

COLTS NECK SOCCER CLUB

POLICIES AND PROCEDURES

1. PURPOSE

2. MEMBERSHIP/OFFICERS

2.1 – Membership

2.2 – Elected/Appointed Officers

2.3 – Election of Executive Officers

2.4 – Voting

2.5 – Regular Club Meetings

2.6 –Standing Committees

3. REGISTRATION

4. FINANCIAL

4.1 – Club/Team Budgets

4.2 - Fund-Raising

5. CONDUCT/DISCIPLINARY ACTION

5.1 – Code of Conduct

5.2 - Red Cards and Unsportsmanlike Conduct
Violations

5.3 –Grievance Policy

6. TEAMS

6.1 – Formation of Teams

6.2 – Selection/Licensing of Coaches

6.3 – Selection of Players

6.4 – Residency Requirements

6.5 – Multiple Teams in Same Age Group

6.6 – Playing Up

6.7 – Playing Time

6.8 – Team Training

6.9 - In-Season Roster Additions

7. REFEREES

8. AMENDMENTS

1. PURPOSE

The Colts Neck Soccer Club (CNSC) is a member of the Colts Neck Sports Foundation (CNSF). The purpose of the CNSC is to manage, conduct and oversee the travel soccer program in the Township of Colts Neck in a manner consistent with the policies and objectives of the CNSC and the CNSF. The travel program shall be managed in coordination with the CNSF recreation soccer program.

2. MEMBERSHIP/OFFICERS

2.1 Membership

The CNSC shall be composed of Executive Officers and Members. A “Member” of the CNSC means: (i) a head coach and all registered assistant coaches; (ii) all players duly registered with the league in which his/her CNSC team plays; and (iii) the parent(s) and/or legal guardian(s) of all such players. A “Member in good standing” shall mean a Member who has conducted himself or herself in accordance with the policies and procedures set forth herein.

2.2 Elected/Appointed Officers

The officers of the CNSC shall consist of the following elected and appointed positions:

2.2.1 CNSF Soccer Commissioner (the “Commissioner”). The Commissioner, who shall be elected to the position by the CNSF Board of Directors, shall oversee the CNSF soccer program in accordance with the policies of the CNSF.

2.2.2 CNSC President (the “President”). The President shall serve as the chief executive officer of the CNSC and shall be responsible for the management of the activities of the travel soccer program. This shall be an elected position with a term of one (1) year.

2.2.3 CNSC Vice President (the “Vice President”). The Vice-President shall assist the President in the management of all CNSC activities and shall satisfy the duties of the President when the President is unavailable. This shall be an elected position with a term of one (1) year.

2.2.4 CNSC Secretary (the “Secretary”). The Secretary shall be responsible for recording the minutes of all club meetings and the distribution of the same and shall arrange for the posting and distribution of all notices required under these Policies and Procedures. The Secretary shall also be responsible for the proper storage (in paper and/or electronic format) of all official CNSC records. This shall be an elected position with a term of one (1) year.

2.2.5 CNSC Budget Coordinator (the “Budget Coordinator”). The Budget Coordinator shall handle all financial matters of the CNSC in coordination with the

CNSF Treasurer, including the collection of all club fees (such as for registration and uniforms) and the establishment of proposed CNSC club and team budgets. This shall be a position appointed by the President, with a term of one (1) year.

2.2.6 CNSC Field & Referee Coordinator (“Field/Ref Coordinator”). The Field/Ref Coordinator shall work in coordination with all league referee assignors and all town, county and/or state park officials and field assignors and shall be responsible for the scheduling and rescheduling of all CNSC home soccer matches. This shall be a position appointed by the President, with a term of one (1) year.

2.2.7 League Representatives. The President shall appoint one (1) representative for each league with which the Club is officially registered. The League Representatives shall serve one (1) year terms.

2.3 Election of Executive Officers

The annual election of Executive Officers shall take place at the June monthly meeting. Members in good standing who desire to run for an Executive Officer position shall notify the President (or his/her designee) in writing of his/her candidacy prior to the June monthly meeting.

2.4 Voting

Each CNSC team shall have the right to cast one (1) vote with respect to all matters determined by a majority of the Executive Officers to require a vote. Such vote shall be cast in person on behalf of each CNSC team by its Head Coach. A team's registered assistant coach may cast the vote on behalf of the absent Head Coach. Any issue/item to be voted on shall be passed or rejected by a simple majority of the Head Coaches. In the case of a tie, the deciding vote shall be cast by the President. In his or her absence, the deciding vote shall be cast by, in order: (i) the Vice-President; or (ii) the Secretary.

2.5 Regular Club Meetings

The CNSC shall hold regular monthly meetings on the second Tuesday of the month at a site to be determined. The President shall have the right to reschedule the monthly meeting or call additional meetings of the CNSC at his/her reasonable discretion and upon reasonable advance notice. Notices of regular monthly meetings shall be posted on the CNSF website at least one month in advance of the proposed date of such meeting and shall be open to all Members. The meeting shall be presided over by the President, who shall establish the agenda for the meeting. In his/her absence, the meeting shall be presided over by, in order: (i) the Vice President; or (ii) the Secretary.

2.6 Standing Committees

The Executive Officers shall at the June meeting appoint Members in good standing to the following standing committees:

1. Coaching Committee: The Coaching Committee shall consist of five (5) Members who shall (i) handle all requests/applications for team Head Coaching positions, (ii) establish recommendations and guidelines with respect to training and coaching, and (iii) coordinate the periodic evaluation of Head Coaches. The Coaching Committee shall also manage and oversee the annual tryout process. All Coaching Committee members shall serve one (1) year terms, but may be annually re-appointed to the Committee.

The Executive Officers shall have the right in their reasonable discretion to appoint additional committees and/or subcommittees as necessary or desirable to serve the purposes of the CNSC.

3. REGISTRATION

The CNSC shall charge a yearly registration fee (the “Registration Fee”) in an amount to be determined by a vote of the Head Coaches by no later than its May monthly meeting. The proceeds from collection of the Registration Fee, plus the anticipated proceeds of any planned club fundraising activities, shall be sufficient to cover all reasonably anticipated operating expenses of the CNSC. The Registration Fee shall be non-refundable unless otherwise determined by a vote of the Executive Officers. Any player registered for a half-year shall be charged one-half the Registration Fee. The cost of items such as uniforms, field equipment, soccer bags and warm-up suits shall not be covered by the Registration Fee. The Registration Fee shall be paid in full prior to the start of the league season and the Budget Coordinator shall keep up-to-date records of such payments. All players (with signature from a parent/guardian) and coaches shall complete all required CNSF and league registration forms prior to the start of the league season.

4. FINANCIAL

4.1 Club/Team Budgets

Each team shall be allocated an annual operating budget in an amount to be determined annually by the Executive Officers. The Budget Coordinator shall keep records of any disbursements from each team’s operating budget. Unless otherwise approved by the Executive Officers, the allocated budget amounts shall be used solely to pay expenses associated with team training, in-season tournaments and winter indoor training and/or tournaments, provided that no more than \$100 of such budget shall be used to purchase practice related equipment (such as balls, cones and pinnies).

4.2 Club/Team Fundraising

The CNSC shall, as necessary or desirable, implement club-wide fundraising events, including without limitation, raffles, garage sales or car washes. All monies raised shall be distributed in accordance with CNSF Policies. An individual CNSC team desiring to hold its own fundraiser may do so with the prior approval of the President

with notice to the Commissioner. All money raised at such team sponsored event shall be retained by such team.

5 CONDUCT/DISCIPLINARY ACTION

5.1 Code of Conduct

All Members of the CNSC shall abide by the CNSF Code of Conduct policy, which is incorporated herein by reference and made a part hereof. All coaches and parents shall sign a copy of the Code of Conduct policy appended to the CNSF Registration form prior to each season. Anyone who fails to sign or abide by the Code of Conduct policy shall not be granted membership in, or may be subject to forfeiture of membership in, the CNSC.

The Executive Officers shall have the authority to take disciplinary action with respect to any violation of or failure to abide by the Code of Conduct. Such disciplinary action may include the following:

COACHES (Head Coach or assistant coach): (i) suspension of coaching duties for a game or games; and/or (ii) loss of coaching privileges.

PLAYERS: (i) suspension for a game or games by the Head Coach or by the Executive Officers; (ii) expulsion from his/her team by the Head Coach with the approval of the Executive Officers; and/or (iii) expulsion from his/her team by the Executive Officers without the approval of the Head Coach. Any Head Coach who suspends a player shall notify the President within twenty-four (24) hours of such suspension and provide in writing and in reasonable detail the basis for the disciplinary action.

PARENTS/LEGAL GUARDIANS: (i) prohibition from attending any future game or games as determined by the Executive Officers. Failure to abide by the Executive Officers's ruling may result in such parent's and/or legal guardian's child or children being suspended or expelled from a team by the Executive Officers.

5.2 Red Cards and Unsportsmanlike Conduct Violations

Red Card violations during the playing of a league-affiliated game may result in game suspensions and/or monetary fines, depending upon league rules. Any CNSC coach who is issued a red card during a match shall, upon request, appear before the Executive Officers prior to the league review of the matter to discuss the matter. The Executive Officers may consider disciplinary action in accordance with Section 5.1 hereof, in addition to any disciplinary action imposed by the league. Any fine issued by the league to the CNSC shall be paid by the coach. Failure of the coach to pay such fine may result in the suspension or expulsion of such coach in accordance with Section 5.1 above. If any player is issued a red card during a match, he or she may, in addition to any disciplinary action imposed by the league, be suspended by the Executive Officers for a minimum of one (1) game. If a player receives more than one (1) red card during a season, he or she may be subject to further suspension and/or expulsion from the team as determined by the Executive Officers. In all red card matters, the offending player or coach shall, upon request, appear before the Executive Officers. At such meeting, the

offending player or coach shall explain in detail the circumstances of the red card violation.

5.3 Grievance Policy

If a coach, parent, legal guardian or player of the CNSC has a complaint or desires to file a grievance with respect to a CNSC matter (the “Complainant”), he or she shall:

- (i) Bring the matter to the attention of the Head Coach;
- (ii) If the complaint or grievance involves the Head Coach, or is not resolved by the Head Coach, then the Complainant may bring the matter to the attention of the Executive Officers;
- (iii) If the matter is not resolved by the Executive Officers, the Complainant may then bring the matter to the attention of the CNSF Board of Directors for final resolution.

Grievances with respect to league, and not CNSC, matters shall be brought to the attention of the appropriate league representative or the President. In all instances, the CNSC shall attempt to resolve such grievance/complaint in a reasonable and timely matter.

6. TEAMS

The primary purpose of the CNSC is to provide an opportunity for the children of Colts Neck to play soccer at a more competitive level than the CNSF’s recreation soccer league. It is the intent of the CNSC to field at least one (1) team at each age group in both the girls' and boys' divisions of a travel soccer league starting at the Under (“U”)-8 age group. All teams shall play both a Fall and Spring season or as otherwise required by league rules.

6.1 Formation of Teams

The formation of any new CNSC team shall be announced publicly via posting on the CNSF website and by sending an email to age and gender appropriate members of the CNSF. Such notice may also be published, at the discretion of the Executive Officers, in the Colts Neck Journal or in other publications of like circulation or by any other means.

6.2 Selection/Licensing of Coaches

Anyone wishing to be considered for the Head Coaching position of an existing CNSC team shall send a resume to the Executive Officers by no later than the date of the Annual Tryouts. Anyone wishing to be considered for the Head Coaching position of a new team shall send a resume to the Executive Officers by no later than June 1. Such resumes shall be reviewed by the Coaching Committee, which shall interview each candidate. In connection with its evaluation, the Coaching Committee will consider information provided in the applicant’s resume, including information related to the

applicant's experience in coaching/playing soccer at the youth (or higher) level, previous evaluations (if any) of such applicant, and the applicant's adherence to applicable CNSF/CNSC Codes of Conduct. The recommendations of the Coaching Committee shall be promptly delivered to the Executive Officers for approval. Final decisions on the selection of all Head Coaches of new teams shall be made no later than two (2) weeks following the Executive Officers' receipt of the Coaching Committee recommendations. Each existing team Head Coach shall reapply annually for his/her position by no later than the May monthly meeting. Final decisions on the selection of Head Coaches for existing CNSC teams shall be made no later than the end of such team's current season.

All CNSC coaches are required to obtain the New Jersey State Youth Soccer Association's ("NJSYSA") "F" Coaching License and are encouraged to pursue the NJSYSA "E" and "D" licenses. All Head Coaches are encouraged to take a NJSYSA certified referee course or a "Laws of the Game" course. All CNSC coaches shall be, and at all times remain, Members in good standing of the CNSC.

6.3 Selection of Players

Each new and existing CNSC team shall hold (at least) one (1) annual tryout in May or June as determined by the Executive Officers (the "Annual Tryouts"). A notice of the date(s) of the Annual Tryouts shall be publicized on the CNSF website at least two (2) weeks prior to the scheduled date(s). All head and assistant coaches, under the coordination of the Coaching Committee, shall conduct the tryouts and shall evaluate all candidates. Promptly following the Annual Tryout, the Head Coach for each CNSC team shall promptly select his/her final roster in accordance with the criteria set forth below and submit the roster to the Executive Officers for review and approval.

Subject to subsection (v) below, the following number of players for each team shall be selected solely on their rankings based on the scoring of the evaluators at the Annual Tryouts:

(i) U-8 Teams: The entire roster shall be selected solely on the rankings of the players based on the scoring of the evaluators at the Annual Tryouts.

(ii) U-9 and U-10 teams:

Seven (7) players, if the total roster consists of 11 players;

Eight (8) players, if the total roster consists of 12 players;

Nine (9) players, if the total roster consists of 13 players; and

Ten (10) players, if the total roster consists of 14 players.

(iii) U-11, U-12, U-13 and U-14 teams:

Ten (10) players, if the total roster consists of 14 or 15 players;

Eleven (11) players, if the total roster consists of 16 players;

Twelve (12) players, if the total roster consists of 17 players; and

Thirteen (13) players, if the total roster consists of 18 players.

(iv) The selection of the balance of each U-8 through U-14 team's roster, and the selection of the entire roster for all U-15 and older teams, shall be at the discretion of the Head Coach.

(v) A Head Coach may request a waiver of the minimum ranking-based selection requirements set forth in subsection (i) above based on factors presented to the Executive Officers at the time the Head Coach submits his/her proposed roster to the Executive Officers for review and approval. Such factors may include (without limitation) (a) player conduct (such as issues relating to adherence to team rules, player attitude, attendance at team training and matches), (b) a player's previous association with the team, (c) CNSC Code of Conduct issues (involving the player or his/her parent or guardian), and/or (d) compliance with the residency requirements set forth in Section 6.4 hereof. The Executive Officers shall discuss such factors with the Head Coach and either approve or deny such waiver request in its reasonable discretion.

6.4 Residency Requirements

It is the intent of the CNSC to have as many Colts Neck residents as possible on each team. However, non-resident players shall be permitted to participate on CNSC teams as provided below:

U-8, U-9 and U-10 Teams (maximum roster – 14 players): No non-resident players permitted;

U-11 and U-12 Teams (maximum roster 18 players): Three (3) non-resident players permitted;

U-13 and U-14 Teams (maximum roster 18 players): Six (6) non-resident players permitted; and

U-15 Teams and above (maximum roster 18 players): No limit of non-resident players.

The foregoing requirements may be waived on a case-by-case basis with the approval of the Executive Officers. These residency limits shall not apply to the "B" team in any age group.

6.5 Multiple Teams in Same Age Groups

Although the intent of the CNSC is to field at least one (1) team at each age group in both the boys' and girls' divisions, it may be desirable to field more than one (1) team at a specific age group due to a large number of qualified participants at a tryout. In such a case the following procedures shall be used:

1. If the teams are new (that is, if there is no existing team in that specific age group) the players shall be divided equally, based on talent as determined at the Annual Tryout, to form two teams of substantially equal ability.

2. If a new team is formed in an age group that already has an existing team, the existing team shall be classified as the "A" team and the new team classified as the "B" team. The "A" team shall participate in the Annual Tryouts and shall select players from the tryout prior to the selection of players for the "B" team.

3. Upon completion of both the Fall and Spring seasons, each team in the same age group shall be required to participate in the Annual Tryouts prior to the coming Fall season. If the number of qualified participants at the Annual Tryouts is sufficient to field two (2) teams, one shall be classified as the "A" team and the other team classified as the "B" team. Unless the coaches of the respective teams agree otherwise, with the approval of the Executive Committee, the "A" team shall select players from the tryout prior to the selection of players for the "B" team.

6.6 Playing Up

The CNSC urges all players to compete on their age or grade appropriate team; that is, not to "play up" an age group or grade level. However, a player wishing to play up one age group or grade level may do so with the approval of both Head Coaches of the teams involved in such matter. If such coaches do not agree on the request, the matter shall be referred to the Executive Officers for prompt resolution.

6.7 Playing Time

For U-8 through U-10 teams, players shall receive playing time in each game, with the minimum playing time being approximately 1/3 of the game factored over the course of the season and provided such player has conducted himself or herself in accordance with all applicable league, team, CNSC and CNSF rules and requirements. For all teams U-11 and older, the CNSC urges all Head Coaches to play each player during each game for a reasonable amount of time taking into consideration the competitiveness of the match and the ability of the individual player, and provided such player has conducted himself or herself in accordance with all applicable league, team, CNSC and CNSF rules and requirements.

6.8 Team Training

All teams from the U-8 through U-14 age groups shall be required to have regular training sessions during each league season conducted by a professional trainer, professional training company or other qualified persons acceptable to the Coaching Committee. The CNSC urges all CNSC teams to use trainers on a periodic basis. Any Head Coach of a team at the U-8 through U-14 age group requesting a waiver of this requirement shall appear before the Coaching Committee to explain the reason for such waiver. The Coaching Committee shall notify the Executive Officers of its recommendation with respect to such waiver request and the Executive Officers shall promptly notify such Head Coach of its final decision with respect to the waiver request.

6.9 In-Season Roster Additions

Following the Executive Officers approval of a team's roster after the Annual Tryouts, a Head Coach of any U-8 through U-14 team may at any time between the date of roster approval and the start of the next seasonal year (August 1) or at any time during the seasonal year (August 1 through July 31), and without the need to hold an additional tryout, add to the team's roster any player who attended the Annual Tryouts for such team either to supplement the team's existing roster or to replace any player who declines a roster invitation or leaves the team at any time during the seasonal year following his or her acceptance of a roster spot. If any U-8 through U-14 team that desires to add a player or players to its roster after the Executive Officers approval of its roster following the Annual Tryouts, and such player(s) did not attend the Annual Tryouts for such team, the Head Coach shall hold an open tryout. The Head Coach of such team shall notify the Executive Officers of his/her desire to hold the open tryout. Notification of the tryout shall be made via email to the age and gender appropriate members of the CNSF, and by any other means at the discretion of the Head Coach and the Executive Officers, prior to the scheduled tryout date. Each prospective player who desires to be considered for the team must attend the tryout. The Head Coach shall, promptly after the tryout, submit any proposed roster additions to the Executive Officers for review and approval.

7.0 REFEREES

All CNSC referees shall be USSF certified and currently registered. Referees shall thoroughly familiarize themselves with the FIFA laws of the game as modified for youth by the USSF and the USYS for each season and periodically during the course of the season. All referees are expected to conduct themselves professionally and to be courteous to coaches, players and spectators.

The CNSC shall promote and encourage the development of referees through the following program:

- Candidates – All Members and their siblings (7th grade and older) are eligible to participate in the program.
- Each Member who successfully completes the NJSYSA certified referee course shall be reimbursed for the registration fee for such course and his/her initial referee registration fee.
- The Member shall be reimbursed for his/her annual referee registration fee, provided such Member officiated CNSC games during the previous year (fall and spring seasons).

8.0 AMENDMENTS

The Executive Officers or their designees shall review these Policies and Procedures on a periodic basis. All recommendations for amendments, revisions and/or additions to these Policies and Procedures shall be voted on in accordance with Section 2.3 hereof.