

STAFFORD SOCCER CLUB (SSC)  
P.O. Box 164  
Manahawkin, New Jersey 08050

BY-LAWS AND CONSTITUTION  
Amended: Nov 12, 2009

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President – Jeanie Camp

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Vice President (Rec) – Angelo Cordasco

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Vice President (Travel) – Jon Camp

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Vice President (TOPS) – Jeff Wyrsh

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Treasurer – Bruce Chiodi

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Secretary – Chris Lehr

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Sgt of Arms – Scott Moses

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Registrar – Gerry McHugh

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Head of Referees – Tracy Vitale

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### 1) **Article 1: Name**

- a) This organization shall be known as the STAFFORD SOCCER CLUB, incorporated as a non-profit organization with the State of New Jersey, hereinafter referred as "SSC".

### 2) **Article 2: Purpose**

- a) The objective of the SSC shall be to implant firmly in the boys & girls the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority so that they may be well-adjusted, stronger & happier boys & girls, to grow to be decent, healthy, trustworthy adults.
- b) **The objectives of this club are:**
  - i) The promotion of education in the sport of soccer, and the development of the skills of its members in the sport as players, coaches and officials.
  - ii) Providing an enjoyable activity for its members.
  - iii) Encouraging the development within its members a sense of sportsmanship and Fair play.
- c) **To achieve these objectives**, the SSC will provide a supervised program of competitive soccer. Playing rules will be based upon the organization under which SSC Executive Board chooses to be chartered with, plus local rules stipulated in Article 3. All SSC members shall bear in mind that the TYPE OF LEADERSHIP extended to boys & girls is of PRIME IMPORTANCE & that stressing of exceptional athletic skills or winning games is secondary to the prime objective. The rules on the field are governed by FIFA. All coaches and referees are expected to know and abide by the laws of the game. Additionally the club has Rules & Guidelines, which all the officers, voting members, players, coaches, referees, and parents must adhere to.

### 3) **Article 3 Charter**

- a) The SSC may be chartered by national or local organization, at its discretion. The OFFICAL PLAYING RULES & REGULATIONS, of the Charting Organization, shall be binding on SSC. Local Rules of the SSC may be adopted providing that such rules do not conflict with the OFFICAL PLAYING RULES & REGULATIONS of the charting Organization. Facilities used in the SSC are located primarily in Stafford Township. The schedule of fields and insurance certificate must be kept on file with the Township of Stafford.

4) **Article 4 Meetings**

a) **Regular Meetings**

- i) Regular Meetings of the SSC shall be held one evening per month. These meetings shall conduct the ongoing business of the league. All meetings are open to all SSC members and guests. However, voting shall be limited to club members with Voting Privileges as provided in Article 6. A quorum consists of Executive Board members present plus 2.

b) **Special Meetings**

- i) Notification of a minimum of 5 days to the membership is needed. A quorum consists of Executive Board members present plus 2.

5) **Article 5 Election and Installation of Officers**

a) **Nomination of Candidates**

- i) In the month of November, the President will appoint a nominating committee consisting of a chairperson & four voting members. The President shall instruct them to prepare a slate of Officers for recommendation to the membership at the December meeting to stand for election for the next year. In the month of December, the Nominating Committee shall present its report to the membership. In addition, nominations shall be accepted from the floor & the nominations will be closed. The chairperson of the nominating committee shall read the candidates for all offices. The nomination shall not be restrictive to the extent that no person shall be nominated who is not eligible to hold office, nor shall they be nominated for more than one office.

b) **Election Procedure**

- i) The President shall relinquish his/her office to the Chairperson of the nominating committee who shall preside over the election. If there is no contest, the Chairperson shall direct the Secretary to cast a vote for each of the candidates for 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. The Chairperson & the four members of the nominating committee shall instruct the membership concerning the distribution, collection & the counting of the ballots. The Chairperson shall announce the candidates for each office & direct the votes to be taken. As the votes are tallied for each office, the Chairperson shall announce the name of the winner; no totals will be announced unless the losing candidate (s) requests the totals be given. Each candidate shall be permitted to have a watcher to oversee the counting of the votes if they so desire. Newly elected Officers shall take office in January. All Officers are elected for a term of ONE YEAR.

6) **Article 6 SSC Membership**

a) **Players**

- i) Any boy or girl, meeting the requirements as set forth in the Rules and Guidelines of Article 13. Non-Stafford players may incur higher registration fees.

**b) SSC Member**

- i) Any person who demonstrates a real interest in furthering the objectives of the SSC shall be considered for membership in the SSC. Coaches and other elected or appointed Local League Officials are by definition members of the SSC.

**c) Voting Members**

- i) A voting member of SSC is a recognized and current coach in the League, a member of the Executive Board, or an appointed committee chair. A voting member must be at least 16 years of age and recorded with the Secretary before each season begins. A proxy vote can be submitted via fax or e-mail or and written. All coaches, Executive Board, and appointed committee chairs are eligible to vote. One vote per person.

**d) Ex-Officio/ Honorary and Life Members**

- i) 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 upon the recommendation 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. Such honor may be extended to but not limited to Stafford Elected Officials, Public Officials, Sponsors, Guest Speakers, etc.

**e) Special Membership**

- i) Special Membership may be given to other Soccer Organizations who wish to participate in the SSC program, but whose organization may not have enough children to participate to form a certain division. (e.g. neighboring organization may have enough children to form a clinic team but not enough to form a clinic League.) The Executive Board will set the cost of the participation. This special membership is for one year. Outside residents are permitted to join the Stafford Soccer Club but are subject to increased out of town fees.

**f) Termination of Membership**

- i) Any SSC Member may be terminated either by voluntary resignation, or by action of the disciplinary committee. If the disciplinary committee for good cause terminates a member he or 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 section, that member can be terminated by the disciplinary committee

**7) Article 7 Executive Board -Duties & Powers**

**a) The Officers of the SSC Board of Directors shall consist of the following:**

- i) President
- ii) Vice President (Recreational)
- iii) Vice President (Travel)
- iv) Vice President (TOPS)
- v) Treasurer
- vi) Secretary
- vii) Registrar
- viii) Sgt. of Arms
- ix) Head Referee Coordinator
- x) Coaching and Development Director

**b) All will hold offices for the ensuing year or until their successors are duly elected.**

- c) In order to be elected as an officer of the SSC, an individual must have a minimum of one year as a Voting Member as of the Election Date and must be a Stafford resident. (please refer to Article 6)
- d) The executive board meetings shall consist of all the elected officers.
- e) The duties of the Executive Board shall be the following:
  - i) To transact routine business in the intervals between club meetings, and the club may refer such other business as to it.
  - ii) To approve the plans of the work of the committees.
  - iii) To present a report at regular meetings of the club of the Executive Board's decisions as per the meeting.
  - iv) To accept and submit to the Voting Members, a budget for each season of the SSC.
  - v) The President shall call meetings of the Executive Board.
  - vi) Voting shall be permitted in the running of club business.

## 8) **Article 8 Officers of the SSC - Duties & Powers**

### a) **President**

- i) The President shall be responsible for conducting the affairs of the SSC and for executing the policies and by-laws.
- ii) 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 to club members on such matters and make such suggestions and may, in the President's opinion, tend to promote the welfare of the organization.
- iii) The President shall be responsible for the conduct of the SSC in strict conformity of the policies, principles, rules and regulations of the Charting Organization as agreed to under the conditions of the Charter issued to the SSC.
- iv) The President shall with the assistance of the Vice President examine the applications and supporting proof-of-age document of every player candidate; in addition, the President will certify to residence and age eligibility before the child may be accepted for membership in the SSC.
- v) The President shall have the power to appoint any standing committee or special committee to benefit the SSC.
- vi) In the event of a vacancy among the elected officers it shall be the responsibility of the President to select a replacement. This replacement must be a voting member of the SSC.
- vii) The President shall appoint all League Directors, and coaches. Coaches must be approved at a monthly meeting of the club.
- viii) The President shall have the authority to suspend immediately, any Executive Board Member, Voting Member, League Director, Coach, Asst. Coach, or Player, who in the President's opinion, violated the spirit and objectives of the **Stafford Township** codes of conduct and the by-laws of the SSC. A hearing will be set-up with the Disciplinary Committee to discuss the issue and will recommend to the voting members their recommendations concerning the length of suspension and or expulsion from the SSC.
- ix) The President may appoint all Committee Chairs and members.
- x) The President shall be responsible for all keys, but may assign the keys to members as he/she deems necessary.
- xi) The President shall be an Ex-Officio member of all Committees.

### b) **First Vice President (Traveling Teams )**

- i) Coordinate all activities for the 11 aside program (Traveling).
- ii) Perform all the duties and have all of the powers of the President in the absence of the

President.

- iii) Be registered at the bank to enable him or her to sign checks in the President's absence.
- iv) In the case of absence or disability of the President, the First Vice President will assume all duties from the President.
- v) Maintain listing of all travel coaches and distribution of list to all board members and interested parties.
- vi) Head up efforts at the beginning of each season to insure enough coaches for all positions needed.
- vii) Develop, maintain, and reach out to all potential parties interested in coaching to determine level of interest for either the current or future season

(1) Age Group Management

- (a) Conduct Club Tryouts
- (b) Make recommendations to the Board for annual approval of Head and Support
- (c) Coaches

**c) Second Vice President (Recreational)**

- i) Be the Safety Officer of the SSC and follow up on any injured child or person registered with the SSC
- ii) 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.
- iii) Maintain listing of all coaches and distribution of list to all board members and interested parties
- iv) Head up efforts at the beginning of each season to insure enough coaches for all positions needed.
- v) Develop, maintain, and reach out to all potential parties interested in coaching to determine level of interest for either the current or future season
- vi) Perform the duties of the First Vice President in their absence

**d) Vice President (TOPS)**

- i) Coordinate all activities for the TOPS program

**e) Vice President Coaching and Player Development**

- i) Development of coaches' clinic for new coaches with emphasis on coaching skills, player interaction and understanding of the rules.
- ii) Develop for all new coaches, and any other interested coaches, materials as deemed necessary, such as practice plans, game coaching techniques and parental interaction (S.A.G.E.) programs.
- iii) Make recommendation of appointing the travel coaches prior to player valuations for the coming season, as well as evaluation of the external trainers used. These recommendations should be reviewed and approved by the board
- iv) Head up efforts at the beginning of each season to insure enough coaches for all positions needed.
- v) Develop, maintain, and reach out to all potential parties interested in coaching to determine level of interest for either the current or future season
- vi) Coordinator of the Rutgers Safety Clinic and 'F' license classes and any other necessary certifications for all coaches and other interested parties.
- vii) Report on all ongoing and future projects at all board and club meetings when deemed necessary
- viii) Hold periodic coaches meetings prior to start of practice to update them on any club news, coaching techniques they may use and instill a genuine interest in their abilities to insure the proper coaching and development of the players.
- ix) Monitor and insure the overall enjoyment, safety and development of all players.

- x) Report on all ongoing and future projects at all board and club meetings when deemed necessary.
- xi) Responsible for overall development of players
- xii) Coordinates clinics, trainers, trainer sessions and other events that contribute to the development of players
- xiii) Monitor and highlight those coaches who may show an interest in coaching at the next level. Encourage those coaches deemed qualified.

**f) Secretary**

- i) The Secretary shall be responsible for recording the activities of the SSC and maintaining appropriate files, mailing lists, and necessary records. The secretary should prepare a roster of voting members to be passed out to SSC members. The Minutes shall be ready and available for distribution at least one week prior to the next monthly meeting. Hard copies will be available at the meeting. Anyone wishing a copy prior to the meeting can contact the secretary directly. The secretary will either mail a hard copy or send via e-mail.
- ii) The Secretary shall maintain a list of voting members and all Committee
- iii) Members of the SSC and shall give written notice of all meetings of the SSC, to voting members only. The secretary is also responsible for keeping minutes of the monthly meetings and causes them to be recorded in a book kept especially for that purpose.
- iv) The Secretary shall maintain attendance records and report to the President prior to each meeting, the names of the voting members eligible to vote on matters coming before the club for consideration. The secretary should prepare a roster of voting members to be passed out to the club. (Refer to Article 6)
- v) It is the responsibility of the Secretary to do a roll call for attendance procedures, before the start of the meeting after the call to order.
- vi) The Secretary shall receive all correspondence and bills. Bills should be vouchered and given to the Treasurer who will present to the President at the monthly meeting for approval.

**g) Treasurer**

- i) Keep records of the receipt and disbursement of all monies off the SSC.
- ii) Receive all monies and deposit it in a Depository approved by the Executive Board. Such Monies shall be withdrawn by check signed by the President & Treasurer for payment of bills.
- iii) Provide a written report to the board and the club members at the monthly meeting. This report will include month-to-date detailed income, detailed list of expenses, and a budget comparison on all SSC bank accounts.
- iv) Make a full statement of accounts at the Annual Meeting in December.
- v) The SSC account(s) shall be examined annually by an auditor (CPA) or an Auditing committee of not less than three members not directly involved in the collection or disbursement of club funds. The President shall appoint such an individual(s).
- vi) Compile and submit all reports and/or tax returns required By state and/or federal law on a timely basis; oversee and review insurance requirements in connection with the New Jersey Youth State Soccer Association and/or its affiliate leagues or members 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.
- vii) Ensure the funds collected for the Recreation Program will be allocated to the Recreation Program. The Treasurer will also ensure that the funds collected for the Travel program is allocated to the Travel Program.
- viii) Ensure that no money is disbursed from any SSC account without proper documentation (i.e. invoices, bill (s) of laden, receipts).

**h) Registrar**

- i) Maintain all records and attend to the proper registration of all players and coaches as



provided in the Rules and Regulations of the L.S.C. for carded teams.

ii) Coordinator of the Rutgers Safety Clinic and 'F' license classes and any other necessary certifications for all coaches and other interested parties.

**i) Directors**

i) The SSC shall have the following Directors positions to sit on the Executive Board. The job description for each position is listed below.

**j) Director of U-12 Intermediate Division:**

i) Responsible for all activities associated with U-12 division, including coordination of referees and game rescheduling

**k) Director of U-10 Intermediate Division:**

i) Responsible for all activities associated with U-10 division, including coordination of referees and game rescheduling

**l) Director of U-8 SuperClinic Division:**

i) Responsible for all activities associated with U-8 SuperClinic division, including coordination of referees and game rescheduling

**m) Director of U-6 Clinic Division:**

i) Responsible for all activities associated with U-6 Clinic division

**n) Director of Special Events (reports to President)**

- i) Develop, coordinate, implement and direct all special events, including tournaments and closing day festivities.
- ii) Directs the entire process, including the ordering of supplies, vendor contact, location, scheduling and receipt of money for the candy sale and picture day.
- iii) Determine type and quantity of, purchase and develop method of distribution of trophies
- iv) Investigate possible joint promotional opportunities with other town youth sports programs and community based organizations, such as fire, police, and Rescue Squad.
- v) Report on all ongoing and future projects at all board and club meetings when deemed necessary.

**o) Director of Fundraising (reports to President)**

- i) Responsible for all fundraising events, including
  - (1) golf outings
  - (2) 50/50 prizes
  - (3) advertising and programs to promote sponsorships and player involvement
  - (4) field signs and t-shirt sponsorships.
  - (5) SSC merchandise
  - (6) additional apparel and other merchandise of soccer related products
  - (7) Report on all ongoing and future projects at all board and club meetings when deemed necessary.

**p) Director of Equipment and Inventory Control (reports to VP-Rec)**

- i) Assist in determining all equipment needs with all Division Directors.
- ii) Maintain a listing of all equipment needs of all divisions.

- iii) Coordinate all aspects of the t-shirt requirements including quantity, sizes, colors, logo design, and vendor bidding and selection process.
- iv) Develop bidding processes and buying contracts wherever possible with selected vendors to insure the best cost and highest quality possible of all equipment. Monitor and wherever possible, purchase all spot buying activities to insure the purchase is necessary and complies with SSC rules regarding purchases: Any order of \$1000 or more must be bid out to a minimum of 3 vendors.
- v) Maintain records of past purchases, usage and inventory levels to insure optimum inventory levels, eliminate excess quantities ordered, unnecessary or duplicate purchases and proper buying habits.
- vi) Report on all ongoing and future projects at all board and club meetings when deemed necessary.
- vii) Work with Travel-VP on special events.
- viii) Report on all ongoing and future projects at all board and club meetings when deemed necessary.

**q) Director of Scheduling -Rec League (reports to VP-Rec)**

- i) Database management.
- ii) Development of team schedules.
- iii) Coordinate with Head Referee and Treasurer to get checks to head coaches for referees fees as required

**r) Director of Scheduling -Travel League (reports to VP Travel)**

- i) Coordinate home game schedules (travel)
- ii) Ensure that each team package contains appropriate documents to be submitted to MNJYSA
- iii) Coordinate any coaching license classes (include any interested parties -from entire club).
- iv) Coordinate with Head Referee and Treasurer to get checks to head coaches for referees fees

**s) Director of Uniforms and Equipment -Travel League (reports to VP-Travel)**

- i) Responsible for all new uniform ordering: teams, warm-up suits, travel bags.
- ii) Ensure each home field has appropriate goals.
- iii) Work with Travel-VP on special events
- iv) Report on all ongoing and future projects at all board and club meetings when deemed necessary.

**9) Article 9 Coaches, Assistant Coaches**

- a) The President will present Head Coaches, Asst. Coaches, before the season to the voting members for approval.
- b) Coaches & Asst. Coaches shall be responsible for the training of their teams. All coaches are encouraged to attend the SSC sponsored clinics.
- c) It is the responsibility of the Head Coach to inform the Secretary of the SSC of all Names of Assistant Coaches not to exceed (two) to be eligible to be a voting member of the club. This roster will be provided to the Secretary no later than the first monthly meeting of the season
- d) All Coaches agree to increase and develop the soccer skills of each team member; promote the appreciation of the game of soccer in a friendly and low-pressure environment.
- e) Actions on the sidelines during practices and games shall be in the spirit of good

sportsmanship at all times. Profanity, unseen gestures, arguing, inciting disruptive behavior by coaches, players and/ or spectators or any conduct not in the spirit of good sportsmanship, shall require disciplinary action.

- f) Each team will have a minimum of 90 minutes of practice each week.
- g) The Team Parent(s) should be someone other than the spouse of any of the Team coaches. The Head coach will communicate regularly and as necessary with team parent(s).
- h) 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.
- i) SSC recommends that all coaches obtain an F license or equivalent class.

#### **10) Article 10 Head Referee & Assistant Head Referee**

- a) The Head Referee and Assistant Head Referee shall be responsible for the selection and training of volunteer referees.
- b) These referees must attend the club training class and must pass the test before they are allowed to referee in and club game.
- c) The Head Referee and Assistant will handle all protests as per the Rules & Guidelines of the SSC.
- d) The Head Referee and or the Assistant Head Referee must attend Executive Board Meetings as to the progress of the program.
- e) The Head Referee and the Assistant Head Referee must monitor the progress of all the Referees.

#### **11) Article 11 Dues/Player Registration**

- a) A processing fee in the amount to be determined annually by the Board shall be established prior to the date first set for the Player Registration.
- b) No children shall be excluded from the player membership due to financial hardship.
- c) The President or the Vice President (s) in charge of the Recreation Program/Travel Team program shall have the right to waive this fee and report same to the Executive Board. The name (s) of the individual will not be public.
- d) The Head Coach of the Recreation Program is entitled to free registration (For volunteering your time to Head Coach a team for that particular season. The free registration will be for one child, per coach, per team. They must still participate in the fund-raiser. Non-Stafford residents are subject to higher registration fees. (See Article 6)

#### **12) Article 12 Subunits**

- a) SSC is organized as an amalgamation of three inter-dependent units.
  - i) Recreational League
  - ii) Travel League.
  - iii) The Outreach Program for Soccer (TOPS)
- b) The units of the club adhere to the objects of the organization although the emphasis may be different.
- c) None of the units is independent of the other or of the club as a whole; nor while each unit has

- limited autonomy, neither can operate apart from the club as a whole.
- d) The activity of both units is to be monitored by the elected officers.
  - e) The president of the club is the senior official of both units.
  - f) The Vice Presidents of each unit (Recreational, Travel, and TOPS) must report on the status of their respective units at the executive board meetings. It is also the responsibility of the Vice Presidents to set up monthly meetings with their coaches.
  - g) Members of both units shall cooperate in the training and education of all youth members of the club, and in the identification of those individuals who would be most likely to benefit from the intensive training and education usually associated with participation on the Traveling Teams.

### **13) Article 13 Rules & Guidelines**

#### **a) Overview**

- i) This document is intended to provide assistance to Stafford Soccer Club Coaches. It covers various topics that should be of interest to all adults who volunteer their time and efforts to the youth of Stafford. Included are rules of conduct that must be adhered to at all times.
- ii) These rules are being documented in this fashion to avoid conflicts should problems arise.
- iii) This document is provided to help everyone better enjoy the competitions by setting forth procedures, operations, attitudes, and courtesies to be observed.
- iv) It is our goal to promote good sportsmanship among our players, coaches, and spectators.
- v) "Kids Come First" - We want to support this theme by recognizing the value of developing youngsters in: Ability Learning the Game Becoming Sports Participants Gaining personal confidence and pride Acquiring team spirit Setting objectives and striving toward them building character These ambitions are attainable only through fun.
- vi) Our desire is to promote fun and it is your job to make this come true.
- vii) The winning of games is really only the focus of the play. It should not be allowed to become the measure of success.
- viii) SSC will NOT tolerate any action, which is intended to embarrass, ridicule, or demean others under any circumstance, including on the basis of race, religion, or gender.
- ix) SSC expects Coaches to read the material contained in these Home Rules before the season starts. Experience has shown that clarification of several points about soccer will go a long way toward making the sport more enjoyable for fans and players.
- x) Coaches should discuss these principles with player's parents before the first game.
- xi) No Carded Travel Club player may play in the Recreational League.

#### **b) Objectives of the SSC**

- i) Provide the Youth of Stafford with a facility for developing athletic skills in general as well

as those skills associated with soccer.

- ii) Provide the youth with examples of how to conduct themselves when participating in a sporting event. These include sportsmanship, teamwork, and respect for others; desire to improve their skills, cooperation and respect for those in authority (to include coaches, and referees).
  - iii) To instill in our youth the understanding that to perform well at any sport, effort must be expended in developing particular skills. That the best way to develop these skills through practice and drills.
  - iv) To make our youth aware that though winning is important Goals (1) to improve skills and (2) to enjoy the sport in which we are participating.
- c) **Rules of Conduct:** Coaches are required to abide by certain rules of conduct. These rules apply to practice, games and other activities associated with the league. Violation of these rules can result in verbal or written reprimands, suspension or expulsion.
- i) Coaches must never lose sight of the fact they are coaching Children. These children are going to act like children and will not have the same skills that professional player's possess. They will make errors and exercise poor judgment from time to time. This must be recognized. Yelling at and embarrassing youngsters is not condoned and will not result in the desired goals! When a child makes a mistake, explain what it was. If it was due to lack of skill, then work with the child or show what drills they should employ to improve their skills. Disciplinary action may be forthcoming should the coach's behavior be inappropriate.
  - ii) Physical harm to any players by coaches ( i.e. pushing, or Hitting) is strictly forbidden. It will result in immediate expulsion from the club.
  - iii) Coaches must respect the judgment of the referees. Do not yell at the referees. It is acceptable to argue a call, but this should be done in a controlled, non-intimidating fashion. Coaches that repeatedly argue with the referees are subject to expulsion from games, as well as possible suspension or expulsion from the league.
  - iv) Coaches should not influence the referees in calls in the game.
  - v) The use of profanity at any practice or games is strictly prohibited and can result in immediate expulsion from the game by the referee or league officials.
  - vi) The use of alcohol or drugs at any practice or games is strictly prohibited. Coaches should avoid drinking prior to games or practices. The use of any alcoholic substance at a practice or game will result in immediate expulsion from the game and are grounds for suspension or expulsion from the league. The use of any illicit substance by coaches or players is also prohibited with the same penalties with the addition that such use will be reported to the appropriate civil authorities.
  - vii) Smoking is not permitted on the playing fields. (Practice included).
  - viii) Coaches must respect their opponents; avoid arguments with the other coaches.
  - ix) Though it is often difficult to control fans, it is important that coaches assist the referees in controlling unruly spectators. If a referee asks that a fan leaves the field it is expected that the coaches will cooperate and assist.
- d) **Competition:** It is important that the children who participate in our league develop a competitive spirit. We do not want this carried to extremes. The league is structured in the following fashion:

- i) **U-6 Clinic**
  - (1) Designed to provide the basics of soccer: Kicking, Passing, Dribbling, etc...
- ii) **U-8 Super Clinic**
  - (1) the first time that a child will be assigned to a team. It is recommended that the players be rotated throughout the various positions during the game.
- iii) **U-10 Intermediate 1**
  - (1) Competitive league, records are maintained and Playoffs / Tournaments may be scheduled at the end of the regular season.
- iv) **U-12 Intermediate 2**
  - (1) Competitive league, records are maintained and Playoffs / Tournaments may be scheduled at the end of the regular season.
- v) **Travel Teams (All ages)**
  - (1) Travel League is designed to offer higher competition than the recreation league. Children will Try-Out for the Travel Teams.
- e) **Safety**
  - i) Good judgment is the watchword, maintain control at all times and accidents will be kept to a minimum. Check the field for any dangerous hazards and insist that the players wear proper equipment. If an injury occurs, take the appropriate action and if medical assistance is necessary, know where the nearest phone can be found. Any injury requires the filing of an accident report to the league officials. Please hand in all accident reports to the President of the league.
- f) **Protests**
  - i) The Head Referee and the Asst. Head Referee will decide all protests on the field of play. The procedure will be as follows: The Head Coach must ask the referee to suspend the game, due to the fact the coach wishes to file a protest. The Head Referee and Asst. Head Referee will be called to the scene, at which time the Head Referee and Asst. will discuss the complaint, after the complaint has been heard, a decision will be made on the field of play. Once, the decision has been made the game will continue. All decisions of the Head Referee and Asst. are FINAL. No appeals will be accepted! If a coach refuses to allow the game to continue that game will result in a forfeit and a RED card will be issued to the coach. Disciplinary action will occur on the coach. The only time a coach can protest is at the moment of the infraction, please note protests can only be considered on RULE infractions, not on judgment calls.
- g) **SSC Home Rules**
  - i) **Off-sides**: will be called in all Divisions except Division U-6.
  - ii) **Field Play**: Only players and coaches from both teams shall occupy one side of the field. The parents and spectators of both teams shall occupy the opposite side of the field. A team shall be permitted to have no more than three (3) coaches on the side with the players and coaches. A club linesman shall be permitted on the side with players and coaches. (U-6 will be allowed to have an Assistant Coach on both sides of the field)

iii) **Team Requirement:** A team needs seven players for that team to play. If a team fails to meet that requirement a forfeit will be awarded to the opposing team. (A 15-minute grace period after the scheduled start time will be allowed). Official games for U-12 will consist of a minimum of 10 players in total, from either team (coaches may agree prior to the start of the game to reduce this number, assuming each team has an equal amount of players. Removing the team from the field without the consent of the Referee for any reason during the game or refusing to continue is a most serious offense. The coach will be referred to the Disciplinary Committee. (Coaches upon agreement will have the ability to terminate the game)

iv) If a team meets the seven-player requirement the opposing team must play equal numbers or less, but never less than seven.

v) **Red Card:** Any players or coach who is issued a Red Card will be suspended for the remainder of that game and up to two games. If a team has seven players and one of the players receives a red card, that team will forfeit the game immediately. The SSC disciplinary committee will review all red cards. Yellow card-Caution: Two cumulative yellow cards in a seasonal year not necessarily in consecutive games will result in a one game suspension.

vi) **Player**

- (1) U-6 will play 8 v 8 (7 on the field and a goalie)
- (2) U-8 will play 8 v 8 (7 on the field and a goalie)
- (3) U-10 will play 8 v 8 (7 on the field and a goalie)
- (4) U-12 will play 11 v 11 (10 on the field and a goalie)

vii) **Equipment**

- (1) Ball
  - (a) All divisions shall use a number 4 size ball
- (2) Shin Guards
  - (a) Shin guards are mandatory for each player. Players will not be allowed to play without properly wearing shin guards

viii) **Game duration**

- (1) U-6 will practice for 45 minutes and scrimmage for 45 minutes
- (2) U-8 will play two (2) 25 minute halves
- (3) U-10 and U-12 will play two (2) 30 minute halves
- (4) These times can be reduced by the consent of the coaches or direction from the Head Referee, due to inclement weather or for safety purposes.

ix) **Playing time**

- (1) The SSC policy is that all players must play at least one half of the Game.

x) **Substitutions**

- (1) U-6
  - (a) Free substitutions are permitted during the entire game.
- (2) U-8 thru U-12
  - (a) A team may substitute on its own throw in, a goal kick by either team, any referee stoppage of play (injury, fix a net, etc.), or after a goal has been scored.
  - (b) Substitutions are done only with the referee's permission.
  - (c) When this is done to delay the game, the referee may refuse permission. Substitutions is done while the clock runs.
  - (d) Coaches who do not abide by the one half of the game policy will be brought up to the disciplinary committee for immediate action. (The Disciplinary committee

may result in calling that game a forfeit, suspending the coach, and/or terminating the coach from the league.)

- x) **Fundraising:** Players are responsible for returning fund-raiser money by the third regular season game that player will not be eligible to play in any scheduled games until the money is received.
  - xii) **Field Cleaning:** Coaches are responsible for cleaning the team's garbage on the fields after the games.
  - xiii) If the referee must suspend the game due to weather conditions and the first half of the game has been completed; the game will be considered a complete game and the score will stand. If the first half has not been completed, the entire game must be replayed. If the referee abandons the game at anytime during the game due to discipline problems, the SSC Executive Board will decide the result of the game.
  - xiv) Good sportsmanship is a major objective both on and off the field. SSC may consider disciplinary action against coaches who have fan behavior problems. The players, spectators, referee, or linesman should not be subjected to poor behavior from the sidelines.
  - xv) Players Code Play the game for the game's sake Be generous when you win Be graceful when you lose Be fair always no matter what the cost Obey the laws of the game Work for the good of your team Accept the decisions of the officials with good grace Believe in the honesty of your opponents Conduct yourself with honor and dignity FAIR PLAY PLEASE
- h) Disciplinary Action**
- i) All coaches are reviewed at the end of the season; the Stafford Soccer Club Executive Board reserves the right to dismiss coaches at anytime, pending approval from the disciplinary committee.
- i) Kids Safe Program! "Megan's Law"**
- i) All coaches are required to fill out the Kids Safe Program mandated by the New Jersey Youth Soccer Association and the Township of Stafford. A "Megan's Law" form is required to be filled out by the Stafford Soccer Club. A background check will be performed on all coaches that volunteer for the club.
- j) Rutgers Safety Class**
- i) The Stafford Soccer Club requires the Rutgers Safety Class, before the coach takes the field. The Stafford Soccer Club will require all coaches to take this (3) hour class to become certified. All coaches are required to have their certified card on hand at all times during practices and games.
- k) Training Courses for Coaches**
- i) The Stafford Soccer Club is responsible for providing coaches with the appropriate training classes will be arranged before the start of the season. License classes will be offered on a yearly basis. Coaches are strongly recommended to take the offered classes.
- l) Committee Assignments**
- i) The President, on an annual basis appoints committee Assignments. Any member interested in serving on a committee should notify the President before the end of the Spring & Fall season. Committees and committee assignments will be discussed at the Re-organizational Meeting with the Executive Board in January.



**m) Club Monthly Meetings**

- i) SSC Meetings will be held monthly. The specific date will be posted on the Stafford Soccer Club web site at [WWW.STAFFORDSOCCER.NET](http://WWW.STAFFORDSOCCER.NET)

**n) Rain-Outs**

- i) League Directors will notify their coaches if the games are cancelled due to rain or poor field conditions. Games will be made up either on Sunday's or during the week.

**o) Concession Stand**

- i) A. The Concession Stand Manager will submit a written monthly financial report to the Treasurer one week prior to the club's monthly meeting. This report will include details Of month-to-date income and a detailed list of month-to-date expenses paid or to be paid, including proper documentation for all such expenses. (Refer to Article 8). All decisions regarding asset procurement and disposal shall be decided on by the Executive Board

**14) Article 14 Basic Policies**

- a) 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.

**15) Article 15 Amendments & Resolutions**

- a) The Constitution or by-laws of the SSC may be amended, revised, repealed, or altered in whole or part, by the Executive Board members at any meeting.
- b) Changes must be presented in writing at least ten days prior to such meeting, and will be voted on at the next regular meeting of the club.
- c) Changes are given in writing at least Ten Days prior to such meeting.
- d) Any actions of the voting membership relating to matters of club policy, goals, directions, rules or regulations shall be reduced to written resolution for and appended to the bylaws as amendments.

**16) Article 16 Parliamentary Authority**

- a) Robert's Rules of Order newly revised shall be used as a guide for the SSC
- b) The SSC Bylaws supersedes Robert's Rules of Order where an inconsistency exists.

**17) Article 17 Seal**

- a) The Seal of the corporation shall be in the form affixed immediately below.