



**BYLAWS AND CONSTITUTION  
OF THE  
STAFFORD SOCCER CLUB**

Amended: March 1, 2018

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BYLAWS OF THE  
**STAFFORD SOCCER CLUB**

**ARTICLE I – NAME**

*Section 1 – Name:* The name of the organization shall be known as STAFFORD SOCCER CLUB, incorporated as a non-profit organization with the State of New Jersey, hereinafter referred to as “SSC”.

**ARTICLE II - PURPOSE**

*Section 1 – Purpose:* The purpose of SSC shall be to implant the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority to all players while promoting education and development in the sport of soccer.

**ARTICLE III – CHARTER & FACILITIES**

*Section 1 – Charter:* SSC may be chartered by any national or local organization, at its discretion. The OFFICIAL PLAYING RULES AND REGULATIONS of the Chartering Organization shall be binding on SSC. Local rules of SSC may be adopted providing that such rules do not conflict with the OFFICIAL PLAYING RULES AND REGULATIONS of the Chartering Organization.

*Section 2 – Facilities:* Facilities used by SSC will be located in Stafford Township. The schedule of fields and insurance certificate must be kept on file with the Township of Stafford.

**ARTICLE IV – SUBUNITS**

*Section 1 – Organization of Subunits:* SSC is organized into two (2) inter-dependent programs:

- a) Travel Program
- b) Recreational Program

*Section 2 – Subunit Guidelines:*

- a) Each Program shall adhere to the objectives of the organization although the emphasis may differ.
- b) Neither Program shall be independent from the other or from the Club as a whole. Nor will either Program have limited autonomy or operate apart from the Club as a whole.
- c) The President is the senior official of both Programs and the activity of both Programs shall be monitored by the Executive Board.

## **ARTICLE V – MEETINGS**

*Section 1 – Regular Meetings:* Regular meetings of SSC shall be held one evening per month. Meeting notification will be posted on the club web site at least 5 days prior to the meeting date. Regular meetings are open to all SSC members and guests. However, voting shall be limited to Voting Members as provided in Article VII. A quorum consists of Executive Board members plus 2 Voting Members. Travel team coaches will be required to attend 3 regular meetings per season. Recreational team coaches will be required to attend the first regular meeting of each season.

*Section 2 – Special Meetings:* Notification of a Special Meeting will be posted on the club website at least 5 days prior to the meeting date. A quorum consists of Executive Board members plus 2 Voting Members.

## **ARTICLE VI – ELECTIONS**

*Section 1 – Nomination of Candidates:* Nominations will be open at the November Regular Meeting. Voting Members that have maintained an 80% attendance rate for the last calendar year shall be eligible for nomination.

*Section 2 – Election Procedure:* Elections will be held at the December Regular Meeting. If there is no contest to a position, the Secretary will cast a voter for the candidates of each office and declare them elected by unanimous vote. In the event of a contest for any office(s), the election shall be held by secret ballot and tallied by the Secretary during the meeting. Elected Officers shall take office in January. All Officers are elected for a term of 1 year.

## **ARTICLE VII – MEMBERSHIP**

*Section 1 – Players:* Any player meeting the requirements as set forth in the Rules and Guidelines of Article XIII. Non-Resident players may incur higher registration fees.

*Section 2 – Member:* Any community member with interested in furthering the objectives of the SSC. Coaches, assistant coaches and other elected or appointed Club Officials are by definition members of the SSC.

*Section 3 – Voting Members:* A voting member is a recognized and current coach or assistant coach in the Club or a member of the Executive Board. A voting member must be at least 16 years of age and recorded with the Secretary before each session begins. Voting members must maintain an 80% attendance to regular meetings as set forth in Article IV.

*Section 4 – Ex-Officio/Honorary and Life Members:* From time to time, the Club may deem it appropriate to recognize the extraordinary contribution of individuals to the Club and its membership. These individuals will be honorary members of the elected officers of the Club and the voting members of the Club. A quorum consists of twice the amount of Executive Board members, plus one.

*Section 5 – Termination of Membership:* Any SSC Member may be terminated either by voluntary resignation or by vote of the Executive Board. If a member is terminated, he/she may not participate in any activity of the SSC except as a public spectator and only to the extent required by the laws of the State of New Jersey or the Township of Stafford. If any member in good standing knowingly permits or

allows a terminated member to act in violation of this action, that member may be terminated by the Executive Board.

## **ARTICLE VIII – EXECUTIVE BOARD & APPOINTED POSITIONS**

### *Section 1 – Officers of the SSC Executive Board:*

- a) President
- b) Vice President–Travel Program
- c) Vice President–Recreational Program
- d) Secretary
- e) Treasurer
- f) Registrar
- g) Sergeant of Arms

*Section 2 – Term of Office:* All will hold offices for the ensuing year or until their successors are duly elected.

*Section 3 – Executive Board Eligibility:* At the time of election, an individual must have a minimum of one year as a Voting Member and must be a Stafford or Long Beach Island resident. Refer to Article VII.

*Section 4 – Executive Board Meetings:* The Executive Board meetings shall consist of all the elected officers. All decisions of the Executive Board must be made by a majority vote.

### *Section 5 – Duties of the Executive Board:*

- a) To transact routine business in the intervals between Club meetings and the Club may refer such other business as to it.
- b) To present a report at regular meetings of the Club of the Executive Board’s decisions as per the meeting.
- c) To accept and submit to the Voting Members, a budget for each season of the SSC.
- d) Voting shall be permitted in the running of club business.

*Section 6 – Appointed Positions:* The Executive Board reserves the right to appoint the following positions. Individuals holding these positions will be considered voting members by definition but will not be part of the Executive Board.

- a) Director of Coaching
- b) Concession Stand Manager

## **ARTICLE IX – DUTIES & POWERS OF THE OFFICERS**

### *Section 1 – President:*

- a) The President shall be responsible for conducting the affairs of the SSC and for executing the policies and by-laws.
- b) The President shall present a report of the condition of the SSC at such times as the President or Executive Board deems appropriate. The President shall communicate suggestions to the club members as to such matters.

- c) The President shall be responsible for the conduct of the SSC in strict conformity of the OFFICIAL PLAYING RULES AND REGULATIONS of the Chartering Organization.
- d) The President shall, with the assistance of the Vice Presidents and Registrar, examine the applications and supporting proof-of-age document of every player candidate. In addition, the President will certify to the residence and age eligibility before the child may be accepted for membership in the SSC.
- e) The President shall have the power to appoint any standing committee or special committee and its Chair to benefit the SSC
- f) In the event of a vacancy among the elected officers, it shall be the responsibility of the President to select a replacement among the voting member of the SSC.
- g) The President shall appoint all League Representatives and Coaches. Coaches must be approved at an Executive Board meeting.
- h) The President shall have the authority to suspend immediately any Executive Board Member, Voting Member, League Representative, Coach, Assistant Coach, or Player who has violated the spirit and objectives of the Stafford Township Code of Conduct or the By-Laws of the SSC. A special meeting of the Executive Board will be held to discuss the issue and the Board will recommend the length of suspension or expulsion from the SSC.
- i) The President shall be responsible for all keys but may assign the keys to members as he/she deems necessary.
- j) The President Shall be the Ex-Officio member of all Committees.

*Section 2 – Vice President-Travel Program:*

- a) The Vice President of Travel shall coordinate all activities for the SSC Travel Program.
- b) The Vice President of Travel shall perform all duties and have all of the powers of the President in the absence of the President.
- c) The Vice President of Travel shall be registered at the bank to enable him or her to sign checks in the President's absence.
- d) The Vice President of Travel shall maintain listing of all travel coaches to be accessed by the Executive Board Members and interested parties.
- e) The Vice President of Travel shall ensure at the beginning of each season that there are sufficient qualified coaches for all teams.

*Section 3 – Vice President-Recreational Program:*

- a) The Vice President of Recreation shall be the Safety Officer of the SSC and follow up with any injured player or general members registered with the SSC.
- b) The Vice President of Recreation shall maintain a record of insurance reports of injuries sustained by players and general members. A final disposition of all reports should be recorded as to payments, reimbursements, etc.
- c) The Vice President of Recreation shall maintain listing of all recreational coaches to be accessed by the Executive Board Members and interested parties.
- d) The Vice President of Recreation shall ensure at the beginning of each season that there are sufficient qualified coaches for all teams.
- e) The Vice President of Recreation shall perform the duties of the Vice President of Travel in their absence.

*Section 4 – Secretary:*

- a) The Secretary shall be responsible for recording the activities of the SSC and maintaining appropriate files, mailing lists and necessary records.
- b) The Secretary shall maintain a list of voting members.
- c) The Secretary shall give written notice of all General Meetings to SSC Members.
- d) The Secretary shall keep minutes of all meetings and make said minutes available to all members.
- e) The Secretary shall maintain attendance records for the purpose of establish voting eligibility as set forth in Article VII.
- f) The Secretary shall coordinate all Rutgers Safety Courses, Coach Licensing Classes, and Referee Classes hosted by the SSC.

*Section 5 – Treasurer:*

- a) The Treasurer shall keep records of all receipts and disbursements for the bank accounts of the SSC.
- b) The Treasurer shall receive all monies and deposit into a Financial Institution approved by the Executive Board.
- c) The Treasurer shall provide a written report at the monthly general meeting to include monthly income and expenses for all accounts held by the SSC.
- d) The Treasurer shall make a full statement of accounts at the Annual Meeting in December.
- e) The Treasurer shall have all accounts of the SSC examined annually by a CPA appointed by the President.
- f) The Treasurer shall be responsible for monitoring the correspondence received through the Club's Post Office Box. Bills should be vouchered and given to the Treasurer who will present them to the President at the monthly meeting for approval.
- g) The Treasurer shall work in conjunction with the appointed CPA to compile and submit all reports and/or tax returns required by State and/or Federal law.
- h) The Treasurer shall oversee and review insurance requirements in connection with the New Jersey Youth State Soccer Association and/or its affiliate leagues relative to the individual participants, members or players, of the club as well as any and all insurance requirements connected with any facilities acquired or maintained by the Club.
- i) The Treasurer shall ensure that no funds are disbursed from any SSC account without proper documentation and approval.

*Section 6 – Registrar:*

- a) The Registrar shall maintain all records and attend to the proper registration of all players and coaches.
- b) The Registrar shall ensure that all carded players are active and properly registered.
- c) The Registrar shall be responsible for building teams and rosters and properly distributing rosters to all interested parties.

## **ARTICLE X – COACHES & ASSISTANT COACHES**

*Section 1 – Appointment:* The President will present Head Coaches and Assistant Coaches to the Board for approval prior to the beginning of the season.

*Section 2 – Player Development and Education:* All Coaches agree to develop the skills of each player, adhere to the Stafford Township Code of Conduct, and have a minimum of 90 minutes of training each week.

*Section 3 – Coaching Requirements:* SSC requires that all coaches obtain at least a Level “F” Coaching License or equivalent class.

*Section 4 – Player Recommendations:* No coach, travel or recreation will write and/or submit any letter(s) of recommendation for any player(s) referencing himself/herself as a member of the SSC coaching staff.

## **ARTICLE XI – PLAYER REGISTRATION**

*Section 1 – Registration Fee:* A registration fee shall be determined annually by the Executive Board for all programs prior to the opening of Player Registration. Non-Stafford residents may be subject to higher registration fees.

*Section 2 – Hardship:* No player shall be excluded from participation in any program due to financial hardship. Any Executive Board Member shall have the right to waive this fee and report same to the Treasurer and Registrar for processing. The name(s) of hardship recipients shall not be made public. Hardships will not be granted for players on Travel teams with paid coaches.

*Section 3 – Coaching Discount:* The Head Coach of a Recreational Team is entitled to a reduced registration fee as determined by the Executive Board prior to the opening of Player Registration. The discount registration will be for one child per coach per team. Non-Stafford residents may be subject to higher registration fees.

## **ARTICLE XII – ORGANIZATION RULES & GUIDELINES**

*Section 1 – Overview:*

- a) All rules and guidelines set forth in this document must be adhered to by all SSC members.
- b) “Kids Come First” – All players will be developed in their ability to learn the game, becoming team participants, gaining personal confidence and pride, and learning the importance of setting goals and what is necessary to achieve those goals.
- c) SSC will not tolerate any action intended to embarrass, ridicule or demean others under any circumstance, including on the bases of race, religion, or gender.
- d) All coaches are required to review the Club expectations of conduct with parents prior to the start of the season.
- e) No carded player in the Travel Program will be permitted to play in the Recreational Program.
- f) All coaches are reviewed at the end of the season. The SSC Executive Board reserves the right to dismiss coaches at any time.



*Section 2 – Code of Conduct:* All players, spectators and coaches are required to abide by the Stafford Township Code of Conduct outlined in Appendix A and officially made part of this document. Violation of this Code may result in verbal or written warnings, suspension or expulsion.

*Section 3 – Kids Safe Program! “Megan’s Law”:* All coaches are required to fill out the Kids Safe Program mandated by the New Jersey Youth Soccer Association and Township of Stafford. A “Megan’s Law” form is required to be filled out by every coach in the SSC. A background check will be performed on all coaches that volunteer for the club.

### **ARTICLE XIII – TRAVEL PROGRAM RULES & GUIDELINES**

*Section 1 – Match Rules:* Travel teams must adhere to the match rules as set forth by the sanctioning League.

*Section 2 – Facility Use:*

- a) Coaches are responsible for assuring that all rules for the facility are adhered to during their usage of the fields. During the use of the facility, coaches will be responsible for the return of equipment, securing the restrooms and reporting any damages to the facility or equipment to an Executive Board member.
- b) Coaches will request the use of the facility for all matches through the Field Coordinator. Training times and field assignments for training will be determined prior to the start of each season.

*Section 3 – Training Sessions:* All travel teams will train a minimum of two (2) ninety minute sessions. Teams will have a professional trainer for one (1) session per week. Cost of said trainer is included in the player registration fees.

*Section 4 – Tournaments:* All travel teams will be required to participate in one (1) tournament of their choice per season.

*Section 5 – Team Accounts:* All travel teams will be required to open a bank account to maintain fundraising and team funds. Teams will have the ability to open the account using the Club’s tax identification number and the President, Vice President of Travel or Treasurer must be a signer on the account. Teams will be required to present a funds report at the end of each season during the club’s general meeting. Upon dissolution of a team, funds earned through fundraising activities shall be returned to the Club and funds received through parent contributions will be returned to the player. If the player continues to participate in the club on another travel team, funds earmarked for that player shall be transferred to the new team.

*Section 6 – Evaluations:* Evaluations will be held in the Spring season of every year for the upcoming Fall and Spring in accordance with the current Evaluation Policy. Players interested in participating on a travel team must attend evaluations. Coaches will be required to roster the top 8- 10 ranked players from evaluations depending on the age group and will be able to pick remaining players to complete their rosters. No players ranked lower than 18 will be permitted to be rostered to the most developed team in an age group. Players choosing to be evaluated in an older age group as well as their own, must rank in the top 8-10 of the older age group in order to be rostered. If they do not, they will have to play in their age appropriate group.

## ARTICLE XIV – RECREATIONAL PROGRAM RULES & GUIDELINES

### *Section 1 – General Guidelines:*

- a) SSC Recreational Program will follow the guidelines set forth in the US Soccer Player Development Program at the discretion of the Executive Board
- b) All players must have proper equipment including shin guards, cleats, and an appropriately sized ball
- c) If a referee must suspend the match due to weather conditions and the first half of the match has been completed, the match will be considered completed and the score will stand. If the first half has not been completed, the entire match will be rescheduled and replayed.

### *Section 2 – Program Structure:*

- a) Kicks 4 Kids
  - i. Offered to children turning 4 years old during the calendar year
  - ii. Program sessions consist of 40 minutes of skills development and soccer related games and 20 minutes of small-sided matches.
  - iii. Small-sided matches will be 4v4 with no goalkeeper.
  - iv. Players will use a size 3 ball
- b) First Touch
  - i. Offered to children turning 5 years old during the calendar year
  - ii. Program sessions consist of 40 minutes of skills development and soccer related games and 20 minutes of small-sided matches.
  - iii. Small-sided matches will be 4v4 with no goalkeeper.
  - iv. Players will use a size 3 ball
- c) Clinic
  - i. Offered to children turning 6 years old during the calendar year
  - ii. Program sessions consist of 30 minutes of skills development and soccer related games and a match with an opposing inter-club team at each session.
  - iii. Matches will be 30 minutes in duration
  - iv. The number of players on the field will be 6v6 which includes a goalkeeper
  - v. The Offside Rule will not be enforced
  - vi. Coaches are free to substitute at any time during the match
  - vii. Players will use a Size 3 ball
- d) Super Clinic
  - i. Offered to children turning 7-8 years old during the calendar year
  - ii. Program sessions consist of a one (1) hour training session focusing on skills development during the week and a match with opposing inter-club team on the weekend.
  - iii. Matches will be 50 minutes in duration
  - iv. The number of players on the field will be 6v6 which includes a goalkeeper
  - v. The Offside Rule will not be enforced. The Goalkeeper will not be permitted to pun the ball and there is no heading by any player.

- vi. Coaches are permitted to substitute with permission from the Referee on their own throw in, during a goal kick by either team, during any referee stoppage of play, or after a goal has been scored
- vii. Players will use a Size 3 ball
- e) Intermediate 1
  - i. Offered to children turning 9-10 years old during the calendar year.
  - ii. Program sessions consist of a one (1) hour training session focusing on skills development during the week and a match with opposing inter-club team on the weekends.
  - iii. Matches will be 50 minutes in duration
  - iv. The number of players on the field will be 8v8 which includes a goalkeeper
  - v. The Offside Rule will be enforced. The Build-Out line will be utilized. There is no heading of the ball by any player.
  - vi. Coaches are permitted to substitute with permission from the Referee on their own throw in, during a goal kick by either team, during any referee stoppage of play, or after a goal has been scored
  - vii. Players will use a Size 4 ball
- f) Intermediate 2
  - i. Offered to children turning 11-13 years old during the calendar year
  - ii. Program sessions consist of a one (1) hour training session focusing on skills development during the week and a match with opposing inter-club team on the weekends
  - iii. Matches will be 60 minutes in duration
  - iv. The number of players on the field will be 9v9 which includes a goalkeeper
  - v. The Offside Rule will be enforced
  - vi. Coaches are permitted to substitute with permission from the Referee on their own throw in, during a goal kick by either team, during any referee stoppage of play, or after a goal has been scored
  - vii. Players will use a Size 4 ball

## **ARTICLE XV – DISSOLUTION**

*Section 1 – Dissolution of the Corporation:* In the event of dissolution of the corporation, its assets shall be distributed for one or more of the exempt purposes specified in section 501-(c)(3) of the Internal Revenue Code or any future corresponding provision.

## **ARTICLE XVI – AMENDMENTS & RESOLUTIONS**

*Section 1 – Amendments:* The By-Laws of the SSC may be amended, revised, repealed or altered in whole or part by the Executive Board members at any meeting. Changes must be presented in writing at least ten (10) days prior to such meeting and will be voted on at the next regular meeting of the club.

*Section 2 – Resolutions:* Any actions of the voting members relating to club policy, goals, directions, rules or regulations shall be reduced to written resolution for and appended to the bylaws as amendments.

## **ARTICLE XVII – PARLIAMENTARY AUTHORITY**

*Section 1 – Robert’s Rules of Order:* The most recent edition of Robert’s Rules of Order shall be used as a guide for conducting all SSC meetings.

*Section 2 – Bylaws:* The SSC Bylaws shall supersede Robert’s Rules of Order where an inconsistency exists.

## APPENDIX A

### CODE OF CONDUCT FOR STAFFORD TOWNSHIP YOUTH SPORTS

The primary objective of youth sports programs in Stafford Township is to promote participation by all children regardless of ability. The emphasis shall be on developing the skills of the children through learning and participation. The youth sports programs exist in Stafford Township for the benefit of the children and the focus of all organized leagues shall be on the teaching basic skills to the participants and on emphasizing good sportsmanship.

#### A. Players Code of Conduct

1. Participate for the fun and enjoyment of the sport.
2. Winning is a consideration, but not the only one, or the most important one.
3. Work hard to improve your skills.
4. Support your teammates and be a team player.
5. Be on time for all practices and games and notify your coach if you cannot be there.
6. Learn the rules and play by them.
7. Respect your coaches, teammates, parents, opponents and officials. Never argue with the decision of an official or coach.
8. Respect the playing field and the surrounding area.

#### B. Parents Code of Conduct

1. Do not force your child to participate in sports, but support their desire to play their chosen sport. Children should be involved for their enjoyment and help them to make it fun.
2. Encourage your child to play by the rules. Children learn by example, applaud the good play of both teams.
3. Don not embarrass your child by yelling at players, coaches or officials. You may be ejected from the area for this behavior.
4. Emphasize the benefit of skill development and de-emphasize the competition especially in lower age groups.
5. Study and learn the rules of the game and support the officials.
6. Applaud a good effort in victory or defeat.
7. Recognize the importance of volunteer coaches. Communicate with them and support them. If possible, volunteer your time to help.

#### C. Coaches Code of Conduct

1. Be a positive role model to your players. Always display emotional maturity and be alert to the physical safety of the players.
2. Care more about your players than winning the game. Emphasize that winning is the result of good "teamwork" as opposed to individual effort.
3. Be generous with your praise when it is deserved. Be consistent, fair, honest and just in interacting with your players.
4. Don not yell at players or verbally abuse a player, coach, official or other participant.
5. It is never appropriate under any circumstances to initiate physical contact with any player in anger, frustration or for the purpose of enforcing discipline. Behavior of this type will be subject you to criminal charges in addition to any league sanctions which may be imposed.

6. Adjust to the different personal needs and problems of your players.
7. Give all players the opportunity to participate and to improve their skills.
8. Organize practices so that they are fun and challenging to the players.
9. Study and learn the rules of the game.
10. Maintain an open line of communication with the parents of all of your players. Work together to develop the goals and objective of the sport.
11. Coaches are responsible for assisting the game officials in controlling their players and parents during a game.
12. Refrain from “piling it on” when a game is clearly won.
13. Immediately seek medical attention for any serious injuries and report all injuries to the appropriate league officials. Remove any player from participation when the player is experiencing pain or any other medical condition until competent medical advice is available.

All leagues are expected to adhere to the Code of Conduct and to make all participants and their parents aware of the Code of Conduct as well. All coaches, athletes, parents, league officials, and spectators are expected to behave in a manner that reflects respect and good sportsmanship at all times. The ultimate decision concerning appropriate behavior in a game situation shall rest with the certified official(s) working the game. If a certified official requests or directs that a player, coach, parent or spectator leave the playing area, the person is to leave immediately. If a confrontation develops at any time, league officials are encouraged to seek the immediate assistance of the Stafford Township Police Department. Any and all participants in any type of physical confrontation or altercation shall forfeit their privilege of participating in or attending any Stafford Township athletic event for one year in addition to any other penalties imposed by the league or any other agency. The following is considered disruptive behavior and shall not be tolerated at any time. Officials shall have the authority to eject any individual who engages in this type of behavior:

- Inappropriate or foul language directed at coaches, players, officials or other fans.
- Excessive berating of officials that includes loud, disapproving expressions directed toward an official.
- Taunting of opposing players, coaches or fans.
- Refusing to leave a restricted area (i.e. behind a backstop, near the team bench area, etc.) when requested to do so by an official.