budget for each year prior to the beginning of the new fiscal year.

Section 3. The Board shall cause an annual review of financial statements by an independent source. This may or may not include a full audit of the books. A review may be done by a responsible individual while preparing the tax statement for filing with the IRS, or it may include an actual audit, which is recommended at least every 3-5 years to ensure current accounting practices are being met.

Section 4. The Board shall cause tax reports to be prepared and submitted to the IRS in accordance with IRS rules for non-profit and tax exempt organizations.

Section 5. The Treasurer shall provide financial statements acceptable to the board at each regular meeting of the Board or as otherwise directed.

**Bylaw 403. Referees**

Section 1. Referees selected by the Association shall serve as independent contractors.

Section 2. Any individual referee receiving more than \$600 in a calendar year shall be issued a 1099 tax form which shall be filed with the IRS.

Section 3. All referees shall be USSF certified.

## **PART V - Discipline**

This Club shall have full jurisdiction over all teams, members, and matters connected with soccer which it shall conduct. The clubs Executive Board shall have the power to discipline, suspend, or expel any person under its jurisdiction guilty of violation or breach of the Constitution and Bylaws, Codes of Conduct, and the Rules and Regulations

### **Bylaw 501. Players:**

- A. Ejection from a Game: first time - out balance of game or one(1) full game if ejected by the referee prior to or after a game, second time - suspended for two (2) full games, third time-Bylaw 501 B will be invoked and player is suspended from all games until the hearing committee renders its decision. All cases of disqualification must be reported to the Division Commissioner by the respective manager before the next scheduled game.
- B. Misconduct and Rule Violations - charges of misconduct or rule violations shall be brought to the attention of the respective Division Commissioner by any member of the Association.
  - 1. Hearing - the Division Commissioner shall chair a committee comprised of three (3) coaches from the Division involved and an executive board member. The offending player's manager shall appear in the capacity of an advisor with the player before the committee. The committee shall hold a hearing on the charges and determine the accuracy of same. The majority decision of the committee along with any penalty shall be submitted to the Association President in writing within three (3) days of the committee's findings.
  - 2. Approval - the Association President shall approve or modify any penalty imposed by the hearing committee less than full season suspension or expulsion. The decision will be presented to the Executive Committee for review per 3. Below:
  - 3. Review - if the penalty is full season suspension or expulsion, the Executive Committee must approve this by a 2/3 majority of all eligible voting members. The penalty imposed by the hearing committee and/or President may be modified by the Executive Committee with a 2/3 majority vote of members present at a regular or special Executive Committee meeting. Decision of the Executive Committee is final. There is no procedure for appeal.

### **Bylaw 502. Managers, Coaches, Spectators**

- A. Ejection from a Game: first time - suspended from attending two (2) full games, second time - Part V Bylaw 502.B will be invoked and the offender is suspended from attending any games until the hearing committee renders its decision. All cases of disqualification and official warnings (yellow cards) must be reported to the Division Commissioner by the respective manager or coach before the next scheduled game. Accumulation of three (3) warnings (yellow cards) during the season shall constitute an Ejection from a Game, punishable per the provisions of this section.
- B. Misconduct and Rule Violations - same as Part V Bylaw 501.B. except all references to player shall be replaced with manager, coach or spectator as appropriate. In addition, the offender has the option to select an advisor to go before the committee with him.

**Bylaw 503. Competitive Team Players, Managers, Coaches, Spectators**

Bylaw 501 and 502 will apply in all cases involving Division play or activities.

In all other cases, Bylaw 501.B and 502.B apply with the modification that Competitive Team Chairman be substituted for Division Commissioner.

**Bylaw 504. Special Cases**

The Association President shall designate the chairman called for in Sections 1 and 2 if the accused cannot be identified with a Division or Competitive team.

**Bylaw 505. Fines and Assessments**

In the event the Association is levied a fine due to a Members misconduct or infraction of rules, the Executive Board has the right to 1) Pay the fine; 2) Pay the fine and assess the Member for repayment of the fine; or 3) Refuse to pay the fine. Additional action may be taken per Parts I thru IV of this Article.

**PART VI - Rules and Regulations**

Section 1. The Rules of the Association shall be adopted in accordance with the same procedures as for these By-Laws and shall have the force and effect of same.

**PART VII – Changes to the By-Laws**

**Bylaw 701. Adoption and Amendment**

Section 1. By-Laws may be adopted or amended by a two-thirds (2/3) majority vote of the eligible voting members present and voting at any regular general meeting provided that the proposed amendment has been presented to all members present at the last preceding regular meeting. All changes to the By-Laws and Rules shall be submitted in writing and presented to the Rules Committee for review and recommended action prior to the vote at the next general meeting. Rules Committee shall be made up of the Vice President, Corresponding Secretary and 1 other member of the executive board.

**Bylaw 702. Provisional Bylaw Changes**

Section 1. The Board, by a two-thirds (2/3) majority vote of the eligible voting members, may create temporary bylaw changes for governing specific cases or occasions not provided for in the Bylaws, but which may be necessary for the Association to meet required objectives. Provisional changes so adopted will be submitted to the membership in accordance with Bylaw 701 as a proposed Bylaw amendment at the next General Membership Meeting.

**Bylaw 703. Severability and Precedence**

Section 1. Any section of these bylaws considered to be in violation of applicable laws shall not affect the remaining sections that are in compliance with those laws.

Section 2. The bylaws and policies of the organizations of which the Association is a member shall take precedence over these bylaws. The Board shall submit an amendment to these Association bylaws at the Association's next General Membership Meeting to eliminate the cause of any conflict.

## **PART VIII – Matters Not Covered**

Section 1. In the event of matters not covered in the rules and regulations of the league, the Constitution or the Bylaws, the League President shall have power to provide for it and such rulings shall be standing and binding until approved, rescinded or varied by a vote at the next Executive Board meeting.

## **PART IX - Risk Management**

### **Bylaw 901. Risk Management Policy**

Section 1. HTRSA Risk Management program is in place to identify and assess potential risks for our soccer community and to then monitor and minimize the probability and/or impact those risks could pose.

Section 2. It is the intent of HTRSA to provide a healthy, safe and enjoyable soccer environment for all participants. HTRSA has adopted the US Youth Soccer Kid Safe Program, which is designed to create a safe environment for all players associated with this association. HTRSA is committed to providing all support necessary for our club to maintain the program.

Section 3. Managing risk ranges from making sure all players wear shin guards to providing background checks for all of our volunteers, coaches and staff. Our Risk Management Program includes the US Youth Soccer's Kids Safe Program which provides guidelines for creating the safest possible environment for our players.

Section 4. The objectives of the HTRSA Risk Management Program are:

1. To review and recommend policies and procedures to ensure the safety of our participants
2. To require coaches and assistant coaches complete concussion awareness training every 2 years
3. To establish secure records and maintain the background check information program for volunteers, employees and others who are entrusted with the supervision and care of players and participants, including financial care
4. To provide secondary medical coverage for injuries incurred during participation in HTRSA Youth Soccer activities
5. To provide safety with regard to environmental factors such as field conditions related to weather matters
6. To provide policy recommendations and education for HTRSA Youth Soccer Member Association to minimize liabilities and other manageable risks including financial risk.



# **RULES OF THE ASSOCIATION**

## **ARTICLE I - Managers (Head Coaches) & Assistant Coaches**

- A. Managers and Assistant Coaches of the Association teams must be members of the Association and shall be approved by the commissioner in each division, and have full responsibility for their actions on the field. When a vacancy for any managing positions shall occur, a replacement shall be selected and approved by the commissioner of the division.
- B. A Manager and Assistant Coach in the Association will be given preference to fill an existing vacancy in any division. Assistant Coaches within a division will have first preference to fill any vacancy within their division.
- C. Managers are permitted only two Assistant Coaches per team.
- D. Managers and/or Assistant Coaches shall fulfill all of their obligations to the Association including but not limited to: Division activities, fund raisers and all functions and programs as established by the Executive Board and General Membership.
- E. Managers and/or Assistant Coaches shall abide by the Volunteer Coaches Code of Conduct.

## **ARTICLE II - Team Membership**

- A. Any boy meeting the requirements as to age and residence set forth in Rule III shall be eligible for team membership.
- B. Any boy participating in the recreational HTRSA program shall fulfill all of his obligations to that program including prompt attendance at all scheduled games and practices. A boy who participates in any other program during the HTRSA season shall first meet his HTRSA commitments.
- C. Team membership eligibility defined as:
  - 1. A registered member of HTRSA.
  - 2. Fulfilled all obligations regarding membership.

## **ARTICLE III – Rules**

### **Rule I - Teams**

- A. Each team shall consist of uniformed players whose names shall be registered with the league not later than five (5) days prior to the first regularly scheduled game of the season.
- B. Teams shall consist of as equal an age and talent distribution as possible. However, all vacancies on any team must be filled as soon as possible, regardless of age and talent distribution, whenever players are available from the player pool.

### **Rule II – Recreational Player Registration**

- A. Registration for Recreational players will be held each year at a time and place to be determined by the Association President and held not later than March 31. The time and place shall be publicly announced at least ten (10) days in advance. All boys desiring to participate in the HTRSA Recreational program must register each year. At the registration each boy shall pay the required membership fee and shall, together with his parent or guardian, sign an agreement to be bound by the Rules of the League. New registrants must present a copy of a

birth certificate and proof of residency. Team assignments will be made under the direction of the division commissioners and executive board and completed by April 1st for the Spring league and August 15th for the Fall league.

- B. The managing personnel shall, upon request, place sons of managers, coaches and sponsors on teams, except for fraternal organizations.
- C. The Association shall reserve the authority to continue as an active member any boy whose residence changes after becoming a member of the Association for the balance of his age eligibility in the Association or for a number of years equal to the number of years he has previously been a member, whichever is less.
- D. Any boy not placed on a team after selection of players as set forth in Rule III shall be placed on a waiting list known as the Player Pool. (Rule III, Section II). If one month after the start of the season, a boy is still in the Player Pool he may apply for a refund on the registration fee without losing his place in the Pool. If a boy is placed after receiving such refund he will be required to pay the full registration fee before he can play on a team.
- E. No registrations for returning players will be accepted after August 15th unless approved by the Executive Board. A returning player is defined as any player who participated in the HTRSA program during the previous calendar year.

### **Rule III - Selection of Players**

Section I - Every boy between the ages of four and eighteen years\*\*(still in High School) residing in Hamilton Township shall be eligible to participate on one of the Associations teams. Boys' ages four through eighteen\*\*(still in High School) shall be selected by means of a lottery for their initial entry into the Association except that any boy who was placed in a Player Pool in the previous year and was not placed on a team shall be given preference in being assigned to a team. No boy will be permitted to participate unless an application has been properly filled. The exact procedures to be followed in the lottery will be determined by each division commissioner and shall incorporate equality with respect to players' ages and number of competitive players to the extent possible. Age eligibility and Division placement will be based on the player's age as of October 1st each year. Requests for exceptions to this age requirement shall be made in writing at the time of registration.

Section II - By August 1st of each year, the commissioner shall receive a list showing the number, league age, and name of each available candidate. This list shall be known as the Player Pool. By August 15<sup>th</sup> (Fall) or March 15<sup>st</sup> (Spring), the commissioner shall complete the assignment of the appropriate numbers of players to round out the existing roster of returning players for each team in the division or they may choose to reform certain teams or the entire division if they feel that some returning teams would be too strong or too weak if left intact. The division commissioner may also choose to do a try-out and/or coaches' draft to formulate the teams, in which case the teams shall be formed no later than August 15th and made available to the team managers so that they can make contact with their players and begin practicing by August 15th or as close thereto as possible.

Section III - Players may be released during the season for extensive injury, or failure to make games. Replacements must come from the Player Pool. Players released for injuries during the first thirty (30) days of the season shall be entitled to a full refund of their registration fee. Any player who resigns for any reason or is released for disciplinary reasons after being assigned to a team shall not be eligible for a refund. The registration fee is non-refundable unless the player is injured (see above) or the league is unable to place the player to a team due to full rosters in that players division. Note: An injured player may be placed on a team's injured list for the balance of the season, and a replacement will be provided by the player agent. A player who is being replaced permanently must be replaced by a player of the same age, whenever possible.

Section IV – When drafts are held to determine rosters, each team shall be assigned a number corresponding to its previous year’s standing in the division in reverse order. Player selection will be made in this order until all rosters are filled. Those applicants not selected will be placed in the player pool as provided in Section II.

Section V - A player selected in the above manner shall be the property of the team making the selection for the duration of his HTRSA division career unless subsequently traded or released. All trades, releases or reassignments which occur after August 15th must be approved by the Executive Board.

Section VI -- A boy becoming a candidate while his brother is a member of one of the teams must be claimed by that team with the forfeit of its last pick. When brothers become candidates at the same time, the second brother must be claimed by the team selecting the first brother by the forfeit of its next consecutive pick.

Section VII – Manager’s sons shall be placed on the manager’s team by the forfeit of its third round pick. Assistant manager’s son(s), if claimed, must be claimed with the forfeit of the team’s first round pick.

Section VIII -- For tryouts and/or drafting purposes all boys shall be designated competitive players if they:

- A. Are playing on a competitive team; or
- B. Played on a competitive team in the prior season; or
- C. Played on a competitive team for three seasons or more.

Play on any competitive team -- HTRSA or non-HTRSA shall be considered. For equal distribution of competitive players, each division has the option of holding a draft or lottery for assigning competitive player draft/lottery by age or by team. The procedure to be used will be decided by each division prior to their respective draft/lottery. Assignments to teams after the draft/lottery shall be done in such a manner so that as equal an age and competitive player distribution as possible is maintained.

#### **Rule IV - Playing Rules**

Section 1. The Rules of Play of the Association and NJYS shall be the “Laws of the Game” as published by FIFA and the USSF with all specific modifications determined by and published the Association’s Playing Rules Committee.

Section 2. League Sanctioned Games – Matches conducted by the Association may be permitted to use special modifications to the Rules of Play to accommodate local needs and circumstances.

Section 3. Changes and modifications to any playing rules for any and all Divisions must be ratified at an Executive Board Meeting by a majority vote.

#### **Rule V – Schedule/Play-offs**

- A. Games postponed or called for any reason shall be re-scheduled as soon as possible. The scheduling committee will reschedule all games.
- B. All games shall be played by quarters and teams shall change ends following each half. The time allotted per quarter for each division is as follows:
  - Divisions 2, 3 and 4 -- 15 minutes;
  - Divisions 5 and 6 -- 10 minutes;
  - Division 7 – 9 minutes.

- C. The Schedule of games shall be approved by the Association Scheduling Committee (consisting of the Division Commissioners, the Scheduler and the Vice President). In Divisions 2, 3, and 4, the team having the greatest number of points in each division is to be the champion; the team with the second largest number of points the runner-up, etc. Three (3) points are awarded for a win, one (1) point for a tie and zero (0) points for exceeding the mercy rule (five goal differential) in a regular season game.
- D. Procedure for Playoff Games (Div.2, 3, 4): The playoff game(s) shall be the same length of playing time as a regular season game for the respective division. The rules governing individual play for regular season games shall not be amended or changed for playoff games, with the following exceptions: a) If the game is tied at the end of regulation time, two (2) five (5) minute overtime periods will be played to completion. A coin toss by the referee will decide ball possession and/or choice of goals at the start of this period.
- E. If the Playoff game is still tied, a five (5) boy penalty shootout will determine the winner. Only the boys on the field at the end of regulation are eligible for the penalty kicks. If the score is still tied following the five rounds of penalty kicks and the game being contested is NOT the finals, additional sudden death rounds using new players will take place until a winner emerges. If the score is still tied following the five rounds of penalty kicks and the game being contested IS the finals, in the spirit of the game co-champs will be declared.

#### **Rule VI - Collections**

Divisions 4 through 7 shall participate in the Tag Day fund raiser in the Fall to assist the league with end of season expenses. All proceeds are to be turned over to the Association Treasurer.

#### **Rule VII - Forfeiture and Protest**

- A. Teams failing to field eight (8) uniformed players for the start of the game shall forfeit the game, except in Div. A and 2 where seven (7) are required; and except in Div. 5, 6 and 7 where games may be played by equal number of players for each team using all available players from both teams to the maximum allowed on the field.
- B. A team failing to play all available/uninjured players for two (2) quarters during the course of a game shall forfeit the game.
- C. Playing ineligible players shall result in the forfeiture of all games in which such players participated illegally.
- D. A protest based on a play which involved a referee's judgment is not permitted -- his word is final. A protest based upon interpretation of a rule requires that the objecting manager immediately notify the referee that the game is being played under protest and the referee must in turn notify the opposing manager.
- E. A protest shall be considered only if placed in writing and submitted to the President within forty-eight (48) hours after completion of the game.
- F. In the event of a protest, a protest committee comprised of the Chairman of the Rules and Scheduling Committee or Presidents designate if the chairman is unable to serve and two Division Commissioners not involved with the protest, will rule within one (1) week of receipt of the written protest. All decisions of the protest committee are final.

#### **Rule VIII - Awards**

- A. Awards shall be given by the HTRSA to the players of teams that finish the regular schedule first, second or third in Divisions 3 and 4 under the scoring system described below.

- B. If a division is divided in two sections, leagues, etc., then awards shall be given to players on those teams that finish first, second and third in each section, league, etc.
- C. Scoring: Each team will be awarded three (3) points for a win, one (1) point for a tie and no (0) points for a loss and zero (0) points for exceeding the mercy rule (five goal differential). In addition to win and tie points, one bonus point per game will be awarded to the winning team when they are not scored upon. Bonus points are calculated separately and are only used to break ties.
- D. The standings after the regular schedule has been played will be decided on the basis of the best won/lost/tie points record first. If two teams or more have the same number of points, the team with the most wins will prevail.

The following procedure in the order presented will be used in breaking ties when teams have the same won/lost point record.

- 1. If one team defeated the other during the season, the winner prevails. If more than two teams have identical point records, this criteria is eliminated from the tie breaking procedure.
- 2. Total bonus points.
- 3. Least goals allowed.
- 4. If teams are still tied, a playoff game will be scheduled.

#### **Rule IX – Competitive Player Registration**

- A. Each player shall fill out a competitive player registration form. Those players who participate in competitive (travel) soccer will have their registration fees set by the Executive Board for each season (Spring and Fall) played. This fee is payable to HTRSA and is due PRIOR to first game week of the player's team.
- B. Those players who opt to play in the recreational league, or who later decide to do so, will still be required to pay the recreational registration in full.
- C. Those players who have registered to play in the recreational league and decide to drop out to play competitive exclusively MUST notify the executive board and division commissioner prior to August 8<sup>th</sup> to be eligible for a recreational league refund of fees.

#### **Rule X - Competitive Team Play**

- A. A competitive team shall be formed before the start of each season for competitive play. Age for competitive play will be determined by league age, that is, the age the boy will attain as of August 1st of the year in question.
- B. Any boy participating in the HTRSA who desires to play on a competitive team shall try out for the HTRSA competitive team in the youngest league age for which he is eligible; and if selected, shall play for that competitive team. A boy selected for membership on an HTRSA competitive team shall fulfill all obligations for that team and attend all required practices and participate in all mandatory games as set forth in the competitive team guidelines attached hereto (Rule XI).
- C. Managers for competitive teams shall be selected in accordance with Rule XI paragraph IV.
- D. Players from competitive teams in HTRSA may play within the recreational program per the following guidelines:
  - Div. 7: No Competitive teams

Div. 2 through 6: Competitive team players may also play on recreational teams with an equal distribution among the recreation teams to the extent possible. Participation in the recreation program is optional. Decisions regarding play must be made prior to respective Division tryouts or lotteries or August 8 whichever is comes first. Practice and game schedule conflicts between competitive and recreation teams shall be resolved by the Division Commissioners and according to, but not restricted to, the Guidelines Section. A competitive team member shall have primary allegiance to his competitive team should a game or practice conflict arise.

## **Rule XI - Competitive Team Guidelines**

### **I. Team Selection**

- A. All teams shall be selected through open tryouts.
  - a. These tryouts shall be advertised by the Association in the news media within a two week period.
  - b. A minimum of two notifications shall appear in two different local media.
- B. Teams must be selected by July 1st (if playing Fall) and January 1st (if playing Spring only), preceding the beginning of the NJYS schedule for that season; and any boy selected for Competitive Team play after August 8th, and is currently on a HTRSA recreation team, shall be ineligible for a refund of Recreation registration fees.
- C. Each Competitive Team must consist of the roster sizes as designated by NJYS.
- D. Players from the HTRSA recreation program who are registered for the HTRSA prior to house team tryouts or lottery selection (unless they move into the Township after those dates) are eligible. Each team may select non-residents based on team age as follows:
  - U15 & up: maximum of 8 non-residents
  - U13 & U14 yr. olds: maximum of 6 non-residents
  - U11 & U12 yr. olds: maximum of 4 non-residents
  - U8, U9, & U10 yr. olds: maximum of 2 non-residentsNon-resident members are subject to the same rights and responsibilities as resident members. The registration for non-resident players will be handled the same as Hamilton residents.
- E. One team may be selected for each league age and receive full sanction from the Association. Financial support will be provided as determined by the Association.
- F. Additional teams for any league age may be formed if the demand warrants their formation.
- G. Girls Competitive Teams will be sponsored and sanctioned by the Association upon recommendation by the Competitive Committee AND annual approval by the Executive Board. Each proposed girls team will be considered individually. All teams sanctioned will be required to adhere to all applicable Competitive Team Rules and guidelines, including but not limited to manager selection, HTRSA registration and rules of conduct. Girls teams and their players will not participate in the Association's recreation program.

### **II. Player Responsibilities**

#### **A. Participation**

1. Mandatory
  - a. Any sanctioned league which would qualify a team for state cup play -- Fall.
  - b. Tournaments
2. Optional

- a. Any sanctioned league which would qualify a team for state cup play -- Spring.

## **B. Conduct**

1. As representatives of the HTRSA, it is expected that all players will conform to the rules of the Association and Code of Conduct.
2. All players must fulfill their obligations to the Association's programs. Failure to do so will subject the player to dismissal from the Competitive Team.

## **III. Managing Personnel Responsibilities**

- A. The Association and Executive Board must be notified of tryout plans in accordance with the team selection guidelines. The manager conducting the tryout must supply the association with a list of all boys who attended the tryout. Candidates who are excused from participating, in the tryout (due to injury, vacation, etc.) must present a letter or email from their parent or guardian with an explanation of the reason for their excuse.
- B. When applicable, a minimum of two (2) tryouts must be held by the manager for a fair selection of team members. Cuts will be made at the discretion of the team manager.
- C. Team rosters must be given to the Association and Executive Board at the time of registration with the New Jersey Youth Soccer Association. Any modifications to the original roster must be communicated to the Association.
- D. Managers must not restrict the tournament opportunities of their teams due to their personal schedule. It is the manager's responsibility to arrange for an acceptable substitute when these conflicts arise.
- E. As representatives of HTRSA, it is expected that all managers /assistant coaches will conform to the rules of the Association and Code of Conduct

## **IV. Selection of Managers**

- A. Competitive Team Managers shall be selected from active members of the HTRSA as explained in Bylaw 205 and 206.
- B. A manager's term shall be one (1) year, commencing with their selection.
- C. Candidates for new managerial appointments must submit their application, in writing, to the Competitive Division Commissioner no later than May 1st.
- D. New Team managers must be voted in by the current Competitive Team Managers by a 50%+1 majority open discussion and review of the applications. These recommendations must be forwarded to the HTRSA Executive Board for approval.
- E. If the recommendation of any appointment is rejected by a 50%+1 majority vote of the Executive Board, a special committee shall be convened within 72 hours. This committee must consist of the President of the HTRSA, the Competitive Division Commissioner and three (3) other members jointly agreed to by the President and Competitive Team Chairman. This committee's decision is final.
- F. The newly appointed managers are responsible for conducting team tryouts as outlined in Rule XI.I – Team Selection.

## **V. Selection Criteria**

- A. The letter of application or form should contain, but is not restricted to, a brief history of the applicants coaching experience, including any coaching licenses or other credentials he/she may possess.
- B. Any information pertinent to the acceptability of the applicant shall be made known to the Executive Board and/or Competitive Division Commissioner to make this information known to the attendees of the May Selection Meeting. This data must be presented prior to the open discussion of the applicants' qualifications. All applicants and interested parties have a right to speak during the open discussion at the May Selection Meeting.

## **VI. Filling Vacancies**

- A. The Competitive Division Commissioner has the authority to appoint, with Executive Board approval, managers to teams which have vacancies due to lack of applicants or failure to obtain a two-thirds (2/3) vote of the Competitive Team Managers.
- B. Vacancies that are created during the season will be filled by using the procedures established in IV. C and IV. D of this article, if multiple applications are available or VI. A, when multiple applicants are not awaiting appointments.

## **Association Guidelines**

- A. For competitive-recreation Team Conflicts: Reference Rule X.F.
- B. In order to resolve conflicts arising from players participating on 2 teams, the following guidelines should be followed:
  - a. State cup should take precedence over all other soccer events.
  - b. Competitive games should take precedence over recreational practice.
  - c. Recreation games should take precedence over competitive practice.
  - d. Each recreation division and the competitive teams in that division may agree on two (2) days of the week when the competitive practice sessions would have priority over recreational practices. Recreational practices would take precedence over competitive practices at all other times.
  - e. A player should not be required to attend more than four (4) practices per week.
  - f. The absence of any competitive players will not be cause for cancellation or rescheduling of any recreational game.

*Guidelines may be added, deleted and modified by a majority vote of the Executive Board members present at any meeting*



# CLAIM PROCEDURES

For AD&D and Accident Medical Expense Claims, claim forms may be obtained from the claims administrator.

In the event of injury requiring medical treatment, you should:

- (a) Obtain receipts; fully complete a claim form verified by an official of your State Association or League.
- (b) Notice of claims must be filed within 30 days from the date of injury.
- (c) If you have other coverage of the type indicated in the EXCESS COVERAGE section, then an explanation of Benefits form, detailing the benefits paid by the other coverage should be submitted along with your claim form for the Soccer Program benefits.

**CLAIMS ADMINISTRATOR:**

**Joyce Mallory**

**P.O. Box 3032**

**Hamilton, NJ 08619**