

# Constitution & Bylaws of the Florence Township Soccer Association

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**Part 1. ADMINISTRATION**

**Article 101 NAME**

The name of this organization shall be Florence Township Soccer Association. Within this document, it shall also be referred to as FTSA. The name of the recreational soccer league run by the association shall be Florence Township Soccer League. Within this document, it shall also be referred to as FTSL.

**Article 102 PURPOSE**

The Florence Township Soccer Association is organized in keeping with IRC Section 501(c)(3) primarily to conduct competition in the sport of soccer and to support and develop amateur athletes for that competition.

The purpose of FTSA is to provide a safe, nurturing environment for the children of Florence to learn the basics of the sport of soccer, sportsmanship, cooperation and team play. Players will also be given the chance to develop their skills further in Competitive Leagues.

FTSA is dedicated to helping children become decent citizens, while allowing them to have fun and enjoy the game of soccer. Emphasis will be placed on academics and good citizenship. It is imperative that the adults who administer and coach as well as the parents and spectators behave in a manner that will set good examples for our children.

**Article 103 GOVERNMENT**

The rules and laws that shall govern the FTSA and FTSL are in order of precedence from highest to lowest authority: FTSA bylaws, New Jersey State Youth Soccer Association (NJYSA), United States Youth Soccer (USYS), and the International Soccer Federation (FIFA).

The Rules of Procedure contained in Robert's Rules of Order Newly Revised (10th Edition) and as interpreted by the FTSA Executive Committee shall be used in conducting business in all cases where they do not conflict with the rules and laws listed above.

**Article 104 TERMS OF OFFICE AND ELECTIONS**

The term of office for each member of the Executive Committee will be one year commencing with the start of the first regular meeting of the calendar year and ending at the start of the first regular meeting of the succeeding calendar year. Elections will take place at the first regular meeting in November. Nominations for office will be made at the regularly scheduled October meeting. Nominations may be made by anyone attending the meeting. Nominations will also be accepted from the floor during the first regular meeting in November before elections take place. Any person who is running unopposed may be elected by voice vote if so moved and seconded. A secret ballot shall be taken for those offices that are being contested.

Replacement of a Committee member who must relinquish office or for filling of new positions will be done at the next regular meeting. Nominations from the floor will be followed by a vote. Eligibility for these elections is the same as for the annual elections.

### **Article 105 AMENDING BYLAWS**

Recommendations for changes to these bylaws may be submitted by anyone associated with FTSA in writing to the Vice-President at any time. The Vice-President shall provide a copy of the recommendations to the Secretary for both record keeping and distribution at the next regular meeting.

These bylaws shall be reviewed annually. A committee chaired by the Vice-President and consisting of at least two other people shall review the bylaws and submit any recommended changes to the Executive Committee. The bylaws committee shall be formed at the January regular meeting. As part of the review the committee shall consider all of the proposals submitted in writing to the Vice-President since the last bylaws update. The Vice-President shall inform each person who submitted a recommended change when that change is to be discussed and invite that individual to attend that portion of the committee's meeting. The committee's proposed changes shall be submitted at the May regular meeting.

Discussion on the proposed changes shall take place at the May meeting. Final approval for the wording of the changes may be given at this time but no later than the June meeting. The final copy of the entire bylaws shall be voted on at the July regular meeting. Each proposed change to the bylaws will be voted on separately. If the proposed change fails to pass, that existing bylaw will remain in effect. Copies shall be distributed as soon as they are published but no later than the next regular meeting. This is the only time the bylaws may be amended.

### **Article 106 TEMPORARY RESOLUTIONS**

When a situation arises where the resolution of a problem would conflict with the existing bylaws, the Executive Committee, by a two-thirds vote of the entire Executive Committee, may draft and pass a Temporary Resolution, which supersedes the bylaws. All Temporary Resolutions expire at the start of the June regular meeting.

### **Article 107 MEETINGS**

One regular meeting will be held each month. The President shall determine the date and time of these meetings and the Secretary shall distribute meeting announcements to all members of the Executive Committee. Commissioners shall distribute meeting announcements to all head coaches. The Executive Committee has the option to call additional meetings as necessary. The night chosen will depend on room availability and which night is better for the majority of the members of the Executive Committee. The Head Coach or a Registered Assistant must represent each team at each meeting beginning with the August meeting and extending through the November meetings. Unexcused absences could lead to forfeiture of your coaching privilege for the next year. The league President may nominate Executive Board members and/or Executive Committee members should those currently serving miss any three (3) meetings in a calendar year, subject to majority approval of the Executive Board.

Anyone present may speak but only the members of the Executive Committee, Head Coaches, or their designated Assistant Coach may make motions, second motions and vote. There will

only be one vote per team. If a team's Head Coach is a member of the Executive Committee they will vote in their capacity as Executive Committee member, there will be no additional vote for that team. Executive Committee members may not allow anyone to vote for them. Unless otherwise specified in these bylaws decisions shall be made by a majority vote.

## **Part 2. DUTIES AND RESPONSIBILITIES OF OFFICERS AND BOARDS**

### **Article 201 EXECUTIVE BOARD**

The Executive Board is empowered to meet at times other than regular meetings to act on pressing matters such as: disciplinary hearings, schedules, serious parental concerns, emergencies that affect play. Decisions made at these meetings must be put on the agenda for the next regular meeting. The Executive Board shall consist of the following seven officers: President, Vice-President, Secretary, Treasurer, Administrative Coordinator, Games and Referee Coordinator, and Field Coordinator. If any of the Executive Board positions are open, or if any person is serving in more than one position, the President must recommend appointing a member of the Executive Committee to serve on the Executive Board, subject to majority approval of the existing Board members, in order to maintain seven board members.

### **Article 202 EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the members of the Executive Board plus the following officers: Training Coordinator, Fundraising Commissioner, Travel Commissioner, and Division Commissioners. The Executive Committee shall make decisions involving the running of FTSA at regularly scheduled meetings whenever possible. These meetings will be open to the public for the conducting of regular business. A minimum of five (5) members of the Executive Committee including at least three members of the Executive Board is required to conduct business or vote.

### **Article 203 PRESIDENT**

The president is the chief executive officer of FTSA. The President's responsibilities shall include:

- Preside over all meetings.
- Preside over all disputes, investigations and disciplinary actions unless an obvious conflict of interest exists as determined by a majority of the executive committee.
- Establish and appoint members to committees as necessary to meet the goals of the FTSA.
- Schedule all regular meetings including reserving appropriate space and informing the Secretary of meeting times and locations far enough in advance for meeting announcements to be distributed.
- Schedule Executive Board meetings as needed.

- Provide an updated code of ethics forms for parents, players and coaches for review at the June regular meeting, incorporating comments from that meeting and submitting a final version for approval at the July meeting.
- Scheduling and representing FTSA at an annual meeting (normally February) with the Township Recreational Commissioner.
- Preparing and submitting a budget request to the Township prior to the end of the calendar year.
- Cancel games due to weather or emergencies based on the recommendations of the Field Coordinator. Cancellation of weekday games must be made prior to 3:00 PM and cancellation of Saturday games prior to 8:00 PM Friday night. After those times games may only be cancelled by the referee.
- Coordinate the purchase and distribution of uniforms and equipment for all recreational teams.
- Coordinate the development and distribution of recreational league schedules based on inputs from the Games and Referee, Field and Division Commissioners.

#### **Article 204 VICE-PRESIDENT**

The Vice-President will chair any meeting in the absence of the president and assume the duties of the president in case of absence. In addition the Vice-President's responsibilities shall include:

- Accept recommendations for changes to the bylaws through out the year pursuant to Article 105 and chair the Bylaws committee.
- Arrange picture day for the recreational season.
- Coordinate the purchase and distribution of trophies for the recreational league.
- Assist with other duties as directed by the President.

#### **Article 205 SECRETARY**

The Secretary shall preside over meetings in the absence of both the President and Vice-President. In addition the Secretary's responsibilities shall include:

- Recording and distributing all official league correspondence.
- Recording and distributing the minutes of each meeting.
- Coordinating elections.
- Assist with other duties as directed by the President.
- Maintain list of all disciplinary actions and provide report to Executive Board and Township Recreation Committee.

#### **Article 206 TREASURER**

The Treasurer's responsibilities shall include:

- Maintain the treasury of the FTSA including any checking and savings accounts.
- Submit a report detailing receipts, expenditures, and balances for the preceding month at the first regular meeting of each month.
- Maintain a history of FTSA finances.
- Issue checks and pay bills as directed by the Executive Committee.
- Assist the President with developing a budget for each calendar year.

#### **Article 207 ADMINISTRATIVE COORDINATOR**

The Administrative Coordinator shall be responsible for community relations and shall assist the Secretary with Communication duties. The Administrative Coordinator's responsibilities shall include:

- Maintaining a list of all coaches certified by the Township for standards of liability protection.
- Oversee any camps.
- Recruiting players for the recreational league.
- Solicit sponsors.
- Assist in any area as designated by the President.

#### **Article 208 GAMES AND REFEREE COORDINATOR**

The Games and Referee Coordinator shall schedule and oversee the game referees for all divisions of recreational play. The Games and Referee Coordinator may apply discretion for the assignment of referees based on divisions, the relative experience of the referee and the evaluations submitted by the coaches. The Games and Referee Coordinator's responsibilities shall include:

- Recruiting and rating referees.
- Making sure that referees are paid.
- Maintain records of cards issued to coaches and players and the reasons for those cards.
- Implement a system for the rating of referees by coaches in all competitive divisions.
- Provide coaches with a reminder, prior to the start of the season, of the "Laws of the Game", including potentially card-able offenses, enforcement of the restraining lines and the expected behavior of the spectators.
- Submit a form for the evaluation of referees prior to the start of the season.

#### **Article 209 FIELD COORDINATOR**

The Field Coordinator shall coordinate the maintenance of the fields used by the FTSA and may designate people to assist. The Field Coordinator's responsibilities shall include:

- Order, distribute and store supplies.
- Organize workdays.
- Coordinate with any organization where we have playing facilities.
- Set up committees and make appointments to assist in these duties.

### **Article 210 TRAINING COORDINATOR**

The Training Coordinator shall coordinate Coach and Referee Training. The Training Coordinator's responsibilities shall include:

- Host or identify NJYSA licensing clinics.
- Ensure that Coaches are informed of licensing requirements.
- Ensure that coaches not requiring "F" or higher licenses get the NYSCA training required by Florence Township.
- Establish and keep a file of licenses held by FTSA coaches.

### **Article 211 FUNDRAISING COMMISSIONER**

The Fundraising Commissioner shall coordinate all fund raising activities undertaken by the FTSA and may appoint committees and other people to assist. The Fundraising Commissioner's responsibilities shall include:

- Organize pre-season candy sale fundraiser.
- Evaluate and coordinate any additional fundraisers proposed by the Executive Committee.
- Maintain an up to date raffle license for FTSA when permitted by law.

### **Article 212 TRAVEL COMMISSIONER**

The Travel Commissioner is responsible for coordinating all teams who are competing in leagues outside of Florence Township and may appoint committees and other people to assist. The Travel Commissioner's responsibilities shall include:

- Take requests for travel team fundraising activities and relay them to the Executive Committee for approval.
- Schedule and announce travel team tryouts.
- Serve as point of contact between FTSA and all travel leagues in which sponsored teams are participating.

### **Article 213 DIVISION COMMISSIONERS**

The Division Commissioners shall administer their assigned division of recreational play. The Division Commissioners' responsibilities shall include:

- Recruit coaches.
- Attempt to settle disputes among coaches within their division.
- Coordinate practice schedules.
- Minor field maintenance (including lining) during the season.
- Facilitate the division draft.
- Coordinate rescheduling canceled games with the Games and Referee Coordinator.
- Maintain up to date rosters for each team in their division.
- Make sure that division coaches are aware of deadlines for submitting required documentation.
- Notify coaches about and coordinate participation at in-season and post-season tournaments.
- Submit proposed play rules for their division at June meeting, incorporate changes from discussions at that meeting, and provide final version for a vote at the July Meeting.
- Submit a list of recommended Head and Designated Assistant Coaches for discussion and approval at the July Meeting.

### **Article 214 DISCIPLINARY HEARINGS**

Disciplinary hearings may be conducted after the regular meeting has adjourned or at any other time deemed necessary. Participation shall be limited to the Executive Board plus the Division Commissioner involved. All complaints must be written and presented one week before the scheduled meeting. Coaches or parents involved may come and contribute statements. After statements are made the Executive Board shall close the meeting to all but the Executive Board members present and the Division Commissioner involved who shall then deliberate and vote on the issue. All issues will be decided using the Bylaws, Sanctioning body rules, and past precedents.

## **Part 3. COACH & PLAYER ELIGIBILITY**

### **Article 301 COACHES SELECTION**

Any individual who wishes to coach (head or assistant) a team associated with the FTSA must contact an Executive Board Member or the Division Commissioner of the division in which they wish to coach. Requests should be formally submitted in writing before the final day of open registration for the season they wish to coach. Coaches who hold State (NJYSA) licenses will be considered before those who do not hold this license. The Executive Committee at the July meeting will review candidates and assign Head Coaches to teams. A secret ballot will be taken if more than one person qualifies for and wishes to be Head Coach of the same team.

Any coach who is under suspension by FTSA, or who received a suspension as the coach of a FTSA travel team, or was suspended by any outside league that Florence Soccer teams are

involved in, is not eligible to serve as a coach with any FTSA team (recreation or travel) until their suspension and any fines are cleared and the person is in good standing with the organization in question.

### **Article 302 CERTIFICATION**

All coaches must be properly certified to meet Florence Township standards for liability protection before they may conduct practice or participate in any games. Coaches who hold a NJYSA license or who hold a sport-specific NYSCA Certification meet this requirement.

All coaches in U-8 and above must have a NJYSA "F" license or higher. All coaches in U-6 and above must have a NJYSA "Y" certification or higher. A one-season grace period will be allowed if no other candidates are available for the job provided the individual meets Township insurance requirements.

All coaches and any other volunteer who has direct contact with the children, must complete the Florence Township Background Check and prominently display the required badge at all times on the field

### **Article 303 HEAD COACH**

There shall be one Head Coach for each recreational and travel team. A person may only serve as Head Coach of one team. A Head Coach may not be the Designated Assistant Coach on any team but may assist any team they wish. Children of Head Coaches will have special draft status. The Head Coach's responsibilities shall be:

- Draft the recreational team or conduct tryouts for the travel team.
- Contact and keep every player and their parents informed of the dates and times of each practice and game.
- Organize practices and have their team ready for each game.
- Make sure that each child and parent has a code of ethics form on file with FTSA.
- Conduct of each player, assistant, or spectator involved with the team.
- Attend or be represented at each meeting from August through November.

Failure to fulfill these responsibilities may result in a disciplinary hearing and possible suspension of coaching privileges.

### **Article 304 ASSISTANT COACHES**

Each recreational team may have one Designated Assistant Coach. No one serving as a Head Coach under Article 303 of the Bylaws may be named a Designated, Assistant Coach for draft purposes without the express approval of the Executive Board. Children of a Designated Assistant Coach will have special draft status. Additional assistants may be named after the draft if a Head Coach so desires. The names of the Designated Assistant Coach and additional Assistant Coaches must be given to the Division Commissioner to be submitted to the Executive Board for approval. The assistants will assume the duties of the Head Coach in the Head Coach's absence.

Each travel team's Head Coach shall determine the number of assistant coaches for the team and their responsibilities. The names of these assistants must be given to the Travel Commissioner to be submitted to the Executive Board for approval.

### **Article 305 YOUTH TRAINERS**

Coaches may utilize Youth Trainers to supplement their team's training. Youth Trainers must be at least 15 years old and have an NJYSA "F" level license or higher. A Head or Assistant Coach must be on the field while the Youth Trainer is working with the team.

### **Article 306 MANDATORY COACHES MEETING**

There will be a mandatory coaches meeting prior to the start of the season. Either the Head or an assistant Coach must represent each team. Head Coaches whose teams are not represented are ineligible to participate in their team's games until this requirement is satisfied.

### **Article 307 COACHES ON THE SIDELINES**

Only the Head Coach and two Assistant Coaches will be allowed on the sidelines for each team during recreational games. If it is in accordance with division play rules, younger divisions may elect to allow one coach on the field to help instruct the players.

### **Article 308 REGISTRATION AND FEES**

Registration will be held during the spring and summer. The executive committee will determine the exact dates no later than the April meeting. Fees will be established by FTSA and Florence Township each year. The exact amount of the fees and any special requirements will be published with the registration form and in any literature distributed about registration. A player must be registered and all fees paid before they will receive a uniform. For insurance considerations, any non-registered player may not practice with the team. There will be a \$10 fee for a replacement jersey, provided that there is an additional jersey available.

Players must be registered by the published cut off date in order to be included in the initial draft. Consideration for siblings and other requests will be given only for those who are registered at this time. Players who sign up after the published cut off date will be placed on teams, if roster space is available, by a supplemental draft held on or about August 15. Players who sign up after this will be held on a waiting list or distributed by the Division Commissioners at the discretion of the Executive Board.

Any player who has an outstanding registration or fundraising balance from a prior season cannot participate on the field until the outstanding balance has been satisfied.

Any player who is added to a team by supplemental draft cannot participate on the field until the late registration fee and fundraising obligations are paid. As with all players, no uniform will be provided to a supplemental draftee until the player fulfills any outstanding fundraising obligations.

No registrations will be accepted for players that were less than four years old on December 31<sup>st</sup> of the previous year.

## **Part 4. RECREATIONAL LEAGUE STRUCTURE**

### **Article 401 DIVISIONS**

FTSL will adhere to the age cutoff date established by NJYSA. (At this time, the cutoff date is August 1<sup>st</sup>. This means that the age of a player on July 31<sup>st</sup> will be their age for the upcoming season.)

The number of divisions, ages for each division, and which divisions are co-ed shall be reviewed and voted on each year at the July meeting. Divisions shall not overlap in age (i.e. no player shall qualify for more than one division). In all but the oldest division, there shall be no more than two years grouped within a division. In the oldest division it is permissible to have a wider age spread.

Each division shall play according to a set of play rules including as a minimum: field size; number and length of periods; number of players on the field; use of goalkeeper; ball size. An attempt shall be made to have the play rules conform to NJYSA recommendations for the ages in that division. The division commissioner shall submit proposed play rules for the division at June meeting, incorporate changes from discussions at that meeting and provide a final version for a vote at the July meeting. If no agreement is reached the prior year's play rules will be used.

#### **Section 401 (a) UNDER-6**

All divisions that are Under-5 or 6 shall be non-competitive and instructional in nature. There will be no set teams, no scheduled games, no standings and no playoffs. Emphasis is on teaching basics with games for fun and skill development.

#### **Section 401 (b) UNDER-8**

The under-8 division shall be non-competitive and instructional in nature. Teams shall be formed by an age based blind draft. There shall be regularly scheduled games but scores and standings shall not be kept. No trophies shall be given based on the outcome of games. Each player will receive equal playing time. There will be no deliberate "head balls" and slide tackling shall not be permitted.

The Under 8 Commissioner will set a schedule of group practices for all players in the division, beginning no earlier than August 1st. Division coaches are asked to participate and assist in the implementation of these practices. The blind draft will be conducted as close to the start of the season as practical, but no later than two weeks prior to the start of the season.

#### **Section 401 (c) UNDER-10**

The under-10 division shall be competitive and instructional in nature. Teams shall be formed by a competitive division draft. There shall be regularly scheduled games and a record of scores and standings shall be kept. Trophies may be awarded based upon the playing rules submitted by the Division Commissioner prior to the start of the playing season. Playoffs will

be held at the end of the regular season. Each player shall play at least half of every game. Slide tackling shall not be permitted.

#### **Section 401 (d) UNDER-12 AND ABOVE**

All divisions that are Under-12 or older shall be competitive and instructional in nature. Teams shall be formed by a competitive division draft. There shall be regularly scheduled games and a record of scores and standings shall be kept. Trophies may be awarded based upon the playing rules submitted by the Division Commissioner prior to the start of the playing season. Playoffs will be held at the end of the regular season. Each player shall play at least half of every game.

#### **Section 401 (e) INVITED TEAMS**

The executive board may invite teams to join our league without going through the draft process with the following guidelines:

1. All players must complete the same registration forms as drafted players and meet all qualifications placed on drafted players.
2. Coaches must meet all requirements placed on coaches of drafted teams
3. All players must meet the same fundraising requirements as drafted players

#### **Section 401 (f) RECREATION INTER-TOWNSHIP PARTICIPATION**

The executive board may allow inter-township games to supplement the recreation league season. All recreation players not carded to travel teams are eligible to participate. Inter-township teams are subject to the FTSA By-Laws.

### **Article 402 PLAYING UP**

"Play up" is allowing a player to play in an age division where they are younger than the minimum age requirement. Parents who are a Head Coach or Designated Assistant Coach may have their children "play up" to the division in which they are coaching provided the children meet the minimum age requirement for registration and also are no more than 12 months younger than the minimum age for that division. Parents who make a written request to the league president may have their children "play up" to a division in which the majority of their school class is in provided the children meet the minimum age requirement for registration and also are no more than 3 months younger than the minimum age for that division. Requests to "play up" will not be considered if either the division for which the player is age appropriate or the division to which they wish to "play up" has held its initial draft. There will be no other exceptions to division age requirements.

### **Article 403 AGE/GENDER BASED BLIND DRAFT**

U-8 division will conduct age and gender based blind drafts to establish their rosters each season. The draft will be conducted no later than two weeks prior to the start of the regular season. Head coaches may name their Designated, Assistant Coach prior to the draft, subject

to Executive Board approval (see Article 304). Children of the Head and Designated Assistant Coach will be placed on those coaches' team. The Division Commissioner, in agreement with the Head Coaches, will propose the draft parameters regarding the random sorting of players and the draft will be conducted by the President and the Division Commissioner. Coaches will be provided a roster of their team no later than two weeks prior to the start of the regular season. With the executive board's prior approval, the division commissioner will attempt to accommodate special requests such as keeping siblings together.

#### **Article 404 COMPETITIVE DIVISION DRAFT**

Divisions for U-10 and above will conduct drafts to establish their rosters each season. The draft will be conducted no later than 3 weeks prior to the start of the regular season. The Division Commissioners will set a schedule of group practices for all players in the division, beginning no earlier than August 1st. Division coaches are asked to participate and assist in the implementation of these practices. Head coaches may name their Designated, Assistant Coach prior to the draft, subject to Executive Board approval (see Article 304). A list of the remaining players eligible for the division will be provided to each team as far in advance of the draft as is possible. An updated version will be provided at the draft. The list shall include players gender, age, phone number, team played for the previous season, travel team status, any special requests and whether the request has been ruled on by the executive board. Only the coaches, commissioner, and executive board members may be present at the draft.

With the executive board's prior approval, the division commissioner will attempt to accommodate special requests such as keeping siblings together (a two for one pick), splitting specific players onto different teams (conflicts with sponsorships) or restricting draft by a particular team (conflicts with coaches or sponsorships).

The draft shall consist of two phases. Phase one is for returning players and phase two is for new players. Returning players consist of any player on a roster in that division the prior season. New players consist of players entering that division, whether first time players or players moving up from a younger division.

Drafting order is as follows: the team with the most returning players selects first and this continues to the team with the fewest returning players. In the event of a tie, the team with the better record from the previous season chooses earlier. If two or more teams are still tie (same record) those teams will randomly draw numbers from a hat.

During phase one; a team must take one of their returning players, if available, until the end of the fourth round. After the fourth round, any team may draft any phase one player. Once a coach has no more returning players from their team in the draft, the coach can select any available returning player from any other roster. Drafting will continue until there are fewer players to select than teams to select. All remaining players will be placed in the phase two draft.

During phase two, returning players who were not selected in phase one and any new players will be drafted until all players are chosen. The order of the draft will be the reverse of phase one.

No team may pass on a selection at any time. Teams must pick a player when it is their turn.

In each phase, each team may select one player before selecting the Head Coach's child/children and one more player before selecting the designated assistant coach's child/children.

In the event the commissioner of a competitive division feels the current drafting system will create a competitive imbalance, the commissioner may propose to the division coaches a complete redraft of that division. The coaches and the commissioner will vote on the proposal and if a majority approves the complete redraft, one will be held on the scheduled draft date. In the event that the coaches and the commissioner cannot reach a consensus for a complete redraft, alternate drafting methods may be proposed. If no agreement is reached prior to the proposed draft date, the current draft rules will apply.

#### **Section 404 (a) PLACEMENT OF LATE REGISTRANTS**

The Executive Board may approve a supplemental draft for late registrants who have met their financial obligation to the league, if roster space is available. If approved, supplemental drafts will be held no later than 1 week prior to the start of the season. The method for drafting the late registrants should be proposed by the division commissioner and must be approved by the Executive Board. The proposed method should attempt to keep age and/or gender balances across teams similar to the original draft process.

At no time will a coach recruit a player or instruct a player when to register so that they may get this player. Any coach who is found to violate this rule will have to forfeit the player and have another player assigned in this player's place. Violation of this rule may lead to suspension of the coach for the season and possibly for future seasons.

#### **Article 405 SPECIAL PLACEMENT OF PLAYERS**

The only way for a player to request special placement is for the parents to make a request in writing at registration. The parents must present valid reasons for this move. The Executive Board will decide if the reasons given are sound and whether or not to allow the request. A parent cannot request that their child be placed on the team of specific coach or request they not be on the team of a specific coach except their previous year's coach.

If requested in writing and players are registered before the published cut-off date, an attempt will be made to keep siblings on the same team. Coaches will be informed of other requests at the draft.

The Division Commissioners are responsible for making sure that any requests granted by the Executive Board are carried out during the division draft.

#### **Article 406 IN SEASON MOVEMENT OF PLAYERS**

After the draft is concluded there will be no movement by any player to another team in the same division. At no time may coaches trade players or draft picks.

## Article 407 GAME- PLAYING RULES

### Section 407 (a) STARTING AND CONDUCTING THE GAME

Games will start no later than the scheduled time. Games starting at 5:30 will have a 10-minute grace period only if one or both teams do not have the required minimum number of players as defined in the division's play rules. The game must start as soon as each team has the required minimum number of players. (There will be no waiting for a certain player to show up.) If teams start shorthanded, players may be added equally during the next stoppage of play. The coach(s) needs to notify the referee if the player being put in was not present when the referee did the pre-game checks. Referees may shorten games that start late or darkness is approaching. The referee should notify the coaches that he/she intends to do this.

### Section 407 (b) INJURY TIME OUTS

If a game is stopped for an injury, the injured player must be removed from the field for evaluation. The player may reenter the game at the next appropriate substitution time. If there is no substitute for an injured player, the opposing coach must remove one player until the injured player returns to the game.

### Section 407 (c) FORFEITS

A team will forfeit the game for the following reasons:

1. They do not have the required minimum number of players as defined in the division's play rules at the scheduled start time or after the grace period.
2. They fall below the required minimum number of players as defined in the division's play rules during the game for any reason.

### Section 407 (d) EVEN STRENGTH COURTESY

In order to be consistent with the fact that Recreation Soccer is not a "win at all costs" proposition, it is recommended that a coach show courtesy to the opposing team's players by playing with the same number of players per side even if you have more players present than your opponent. This would include removing one of your players if the opponent loses a player and has no substitute, due to injury or any non-disciplinary reason. Coaches may, but do not have to, remove a player if an opponent is disqualified.

It is the responsibility of the coach whose team is short-handed to inform the opposing coach and the referee prior to the start of the game.

In all divisions where standings are kept, paragraph two, of this section MUST appear within the play rules for the division and should be addressed at the mandatory meeting prior to the start of the playing season.

## Article 408 PLAYING TIME

All players in all divisions must play at least half of every game. Players arriving after a game has begun are required to play at least half of the time remaining in the game as of their arrival.

Coaches are encouraged to maximize all players' participation. These requirements are established to make sure all players get an adequate amount of playing time. Recreational Soccer is about participation not awards. Coaches who do not play their players the required amount or time will be given one warning. If they violate the rules a second time they will be suspended for one game.

## Article 409 PLAYER'S EQUIPMENT

Following is a list of required equipment Players must wear: (anything not covered in this list but is listed as proper or mandatory equipment as outlined by FIFA, USYSA and NJYSA will be considered as such by the FTSL.)

**SHOES** - approved soccer shoes are recommended. Sneakers are allowed but not recommended. No All Purpose Cleats with a cleat at the center of the toe will be allowed. No screw in cleats or metal cleats will be allowed.

**PROTECTIVE SUPPORTERS** – are strongly recommended for all boys.

**SHIN GUARDS** - must be worn for practice and games. Guards with hard outer shells are recommended.

**SOCKS** - socks of the team's color must be worn over the shin guards during games.

**GLASSES** - sport glasses with both safety frames and lenses are strongly recommended. Safety goggles with wide earpieces that cover the whole frame may be worn over regular glasses.

**MOUTH PIECES** - recommended for all.

**TEAM UNIFORM** - all team members must wear matching jerseys and socks. Shorts should be "soccer type" and either a dark color (black or navy) or of a matching color for each team member.

**SWEAT SHIRTS AND PANTS** - Are allowed but team jersey must be on the outside and no hoods are allowed.

## Section 409 (a) PROHIBITED EQUIPMENT

**JEWELRY** - No earrings, watches, or dangling chains will be permitted. Nothing hard or containing metal may be in the hair.

**HOODED SWEATSHIRTS** - Hoods cannot be worn. You cannot tuck the hood into the shirt.

#### **Article 410 SCHEDULING POSTPONED GAMES**

The Division Commissioner and the coaches involved in any postponed game will establish a date to play any postponed game within seven (7) days of the originally scheduled or previously rescheduled date. If the game cannot be rescheduled before the end of the season, the Commissioner may declare the game a 0-0 tie. If the game cannot be rescheduled due to one of the coaches being uncooperative, the Commissioner may award a forfeit to the opposing team. The Commissioner will notify the Games & Referee coordinator of the new date. It is the Coaches who are ultimately responsible for making the effort to reschedule these games.

#### **Article 411 TEAM STANDINGS**

Standings for competitive divisions will be based on a point system that awards 3 points for each win, 1 point for each tie, and no points for each loss. Total points earned will determine season champions. If two or more teams are tied then they will be declared co-champions.

#### **Article 412 ANNUAL AWARDS**

Each year the Executive Committee will determine prior to the start of the season the type of awards to be given out based on available funding. Participation awards given to all players will be given priority.

As stated in Article 401, Division Commissioners shall include procedures for the distribution of annual awards based on the funding provided by the Executive Committee along with the approved play rules.

#### **Article 413 REFEREES**

All referees must have current USSF registration and license. Where practical, the Games and Referee Coordinator will adhere to the recommendations suggested by the USSF regarding the appropriate matches to be officiated based on the Grade level attained.

#### **Section 413 (a) UNIFORM**

Each referee must be in the official game uniform with current patch displayed for each regularly scheduled game that they officiate.

#### **Section 413 (b) NO SHOW BY THE REFEREE**

If the Referee is not present 5 minutes prior to game time the coaches will decide on a replacement so the game can start on time or as close as possible. Whatever the coaches agree to will stand and the game will count in the standings.

In the event a suitable substitute cannot be found, the game will be rescheduled at a later date.

#### **Article 414 ABANDONED GAMES**

If a game is abandoned (the referee stops play before the full game is completed) the coaches will notify the Division Commissioner who will in consultation with each coach determine if the game results will stand as they were at the stoppage or be replayed from the beginning. In the event there is not an agreement between the coaches or the game has not gotten past the first half, the game will be replayed from the start. In cases where the referee abandons the game due to abusive and/or threatening behavior by a coach or fans of one team, the Executive Board in consultation with the coaches and Commissioner involved may declare a forfeit.

### **Part 5. POST SEASON & OFF SEASON RECREATION**

#### **Article 501 POSTSEASON ALL-STAR TOURNAMENTS (RECREATION ONLY)**

Division Commissioners, in conjunction with head coaches, will attempt to give preference to older, division players in the selection for All-Star teams, where applicable.

All-star teams may go to post season tournaments with the approval of the Executive Committee. Any child, who played during the season, must be given notice of the formation of a team and be offered a chance to participate. If more players than necessary show an interest in participating, a try-out must take place to select the team members. The number and composition of teams will be left to the Division Commissioner and the coaches who wish to take the team(s).

Teams are responsible for entry fees. The Executive Committee may, in any year, decide to offset some or all of the fees for these teams.

#### **Article 502 WINTER INDOOR TEAMS**

Teams may be formed for indoor soccer if interest is there and a league exists for us. Teams will be formed by a try-out of all interested players in the appropriate age divisions. Travel teams will follow procedure outlined in the Travel Team section of the bylaws.

Teams are responsible for their fees unless the Executive Committee decides to take care of all or part of the expenses subject to Executive Board approval prior to the start of the indoor season.

Participation shall be limited to indoor leagues sanctioned by NJYS.

## **Part 6. TRAVEL TEAMS**

### **Article 601 TRAVEL TEAM PHILOSOPHY**

Travel Teams are competitive extensions of the Recreational League. All expenses for play, including fines, are the responsibility of the team. Funding and or equipment may be subsidized by FTSA.

### **Article 602 REGISTRATION AND FEES**

Travel teams must contribute to the maintenance of the FTSA facilities along with Township facilities as required every season. The amount of this maintenance fee is to be set by the Executive Board for each season.

### **Article 603 TRY OUTS**

Well announced try outs for travel teams must be held for all newly formed travel teams or when an existing travel team wishes to fill an open roster spot. An open roster spot for existing teams will be determined by the Head coach.

The Travel Coordinator should attempt to coordinate the try outs with all the travel teams.

At least three tryout dates will be announced between May 1 and June 15 for the Travel Players who wish to participate on girls FTSA travel teams; between May 1 and July 15 for the Travel Players who wish to participate on boys FTSA travel teams; between November 1 and December 15 for newly formed girls Spring Season teams; or between November 1 and January 15 for newly formed boys Spring Season teams. The Travel Commissioner in consultation with the coaches will set the dates and times involved. Players who cannot attend any of the stated tryouts may make arrangements with the coach. Coaches must get approval from the Travel Commissioner to hold these additional tryouts.

Well Announced" try outs will be defined as:

- Announced at the league meeting prior to the first tryout,
- Posted on the official league website, and
- Appearing in at least one local area newspaper at least one week prior to the tryout.

### **Article 604 SELECTION OF TRAVEL TEAMS**

All tryouts are open (meaning that players who played on the team the previous season do not automatically make the team). After the try out process has ended, each coach will have a list of players. At this point, only the players on the list may be considered for the team. In picking the team preference will be given to Florence Township players. The remaining spots may be filled by anyone who has registered and tried out before the deadline regardless of previous affiliation. Players who live in the township or have participated during the previous season in either the Recreation League or on a Florence Travel team will be considered Florence Township players.

Travel Coaches may request Executive Board approval to roster a non-Florence Township player over a Florence Township player if the non-Florence player is age-appropriate and the Florence Township player is "playing-up", and/or the non-Florence Township player's skills are deemed more suitable to the anticipated level of competition.

Coaches do not have to carry more than 14 players on a roster (12 for 8 V 8 teams). If a coach has more than the required players, cuts can be made. Players cut will be kept on a waiting list that will be used to fill roster vacancies that occur.

If roster spots exist after June 15 for fall girls teams; July 15 for fall boys teams; December 15 for newly formed girls Spring Season teams; or January 15 for newly formed boys Spring Season teams each coach may elect to hold additional try outs to fill the vacancies. Coaches need to keep the Commissioner informed about these dates. All spots filled after July 1 will be at the discretion of the coach and no preference will be given for any reason. Teams with less than the minimum number of players may schedule additional try outs to fill roster spots at any time.

### **Section 604 (a) Eligibility of Players**

All travel players must play recreation soccer, or Middle School soccer or a comparable Fall recreation or Middle School sport (i.e. Field hockey) subject to Executive Board approval. Players, through their travel coach, may apply to the Executive Board for a one-year exemption for this requirement.

### **Section 604 (b) Eligibility of Coaches**

All travel coaches must meet the minimum requirements of the FTSA as Head Coaches or Assistant Coaches (Articles 303 and 304).

All travel coaches must meet the minimum requirements of their respective travel leagues.

All travel head coaches must be residents of Florence or have a child currently participating in the FTSL or maintaining their current status as a Florence Township player (participation on a Florence travel team will maintain a player's status).

Travel coaches are subject to Executive Board approval and the disciplinary procedures applicable to the FTSA, and their respective leagues.

### **Article 605 FORMATION OF NEW TEAMS**

If interest is shown and a coach is willing, new teams may be formed from players not already carded to existing Florence travel teams. A request for formation of the new team will be made to the Travel Commissioner. The team must have at least 11 members for 11v11 divisions or at least 8 for 8v8 divisions and should in no way conflict with existing rosters. The Executive Committee will grant final approval for the formation of new teams.

### **Article 606 FEES**

Before the season the travel coach will establish a non-refundable fee for expenses such as, but not limited to, referee fees, tournaments, alternate jerseys and any other reasonable expense. The Travel Commissioner must approve any fee. If a team wishes to raise funds it must submit a request stating the activity and purpose for it to the Executive Board for approval.

### **Article 607 ACCOUNTING OF FUNDS**

Any fees and funds collected will be reported and given to the FTSA Treasurer. Each team will have a line item established for it by the treasurer. Travel teams can not carry over funds from one year (fall season through spring season) to the next without Executive Board approval. On or before July 1st, travel coaches, in conjunction with the Treasurer, should reconcile travel accounts and zero balances, as appropriate.

Teams with a negative account balance at the end of the spring season cannot receive registration funds from the Treasurer for the upcoming season until said balance is brought to zero.

When a team disbands any remaining funds will be placed in the FTSA Treasury for disbursement.

### **Article 608 INDOOR, WINTER OR SPRING TEAMS**

Travel team rosters for indoor, winter or spring seasons, will be made up of players from the fall roster. These players will be guaranteed a spot on the teams. If more players want to play than there are spots on the roster, the coach will have to work out an equitable solution to this problem. Coaches may hold tryouts to fill spots for the stated season only if not enough fall players are interested.

## **Part 7. CONDUCT & DISCIPLINE**

### **Article 701 CODE OF ETHICS**

FTSA shall stress the importance of ethical behavior. In addition, the FTSA will provide for a restraining line for the spectators on their side of the field and a tactical area for the coaches and players on the opposite side of the field. The restraining lines will be painted in a color different from the color used to designate the area of play.

#### **Section 701 (a) Coach**

All head and assistant coaches must sign and submit a Code of Ethics form to the Board. A coach is ineligible to participate in any game or practice if the form is not signed and submitted.

#### **Section 701 (b) Players**

Each player must sign and submit to the coach a Player's Code of Ethics that will be submitted to the Board. Any player who does not have a form on file may not participate in any game.

#### **Section 701 (c) Parents & Guardians**

Each player's parent(s) or guardian must sign and submit to the coach a Parent's Code of Ethics for submission to the Board. The child of anyone who does not have a form on file will not be eligible to play in any games.

### **Article 702 PENALTY FOR USING AN INELIGIBLE PLAYER**

Any team who uses an ineligible player, one who is not properly registered, has not met the fund raising or Township fee requirement, or who does not have a Code of Ethics form for the player and/or parents, will forfeit any game in which the ineligible player participates. A coach who knowingly uses an ineligible player is subject to suspension of up to 4 games.

Any team that cannot field a team because of a player's or parent's refusal to submit the required forms will be disbanded and the players redistributed within the division by a draft.

### **Article 703 PENALTY FOR USING AN INELIGIBLE COACH**

Any team who uses an ineligible coach will forfeit any game in which the ineligible coach participates. Any ineligible coach who participates in a game or practice may be subject to a disciplinary hearing.

### **Article 704 CONDUCT**

All coaches should strive to set a positive example by emphasizing and demonstrating teamwork and good sportsmanship. Coaches should set a good example for their players in their behavior toward their players, opposing players, opposing coaches and referees. Among the behavior that will not be condoned are abusive language (toward any player, coach or official), verbal harassment (making derogatory or threatening remarks toward any player, coach or official) and the use of alcohol, tobacco, or other controlled substances. Any member of the FTSA may be dismissed by a vote of the Executive Board for improper conduct at any time.

### **Article 705 DISCIPLINE**

Disciplinary cards will be issued by the referee for improper behavior. Any coach who receives a RED card from the referee (except when the card is issued for spectator misbehavior) must immediately leave the field and retire to an area at least 100 feet from the playing field or inside a vehicle in the parking area. At no time may the suspended coach make any remark, demonstration or attempt to communicate with the Assistant Coaches or players during the game. At no time will a suspended coach enter the spectator's area claiming to "be a parent". Violation of this rule will result in the awarding of another RED card and imposition of penalties outlined later. A YELLOW card does not involve suspension but the accumulation of two YELLOW cards in one season will be considered as a RED card

and the same penalties will be imposed. Coaches who are RED carded will be suspended for the next scheduled game. If the next scheduled game is the resumption of a game abandoned by the referee, the resumed game will not count towards the completion of any suspension. If the incident occurs in the last game the coach is involved in, the penalty must be served before the coach can participate in the draft or any game involving a FTSA sponsored team in the next season. Accumulation of 2 RED cards (or 4 YELLOW cards) in one season will bring a suspension of at least four games. If the second RED card is given in the last game of the season the coach will not be eligible for a period of at least the first four games for the next season.

The referee will report any issuance of cards to the Games and Referee Coordinator who will inform the Division Commissioner of the suspension. The Commissioner will notify the coach of this action.

#### **Article 706 REINSTATEMENT**

Before a suspended coach is reinstated, all suspensions and penalties must be served. The coach in question must submit a letter explaining the reason for the suspension and what they intend to do to prevent this from happening in the future. A vote to reinstate will be taken by the Executive Committee at the next regular meeting unless the President decides that a more timely decision is required in which case a vote to reinstate will be taken by the Executive Board plus the Division Commissioner involved.

#### **Article 707 PLAYER DISCIPLINE**

Any player who is given a RED card by the referee will be immediately removed from the game. The player will also be suspended from participation in the next game (*if* the penalty is for deliberately touching a ball in the penalty area the player will receive no suspension and may be replaced by an available substitute). Any removed player must refrain from making remarks to players or coaches on the opposing team or the referee. Violation of this rule will bring an additional one game suspension in which they must observe the same restrictions as coaches if they wish to view the game. Suspensions in the last game of a season will carry over to the next season. Incidences of unacceptable conduct on or outside the field, either before, during or after a game or practice by players, coaches or officials will be investigated and appropriate sanction voted on by the Executive Board. The use or dispensing of alcohol, tobacco, controlled substances or any other banned substance on or near the playing fields will not be tolerated.

### **Part 8. PRIVACY STATEMENT**

#### **Article 801 PERSONAL INFORMATION**

FTSA collects personal information on both players and coaches. The information collected includes, but is not limited to, address, phone, e-mail, date of birth, and other information necessary to insure compliance with our By-Laws. The information collected is for the purpose of conducting association business only. The FTSA will not disclose this information for any other purpose.

### **Part 9. DISSOLUTION**

#### **Article 901 LEAGUE DISSOLUTION**

If the time comes where the FTSA must dissolve, funds remaining in the treasury will be used to pay any outstanding bills. All remaining funds, uniforms, supplies and equipment will be turned over to the Florence Township Recreation Commission.