

**EAST GREENWICH SOCCER ASSOCIATION
CONSTITUTION
&
BY-LAWS**

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**EAST GREENWICH SOCCER ASSOCIATION
CONSTITUTION & BYLAWS
2009 Edition**

SECTION 1 – ADMINISTRATION

ARTICLE 1 NAME AND COLORS

- 1.0.1 The name of this organization shall be EAST GREENWICH SOCCER ASSOCIATION. Within this document it shall also be referred to as “EGSA.” Any use of the Association’s name must be approved by the Board of Directors.
- 1.0.2 The official colors of the association are GREEN and WHITE. However, any team may, upon application and approval by the Board of Directors, purchase a third uniform kit of alternative colors.

ARTICLE 2 AFFILIATION

- 2.0.1 EGSA shall be an affiliate of and shall comply with the constitution and bylaws of the New Jersey Youth Soccer Association (also referred to as “NJYSA”), Jersey Area Girls Soccer (also referred to as “JAGS”), the South Jersey Boys Soccer League (also referred to as “SJSL”) and/or South Jersey Girls Soccer League (also referred to as “SJGSL”), Middle Atlantic Premier Soccer (also referred to as “MAPS”) or any other youth soccer association that the Board of Directors deems appropriate.

ARTICLE 3 PURPOSE

- 3.0.1 To instill in the membership the ideals of good sportsmanship, fair play and respect for authority so that they may become better, more responsible persons in today’s society.
- 3.0.2 To promote knowledge and appreciation of the game of soccer and to improve ones individual and team skills.
- 3.0.3 To provide all micro and travel team ability level players with an opportunity to learn the game of soccer, develop skills and an understanding of the games rules and strategies and to promote the spirit of fair play, sportsmanship and discipline.
- 3.0.4 To provide for the youth a supervised soccer program and the highest competitive level possible under the rules and regulations of the affiliate organizations.

ARTICLE 4 GOVERNMENT

- 4.0.1 This organization shall be a nonprofit organization qualifying under Title 15A of the New Jersey Statutes Annotated, the purpose of which organization shall be to promote and encourage the sport of soccer for the benefit of the youth of East Greenwich Township, Gloucester County, New Jersey and any youth enrolled in the East Greenwich Township

School District, including any youth from surrounding townships or as otherwise provided in these bylaws; to provide such youth with an opportunity to learn about, and participate in, the sport of soccer; and to provide a competitive soccer micro and travel program designed to teach such youth the spirit of good sportsmanship, honesty, loyalty, competition to become stronger and better rounded individuals and to support and develop amateur athletes for that competition.

- 4.0.2 EGSA shall be governed by the Board of Directors in accordance with the bylaws of the association and its' affiliated organizations, and which shall consist of Officers known as Directors. The Board of Directors shall be responsible for establishing and executing the policies of the organization consistent with the purposes thereof. The Board of Directors may adopt temporary rules and regulations for specific cases or circumstances, not provided for in the By-Laws. The Board of Directors shall authorize all separate and distinct expenditures of the organization in any amount specified by the Board of Directors, and shall not create any indebtedness beyond the assets of the organization. Funds shall not be withdrawn for purposes other than those of the organization. Funds shall not be withdrawn from the organizations accounts except by the signature of the Treasurer and/or President and/or Vice President. Dues and playing fees, if any, shall be established by the Board of Directors for the fall and spring seasons.
- 4.0.3 The Board of Directors shall consist of a President; Vice President; Treasurer; Secretary; Director of Girls' Travel Program; Director of Boys' Travel Program; and Director of Micro Program. Four (4) members then serving on the Board of Directors shall constitute a quorum for voting purposes. No vote can take place without a quorum, at least one-half of the members then serving on the Board of Directors being present at the time of the motion.
- 4.0.4 The EGSA may be dissolved by an affirmative vote of three-fourths or more of the full membership of its Voting Members. In the event of dissolution, the property of the Association shall be distributed to the Recreation Department of East Greenwich Township, Gloucester County, State of New Jersey.
- 4.0.5 The EGSA, including but not limited to, the Board of Directors, Coaches, Parents, Players, etc., shall comply with all laws, statutes, regulations, rules and local ordinances of the of the State of New Jersey, Gloucester County and East Greenwich Township as it relates to youth sports, particularly to East Greenwich Township Local Ordinance Chapter 9.28 entitled Youth Sports Conduct, a copy of which is attached hereto as Appendix 1.

ARTICLE 5 TERMS OF OFFICE AND ELECTION

- 5.0.1 Nominations may be made at a General Meeting the date for which shall be determined by the Board of Directors. Nominations may be made by anyone attending the meeting. Nominations will also be accepted from the floor during the any General Meeting before elections take place.

5.0.2 The Board of Directors shall be elected by secret ballot of all voting members present and in good standing at the Annual General Meeting. Elections are subject to the following.

1. No candidate can be elected to office and no proposal can be decided except by a majority vote of the total ballot cast at any General Meeting.
2. If more than two people run for the same position and there is a tie, only the candidates that are tied are put to a re-vote from the membership. In such event of a tie, the vote must be retaken until the tie is resolved by voting.
3. When candidates for more than one office are voted on at the same time, a majority of the legal votes cast for each particular office is required to elect a candidate to that office.
4. Members may vote for anyone who is eligible and has been nominated, by writing in the name of their choice on the ballot.
5. Any person who is running unopposed may be elected by voice vote if so moved and seconded.
6. Any member receiving the necessary vote is elected, unless he/she declines to accept the office.
7. No person's name shall be submitted without first obtaining his/her consent.
8. A meeting of the Board of Directors of this organization shall be held to hear any charges of misconduct against any given Officer or Coach after which the Officer or Coach may be removed for cause or disciplined by the Board of Directors upon the affirmative vote of two-thirds or more of the full membership thereof. Upon removal, the corresponding office or position shall become vacant.
9. A vacancy occurring in any office shall be filled by a majority vote of the legal votes cast of the Board of Directors at a meeting called for that purpose or at a regularly scheduled monthly Board Meeting. However, the Board of Directors at its discretion may call for a Special General Meeting for the purpose of filling that vacancy. In that event, the procedure for general election shall be followed with respect to nomination of candidates.

5.0.3 The newly elected officers/directors shall immediately assume the full duties of their offices.

5.0.4 Each officer/director shall serve three (3) full years and may be re-elected for no more than three (3) terms in succession for the same office unless no other individuals are nominated for the same position. However, after a one (1)-term break in service, he/she may again become eligible to hold that same office.

5.0.5 Prerequisite for position of President is 1 year of immediate prior board service.

ARTICLE 6 DUTIES OF OFFICERS/DIRECTORS

6.0.1 **PRESIDENT:** The President shall be the chief executive officer of this organization and shall preside over all the activities, including general membership and Board of Directors meetings, thereof. The President may appoint special committees, if necessary. The President shall also be the agent of the club upon whom process against

the organization may be served, the Association's post office box serving as the location of the principal office of the organization and which mailing address shall be EGSA c/o President, **P.O. Box 108, Clarksboro, New Jersey 08020**. Upon the unavailability of the President to perform any duty of the office, that duty shall be performed by the Vice President, Secretary, and Treasurer in the order named.

- 6.0.2 **VICE-PRESIDENT:** In the absence of the President, the Vice President shall preside at the monthly meetings of the general membership and the Board of Directors. The Vice President is responsible, in the absence of the President, for performing the duties of the President. The Vice President shall serve as EGSA hearing officer for any grievance presented to the Board of Directors and shall submit all findings to the Board of Directors for its final action.
- 6.0.3 **SECRETARY:** The Secretary shall be the recording officer of the organization and custodian of all its non-financial records, including the minutes of all general membership and Board of Directors meetings. The Secretary shall also be the corresponding officer of the organization, causing proper notice to issue all of its general membership and Board of Directors meetings at least ten days before the dates thereof. The Secretary shall also have other duties as may be designed by vote of the Board of Directors.
- 6.0.4 **TREASURER:** The Treasurer shall be the financial officer of the organization and custodian of all its financial records. The Treasurer shall receive all funds deposited with the organization and shall deposit such funds in such bank accounts as directed by the Board of Directors. The Treasurer shall prepare a detailed financial report annually for distribution to the EGSA general membership. The Treasurer shall also have other duties as may be designated by vote of the Board of Directors.
- 6.0.5 **DIRECTOR OF GIRLS' TRAVEL PROGRAM:** The Director of Girls' Travel Program shall attend all meetings of the South Jersey Girls Soccer League (SJSL) on behalf of EGSA. The Director is authorized to vote for EGSA on any SJGSL matters. Within five days of any SJGSL meeting the Director shall distribute, in writing, to the Board of Directors and all girls team head coaches all information presented at those meetings. The Director will be responsible for the timely notification to all girls' coaches of the meetings and deadlines of the SJGSL. The Director of Girls' Travel Program shall also have other duties as may be designated by vote of the Board of Directors.
- 6.0.6 **DIRECTOR OF BOYS' TRAVEL PROGRAM:** The Director of Boys' Travel Program shall attend all meetings of the South Jersey Soccer League (SJSL) on behalf of EGSA. The Director is authorized to vote for EGSA on any SJSL matters. Within five days of any meeting the Director shall distribute, in writing, to the President, Coaching Director and all boys team coaches all information presented at those meetings. The Director will be responsible for the timely notification to all boys' team coaches of the meetings and deadlines of the SJSL. The Director of Boys' Travel Program shall also have other duties as may be designated by vote of the Board of Directors.

6.0.7 **DIRECTOR OF MICRO PROGRAM:** The Director of Micro Program shall have the responsibility for planning and organizing EGSA's micro program. The Director shall also have other duties as may be designated by vote of the Board of Directors.

6.0.8 **BOARD OF DIRECTORS:** The Board of Directors shall have the additional responsibility for organizing and maintaining the activities of EGSA relating to the selection and development of coaches and players, including clinics and training programs intended to improve the level of play and skills of players and coaches. The Board of Directors shall be responsible for disseminating information, whenever appropriate, to EGSA general membership, coaches, players and the public as to the clubs player registration, try out and selection policies and procedures. The Board of Director shall retain a copy of each team's official team roster, copies of volunteer KidSafe forms and any other documentation deemed necessary to perform the duties of the position. The Board of Directors shall also have other duties as may be determined from time to time by the Board of Directors.

ARTICLE 7 COMMITTEES

7.0.1 The Board of Directors shall from time to time establish various committees on an as needed basis. However, the Board of Directors shall maintain the following standing committees to facilitate the operation of the organizations:

a] **COACHING COMMITTEE:** The Coaching Committee is responsible for recruiting, training and retaining quality coaches to work with the players. Tasks for this committee include scheduling of licensing courses, evaluation of the first aid kit, and availability of first aid courses, coaching clinics, maintaining a coaching manual, creation of a map book of all field locations in South Jersey and addressing other coaching related matters. The committee is responsible for oversight of the player registration and selection process. The committee chairperson shall be appointed by the President and approved by the Board of Directors. The committee may also be chaired by any Director of the Board.

b] **FIELDS COORDINATOR COMMITTEE:** The Fields Committee is responsible for preparing a budget for proposed expenses and improvements to be submitted prior to each fiscal year. It is responsible for overseeing the maintenance of the fields. The committee will ensure that the personnel is in place to have the fields properly lined prior to games. Also, it shall appoint a coordinator who is responsible for field scheduling for the EGSA. The committee also identifies equipment needs and undertakes storage and purchasing arrangements. The committee chairperson shall be appointed by the President and approved by the Board of Directors. The committee may also be chaired by nay Director of the Board. The committee shall have the responsibility for organizing and maintaining the activities of EGSA relating to the scheduling and maintenance of entitled soccer fields. The committee shall be responsible for disseminating information, whenever appropriate, to EGSA general membership, coaches, players and the public as to field(s) availability, requests for use and usage policies and procedures. The committee shall retain a copy of all field permits issued by the township and any other

documentation deemed necessary to perform the duties of the position. The committee shall also work with East Greenwich's Parks and Recreation and athletic clubs to coordinate field use and resolve field use conflicts. The committee shall select two alternate contacts to coordinate/resolve field scheduling activities in the event Field Coordinator cannot be contacted.

c] **COMMUNICATIONS COMMITTEE:** The Communications Committee is responsible for promoting EGSA internally and to the public. Responsibilities include the maintenance of a website, membership data base, publication of a newsletter, season wrap ups, weekly article submissions to local newspapers during the season, tryouts, and other related public relations issues. The committee chairperson shall be appointed by the President and approved by the Board of Directors. The committee may also be chaired by any Director of the Board.

d] **CONCESSION STAND COMMITTEE:** The Concession Stand Committee is responsible for recruiting and assigning staffers, purchasing supplies and overseeing the operations of the concession stand. If a special event is scheduled, the committee will be involved in coordinating concession stand availability. The committee will submit a budget prior to the beginning of each fiscal year. The committee chairperson shall be appointed by the President and approved by the Board of Directors.

e] **UNIFORM COMMITTEE:** The Uniform Committee is responsible for outfitting each team for each season of play. The committee recommends the style of uniform to be purchased as well as a replacement schedule. The committee is responsible for distributing, collecting and inventorying all apparel purchased by EGSA. The committee will also submit its recommendations for patch design and purchase, warm up uniforms, jackets, duffel bags or other apparel which are to be used by EGSA teams. The committee chairperson shall be appointed by the President and approved by the Board of Directors. The committee may also be chaired by any Director of the Board.

f] **PLAYER TRAINING ADVISORY COMMITTEE:** The Player Training Advisory Committee shall advise the Board of Directors on all matters related to EGSA'S selection and use of trainers and policies for player training. The Advisory Committee shall be chaired by any Director of the Board and may include team coaches of the boys, girls and micro soccer programs appointed by the President and approved by the Board of Directors.

g] **REGISTRATION COMMITTEE:** The Registrar is responsible for registration of all players and to maintain a complete record of all teams and players for the purpose of player registration, team, association, league affiliation and insurance records and shall also conduct the semi-annual membership drive. In addition, the Registrar shall have the responsibility to coordinate camp registration and any Tournament Competition. The committee chairperson shall be appointed by the President and approved by the Board of Directors. The committee may also be chaired by any Director of the Board.

ARTICLE 8 AMENDING THE BYLAWS AND CONSTITUTION

- 8.0.1 Recommendations for changes to the by laws may be submitted by anyone associated with EGSA in writing to the Vice President at any time. The Vice President shall provide a copy of the recommendation(s) to the Secretary for both record keeping and distribution at the next General Meeting
- 8.0.2 The by laws shall be reviewed annually. A committee chaired by the Secretary and consisting of at least two other Directors of the Board shall review the by laws and submit any recommended changes to the Board Directors. The by laws committee shall consider all of the proposals and, in the Board's sole discretion, may invite any individual who submitted a recommended change to attend the committee's discussion meeting.
- 8.0.3 All proposed changes shall be presented at a Board of Directors Meeting to be determined by the Board. The proposed changes to the by laws will be voted on a one by one basis at such Meeting. Passing of a proposed by law will require a majority vote by a quorum of the Board of Directors.
- 8.0.4 The revised by laws shall be voted on at the following Board of Directors Meeting. If the new version fails to pass then the by laws from the previous year will remain in effect.
- 8.0.5 The Board of Directors reserves the right to amend the "East Greenwich Soccer Association Constitution and Bylaws" at any time provided any changes are deemed advantageous to EGSA and overall benefit of the membership. Any change(s) must be approved by a **51%** majority vote by the then serving members of the Board of Directors.

ARTICLE 9 TEMPORARY RESOLUTIONS

- 9.0.1 When a situation arises where the resolution of a problem would conflict with the existing by laws, the Board of Directors, by a **51%** majority vote of the Board of Directors, may draft and pass a Temporary Resolution, which supersedes the by laws.
- 9.0.2 All Temporary Resolutions expire at the end of the season in which the Temporary Resolution was passed. However, upon the showing of exigent circumstances, the Temporary Resolution may be extended by the Board an additional thirty (30) days.

ARTICLE 10 MEETINGS

- 10.0.1 General Meetings of the EGSA Board of Directors will be held monthly at a time and location to be determined by the Board of Directors and published on the EGSA website. The meetings are open.

All meetings shall be conducted in accordance with Robert's Rules of Order (<http://www.rulesonline.com>), latest edition and generally with the following agenda

- Call to Order
- Roll call
- Reading and approval of previous minutes

- Greeting by the President
- Treasurer's Report or Reading and approval of the Financial Report
- Reports from Officers and Committees
- Old and Unfinished Business
- New Business to include additional Reports
- Adjournment

10.0.2 Special Meetings of the Board of Directors may be called at the discretion of the President or Board of Directors and shall be held on an as needed basis. Time and place will be determined by the President and approved by the Board of Directors.

10.0.3 The Secretary shall be responsible for notification of all members in writing or verbally at least one (1) week prior to any special meetings or as time allows and such notice shall specify the place, date and hour of the meeting and (1) in case of a special meeting, the general nature of the business to be transacted, or (2) in case of the annual general meeting, those matters which the Board of Directors, at the time of giving notice, intends to present for action by the voting members.

10.0.4 Each team may be represented at each General meeting. One (1) representative can represent more than one team and must sign in for each team.

10.0.5 Anyone present may speak, but only the Board of Directors may make motions, second motions and vote.

10.0.6 Unless otherwise specified in these by laws decisions shall be made by a majority vote

10.0.7 Public participation (General Public) shall be limited to **five (5)** minutes per individual, unless such time is extended by a majority vote of the Board.

SECTION 2 - BOARD OF DIRECTORS – DUTIES AND RESPONSIBILITIES

ARTICLE 11 BOARD OF DIRECTORS

11.0.1 The Board of Directors is empowered to meet at times other than regular meetings to act on pressing matters such as: disciplinary hearings, schedules, serious parental or coaching concerns, issues that affect play.

11.0.2 The decisions made at these meetings must be put on the agenda for the next General Meeting of the Board of Directors.

11.0.3 Any decisions made by the Board of Directors will require a majority vote from the Board of Directors for final determination.

11.0.4 The President shall have, in his sole discretion, the right to make an Executive Decision to allow any Committee Chairperson to vote as a “Quasi Board Member” on matters deemed to directly affect such Committee or in matters of such importance as to require

such vote by a Committee Chairperson.

11.0.5 The Board of Directors shall consist of the officers set forth in Article 4, sub-section 4.0.3.

ARTICLE 12 RESPONSIBILITIES

12.0.1 All officers of the Board of Directors have the responsibility to attend **ALL** general, executive and emergency meetings. Unless there is a legitimate excuse or bona fide emergency, the failure of any Board Member to attend **3** consecutive meetings or the failure to attend **9 of 12** meetings will subject such member to board reviews, and such member shall be automatically dismissed from position.

12.0.4 In addition to all other duties and responsibilities set forth herein, the Board of Directors shall also be responsible and have sole authority for:

- a. Enforcing the constitution, by-laws, and rules and regulation of affiliated organizations;
- b. Recommend affiliated leagues;
- c. Adopting necessary rules and regulations for specific cases or circumstances, not provided for in the by-laws;
- d. Approval of all coaching personnel;
- e. Approval of an annual budget;
- f. Approval of all contracts;
- g. The Board shall have the power to appoint such standing and special committees as it shall deem necessary and shall delegate such powers to them as necessary for efficient operation of the association;
- h. The Board may adopt such rules and regulations for the management of the association and conduct of its meetings as necessary for the efficient operation, providing they do not conflict with the by-laws of the association or its affiliations;
- i. The Board shall, at the meeting, provide a summary of the years operations, to include a complete financial statement covering all moneys and assets. This summary shall be sufficiently comprehensive as to be meaningful to the general membership;
- j. The Board shall be responsible to hold hearings and render decisions on any disputes;
- k. The Board will have final approval/denial on any Board decisions; and
- l. All other business and obligations necessary for the efficient management and operation of and which is in the best interest of EGSA and its players.

12.0.5 In addition to the duties and responsibilities set forth in Article 6 above, the individual Officer's and entire Board's duties are further defined as follows:

- a. The **PRESIDENT** shall preside over all meetings; preside over all protests, investigations and disciplinary actions unless an obvious conflict of interest exists as determined by a majority vote of the Board of Directors; establish and appoint members to committees as necessary to meet the goals of the association; have authorization (Executive Privilege) in the absence of a General Meeting to make decisions in executive

capacity as they relate to purchasing, disciplinary action, emergent business with Local, Township and School Board authorities.

b. The **VICE-PRESIDENT** shall oversee all committees, except that the Secretary shall act as Chairperson for the by law review committee,; and shall in the event of absence or disability of the President, assume all the duties and responsibilities of the President.

c. The **TREASURER** shall be responsible for all Association moneys and securities, maintaining records of all receipts and disbursements (however, all disbursements over \$200.00 shall be approved by two (2) Board members); establish the calendar or fiscal; maintain the books which shall be open to review by the Board within 60 days of the year end; shall make and provide a written monthly report to the Board of the financial position of the Association and the report shall contain a balance sheet , income statement and bill list; require that all re-imburements be subject to the completion of either a requisition form or request form; require that all request be accompanied by copies of invoices.

d. The **SECRETARY** shall record all Minutes, including attendees; distribute such minutes prior to or at the next meeting for approval; be responsible for notifying the Board of Directors of all meetings; be responsible for all Distribution Lists (phone, Email and mailing addresses); act as Chairperson for the by law review committee and responsible for presenting any suggested changes to the Board of Directors.

e. The **DIRECTOR OF GIRLS' TRAVEL PROGRAM** shall contact all Coaches and coordinate procedures for team registrations; shall collect all fines incurred by the travel coaches and shall notify and enforce all policies or restrictions.

f. The **DIRECTOR OF BOYS' TRAVEL PROGRAM** shall contact all Coaches and coordinate procedures for team registrations; shall collect all fines incurred by the travel coaches and shall notify and enforce all policies or restrictions.

g. The **DIRECTOR OF MICRO PROGRAM** shall contact all Coaches and coordinate procedures for team registrations; shall collect all fines incurred by the micro coaches and shall notify and enforce all policies or restrictions.

h. The **BOARD OF DIRECTORS** shall be responsible directly or through the appointment of committee for the following:

- Tryouts for Travel Teams
- Travel Coaches
- Deciding Coaching requests and team assignment
- Verification of Required Certifications of the association and/or its' affiliations
- Recruiting new coaches

- Instructing and assisting coaches in the policies set forth in the by-laws and any decisions as approved by the Board of Directors
- Travel Players
- Notifying Players of Team Assignments
- Instructing parents and players of their rights and responsibilities as set forth by the association and its' affiliations
- Player Cards
- Distribution of packets to coaches
- Retain all unused player/coaches cards
- Practice Schedules and Scrimmages
- Creation of a practice schedule for all practices if necessary and may approve the use of any field for the use of a scrimmage.
- Handling of all disputes between players, parents and/or other persons and the coaches
- Notifying all coaches of General Meetings and mandatory coaches meetings
- Responsible for coaching education
- Order, Distribute and store supplies
- Organize Workdays
- Set up committees and make appointments to assist in these duties
- Make Decisions on the playability of the Fields and Recommend any closures for all practice and game fields
- Authorization to purchase supplies or repairs to equipment as deemed necessary
- Responsible for overseeing Recreational committee members.
- Responsible for policies and processes set forth in Appendix I
- Responsible for assignment of Teams, Coaches, Game Schedules, Concession and Maintenance Schedules, Uniforms and Awards for the Recreation Program, if any
- Registration of all players
- Maintain a complete record of all teams and players for the purpose of player registration, team, association, league affiliation and insurance records and shall also conduct the semi-annual membership drive.
- Coordinate camp registration and any Tournament Competition
- EGSA Events (Organization and preparation of EGSA Events)
- Creation, organization of EGSA fundraisers
- Creation and assistance of approved individual team fundraisers
- Responsible for making sure that all teams have fulfilled all of their league obligations to the league, including but not limited to concession stand, field duty, maintenance duty, etc and that teams are in "Good Standing" with league prior to authorization to fundraise as individual team
- Administrate the concession stand
- Responsible for the inventory and proper containment of all items
- Responsible for the proper operation as governed by local or state ordinances
- Responsible for Kid Safe and ensure that all coaches and volunteers

complete the background form and provide NJYSA with the proper documentation

- Organize both the Finger Printing (if available) and Rutgers Certification requirements.
- Responsible for uniforms for the Travel
- Responsible for balls for the Travel
- Responsible for patches, ensure that enough are in inventory and collect appropriate costs from teams
- Responsible for awards for the Travel and Micro Programs
- Responsible for all other duties necessary for the efficient management and operation of and which is in the best interest of EGSA and its players
- The Board may, in its sole discretion, establish committees, appoint individuals, or otherwise delegate any of its duties so long as such action by the Board promotes the efficient management and operation of and which is in the best interest of EGSA and its players.

SECTION 3 COACH SELECTION AND ELIGIBILITY

ARTICLE 13 - COACHES SELECTION

- 13.0.1 Any individual who wishes to be a Head Coach or Assistant Coach of a Travel Team must submit their request in writing to the Board of Directors prior to the final day of open registration for the season or playing year they wish to coach. Coaches must meet the certification requirements set by the governing by laws of the affiliated organizations. The Board of Directors will review and approve/deny the requests. Considerations will be given to; the experience of the coach with soccer, the experience of the coach with the requested team, the experience of the coach within EGSA, certifications and recommendations, but these considerations do not automatically determine the selection. A secret ballot will be taken if more than one person qualifies for and wishes to be a Head Coach of the same team and will be approved by a majority vote. The Head Coach is able to select the Assistant Coaches for the team from the list of approved coaches. All potential coaches and assistant coaches shall be required to complete a disclosure application provided by the Board of Directors which shall include, but not be limited to, past references, date of birth, social security number, driver's license number, current and prior addresses, etc., to allow the Board to complete a background check.
- 13.0.2 Coaches must meet the minimum requirements of the NJ Youth Soccer Association and adhere to the Laws set forth by East Greenwich Township.
- 13.0.3 Any person who is under suspension by any affiliated organization or another East Greenwich Township authorized activity is not eligible to serve as a coach with any team in EGSA until their suspension and any fines are cleared and the person is in good standing with the organization in question.

ARTICLE 14 - ELIGIBILITY

- 14.0.1 All coaches must be properly certified to meet the EGSA standards for liability protection before they may conduct practice or participate in any games. All Travel Coaches must have a NJYSA “F” License or higher.
- 14.0.2 All coaches, Board members and any other volunteer who has direct contact with the children must sign and have on file a “Kid Safe” background check form. Without a signed form the person is not allowed on the field in either practice or games.
- 14.0.3 All coaches must attain the proper certifications and processes as directed by the state and local governances to include, but not limited to, Rutgers SAFETY Course and the Fingerprinting Background Check.

SECTION 4 MEMBERSHIP AND VOTING RIGHTS

ARTICLE 15 - MEMBERSHIP REQUIREMENTS

15.0.1 ADULT MEMBERSHIP

- Any person over 18 years of age actively interested in soccer, youth and furthering the objective of the Association shall be considered a member.
- Any adult member, coach, parent or other who physically or verbally assaults a youth, referee, opposing fan or any other individual will be immediately banned from participating in any club activities, pending a review by the Board of Directors.

15.0.2 YOUTH MEMBERSHIP

- Any Youth meeting the requirement of the Association’s objectives and a registered player for the current playing season.

ARTICLE 16 - VOTING RIGHTS

- 16.0.1 Adult Members in good standing (meeting all league responsibilities) who have attended at least **nine (9)** General Meetings of the previous twelve (12) meetings prior to the voting meeting will be eligible to vote at general meetings.
- 16.0.2 Youth Members (Players) will not have a vote in Association matters.

SECTION 5 PLAYER REGISTRATION

ARTICLE 17 REGISTRATION

- 17.0.1 On or before February 1 of each year EGSA will initiate an on-line registration to determine player eligibility and interest in the forth coming year. When registering on-

line a player will declare his or her intent to tryout for a team.

- 17.0.2 A team will be selected based upon the birth date of the player using a seasonal year of August 1 of the base year through July 31 of the following year. A player must be born on or after August 1 of the base year but no later than July 31 of the following year in order to be eligible for selection to the respective team.
- 17.0.3 Any youth residing in East Greenwich Township or its surrounding communities shall be eligible to participate. However, any youth residing in East Greenwich shall have precedence over any youth residing in a surrounding community except for those youths from surrounding communities who have been previously rostered on an East Greenwich team during the prior season.
- 17.0.4 All outside teams must provide certificate of insurance to satisfy the “Hold Harmless” to satisfy the Township of East Greenwich.
- 17.0.5 Youth players are required to register and pay such registration and pay fees as deemed necessary by the Board of Directors and/or general membership. Registration or playing fees are not to be predated and are not refundable with the exception of:
 - (a) A player withdrawing before the fees are paid to the affiliated soccer league
 - (b) At special consideration of a quorum of the Board of Directors.
- 17.0.6 All parents/guardians registering a player must accept and abide by the zero tolerance policy as set forth by East Greenwich Township and EGSA.
- 17.0.7 All players are required to fulfill any EGSA fundraising obligations in order to participate in any future activities.
- 17.0.8 All players registering for upcoming season must be paid in full for prior seasons.
- 17.0.9 Good will registration shall be brought before and approved by the Board, prior to registration being accepted.
- 17.1.0 Late registration will be accepted based upon availability of team openings.
- 17.1.1 The Board of Directors may in the best interests of the Association adjust or combine team age brackets on a case by case basis as warranted. The decision of the board will be final.

SECTION 6 TRAVELING AGE YOUTH PLAYERS, TEAMS AND TRYOUTS

ARTICLE 18 TRYOUTS

- 18.0.1 Each age bracket with registering players will hold an evaluation (tryout) of age appropriate players for the upcoming playing year as outlined by the affiliated

organizations.

18.0.2 Any player may attend a tryout if -

- a) They are currently registered with EGSA for the upcoming playing season and they are age and/or gender appropriate for that team or as defined by the affiliated league.
- b) A player not currently registered for the upcoming year may still participate in the tryouts if they provide proof of current league affiliation for insurance purposes and they are age and gender appropriate for that team or as required by the affiliated league. The player must register and be in good standing with the EGSA prior to being selected and approved to a travel team.

18.0.3 Players who are not age appropriate will be permitted to tryout and be selected to a team if:

- a) Recommended by their current coach or Board of Directors.
- b) The parent/guardian can make a written request to the Board of Directors. The Board of Directors will approve/deny the request on a case-by-case basis and notify the parent/guardian.
- c) The association does not have enough players to register a team in the age appropriate bracket
- d) If the association does have an age appropriate team the player may only move up to the older age bracket team if they qualify for the highest ranked team and deemed appropriate by the Board of Directors.

18.0.4 Evaluations will be held prior to selection of teams for the upcoming playing year. Dates and Times will be determined by the Board of Directors and advertised by the association.

18.0.5 Format for the tryouts is determined by the Board of Directors.

18.0.6 Evaluations will be conducted by the Board of Directors and trainers and coaches designated by the Board. The tryout should be attended by ALL prospective coaches and players of the age group.

18.0.7 Player evaluations will be determined through the tryout process, prior playing performance and the coaches input.

18.0.8 The Final Player Evaluation List shall be provided to all coaches in that age bracket within a reasonable time period after the last tryout date.

ARTICLE 19 - TEAM SELECTIONS

19.0.1 The Board appointed third-party bi-partisan evaluator with coach input will select the roster of the highest ranked team first; the next highest ranked team will then select their

roster and so on until all players are placed. The Board of Directors must approve the final roster selections and may require a coach to change their selection if a discrepancy is determined between a players' evaluation and the final team selection.

19.0.2 The Board of Directors may request that the roster selection be completed within a one week time period of receiving the Final Player Evaluation to ensure that all players are notified within a timely manner.

19.0.3 Team size

(a) Small Sided Teams (U8 to U10) –

- 1) A team should have at least 10 eligible players before the association will register them in their affiliated league.
- 2) The Board appointed third-party bi-partisan evaluator with coach input of the Highest Ranked team is not required to select more than 12 players and may take up to the maximum players allowed as long as it does not restrict any team from meeting the minimum amount of players for registration. The Board of Directors may require all teams in an age bracket to accept additional players to fill all roster spots.

(b) Full Sided Teams (U11 and up) –

- 1) A team should have at least 13 eligible players before the association will register them in their affiliated league.
- 2) The Board appointed third-party bi-partisan evaluator with coach input of the Highest Ranked team is not required to select more than 15 players and may take up to the maximum players allowed as long as it does not restrict any team from meeting the minimum amount of players for registration.

The Board of Directors may require all teams in an age bracket to accept additional players to fill all roster spots.

19.0.4 Intact Teams transferring into EGSA shall be immediately expected to comply with the team selection procedures.

19.0.5 Any player and/or parent has the right to petition the Board of Directors to have his/her child removed from a team.

19.0.6 Players not selected to a travel team will be placed in the In-Town Program, if any, provided there is an age bracket available.

ARTICLE 20 - TEAM POLICY

20.0.1 All team players present for a game must participate a fair amount of time in each half of the game. The coach shall make every effort to provide more playing time if possible.

- 20.0.2 The coach, in his sole discretion, shall determine which players qualify for team play based on many factors, including, but not limited to, player commitment, attendance at practice, attitude, sportsmanship, etc.
- 20.0.3 Coordination and/or modification of uniforms will be determined by the Board of Directors.
- 20.0.4 Teams may not select to wear alternate game uniforms except upon application to and approval by the Board of Directors as set forth in Article 1, Section 1.0.2 above.. EGSA is responsible for a uniform kit, the cost for which shall be paid for by the individual player if not already included in the registration fee.
- 20.0.5 Each team may have a representative (preferably the head/assistant coach) attend any general meeting. Failure to attend a General Meeting will not result in a loss of coaching privileges or playing privileges at the game fields unless, as determined by the Board of Directors, that attendance at a particular meeting is mandatory.
- 20.0.6 Any head/assistant coach failing to attend any Mandatory Coaches Meetings will be subject to fines and/or loss of coaching privileges and/or loss of playing privileges on the game fields as determined by and in the sole discretion of the Board of Directors.
- 20.0.7 All teams must provide a volunteer to participate in maintenance, concession and fundraising committees established by the Board of Directors. Team representation at any such committee meetings are mandatory and compulsive and failure to do so may result in fines and/or loss of coaching privileges and/or loss of playing privileges on the game fields as determined by and in the sole discretion of the Board of Directors.
- 20.0.8 All teams are required to perform maintenance and concession stand duties as scheduled by the Board of Directors. Missed assignments may result fines and/or loss of coaching privileges and/or loss of playing privileges on the game fields as determined by and in the sole discretion of the Board of Directors.
- 20.0.9 All Travel Teams are required to participate in any East Greenwich Soccer Tournament established and hosted by the EGSA Board of Directors and pay the appropriate tournament fee. Refusal to participate will result in a loss of coaching privileges and/or loss of playing privileges on the game fields as determined by and in the sole discretion of the Board of Directors.

SECTION 7 – TEAM RESPONSIBILITIES

ARTICLE 21 – TEAM VOLUNTEERS

- 21.0.1 **ALL** teams will be responsible for representation to each of the following committees
- 21.0.2 Auxiliary/Concession Stand, Fundraising, Field/Building Maintenance, Tournament and

any other such committees established by the Board of Directors.

SECTION 8 GRIEVANCE PROCESS

ARTICLE 22 - PROCEDURE

- 22.0.1 A grievance may be lodged by any person for any violation of the EGSA's bylaws and policies.
- 22.0.2 No grievance will be accepted from any person who: (i) fails to observe EGSA's mandatory 24 hour cooling off period prior to speaking to the Vice President about a grievance, (ii) is acting in violation of the EGSA's Code of Conduct, (iii) has engaged in any threatening, abusive or harassing conduct, including verbal abuse, (v) fails to file the written grievance within two weeks of the incident in question.
- 22.0.3 No grievance will be accepted that seeks to challenge coaching decisions except in the areas of player safety.
- 22.0.4 A valid grievance must be in writing, explain the nature of the grievance, the circumstances and indicate the specific provision of the bylaws and policies that was violated using the EGSA's Grievance Form (attached).
- 22.0.5 For a grievance to be creditable, details of the grievance are not to be discussed with anyone other than the party(ies) directly involved with resolving the grievance.
- 22.0.6 A valid grievance must be signed and submitted to the Vice President
- 22.0.7 The Vice President will attempt to resolve the grievance with the parties amicably and in the best interests of the Association.
- 22.0.8 If the matter is not resolved, the Vice President may, in their sole discretion, refer the matter to the Board. If the matter is referred to the Board the Vice President shall present their recommendation for resolving the matter to the Board.
- 22.0.9 The Board may accept the recommendation of the Vice President or may decide that it is in the best interests of the Association to resolve the matter in any manner approved by a majority of the members of the Board.
- 22.1.0 Decisions of the Board are final and will be communicated in writing to the grieving party(ies)

Mandatory 24 hour cooling off period: A grievance may be presented to EGSA only after 24 hours have expired after the incident in question. The objective of this cooling off period is to deter any person from acting in haste and enables the person or persons filing the grievance to opportunity to rethink and review the circumstances and details of the grievance before final submission to the EGSA.

APPENDIX 1