

EAST BRUNSWICK SOCCER CLUB

RULES AND REGULATIONS

DATE OF ISSUE: DECEMBER 22, 1986

REVISED: JANUARY 1997

TABLE OF CONTENTS

By-Laws	1
Rules of Play	2
Travel Team Tryout Procedures	3
Judiciary Committee Procedures	4
Calendar of Dates and Events	5
Scholarship Award Procedures	6

BY - LAWS

EAST BRUNSWICK SOCCER CLUB

A CORPORATION NOT FOR PROFIT

ARTICLE 1 PURPOSE OF THE CORPORATION
--

Section 1 **Purposes:** The purpose for which the Corporation is formed are:

- (a) To foster and promote an interest in soccer among residents of the Township of East Brunswick in general and its youth in particular.
- (b) To conduct a program of physical education for the residents of the Township of East Brunswick in general and for its youth in particular.
- (c) To promote good sportsmanship among all participants in any of the athletics fostered and promoted by the East Brunswick Soccer Club.
- (d) To foster, promote and insure sportsmanlike conduct at all times, on and off the playing field, by all members, parents and other persons who are associated with the East Brunswick Soccer Club.
- (e) To raise sums by subscription or gifts as deemed proper to support any of the objectives of the Corporation.

ARTICLE 2 OFFICES

Section 1 **Principal Office:** The principal office of the East Brunswick Soccer Club, (a New Jersey Corporation) shall be located in the Township of East Brunswick, County of Middlesex.

Section 2 **Other Offices:** The Corporation may have other offices as the Board of Trustees may determine or as the affairs of the Corporation may require from time to time.

ARTICLE 3 MEMBERS

Section 1 **Members:**

- A. Active Members: The active members shall consist of active coaches, assistant coaches, referees, elected trustees, administrative personnel and any individual whose support activity (as defined as 50 hours of service per calendar year on the performance year on the performance of major activities) in the judgment of the Board of Trustees is beneficial to the Corporation. An active member shall be defined as any individual 18 years old or older, participating in any one of the above capacities during the then current season or the immediately preceding season.

The "seasons" shall be defined as the Spring Season which shall start on January 1 and end on July 31 and the Fall Season which shall start on August 1 and end on December 31.

- B. Lifetime Members: An Individual who at one time was an active member shall qualify for Lifetime Membership by virtue of one of the following:
1. He/She was the recipient of the EBSC Marv Steiner Award.
 2. He/She was the recipient of the EBSC Distinguished Service Award.
 3. A former/current Active Member, who has been active for a minimum of fifteen (15) seasons, may make application for such membership to the Board of Trustees, in writing, stating his/her period of active status within the club. The Board, upon verification of the stated period of active membership, will extend such membership to the applicant.

- C. Limited Members: Trainers are members of the EBSC without voting rights.

Section 2 Voting Rights: Each Lifetime member and each non-paid Active Member shall be entitled to one vote on any matter submitted to a vote of the members. Any member receiving remuneration for refereeing shall be eligible to vote.

Section 3 Voting Eligibility: The names of up to three coaches per team shall be submitted by league vice presidents to the Board of Trustees for verification at the start of each season. The Vice President - Support shall submit to the Secretary no later than April 1 and October 1 of each year a list of individuals who are active in a support or administrative function. The list shall include a description of the services performed and/or hours of service.

Section 4 Voting List: A list of eligible voters shall be compiled and maintained by the Secretary and open for inspection by all Members. The Board of Trustees shall approve or amend said list for the Annual Meeting voting eligibility (in accordance with Article II, Sec. 2). This shall be accomplished no later than the October general membership meeting with any corrections to be completed at the November general membership meeting. The list must be available for inspection at the November general membership meeting.

Section 5 Discipline (of Membership and Players): A Judicial Committee shall be formed at the beginning of each season and will have final authority and responsibility to hear and judge all matters relative to the suspension,

termination or discipline of any member or player, if necessary, after conducting a hearing. The decision of this Committee shall be final and binding except for termination or suspension of a member or player for more than one season, which must be ratified by a two-thirds vote of the Board of Trustees.

Section 6 **Resignation:** Any member may resign by filing a written resignation with the secretary.

ARTICLE 4 MEETING OF MEMBERS
--

Section 1 **Regular Meetings:** The regular meeting of the Corporation for the transaction of ordinary business shall be held on the first Wednesday in March, April, May, June, September, October, and November each year.

Section 2 **Annual Election Meeting:** An annual election meeting of the members shall be held on the third Wednesday of November of each year where the election of the Board of Trustees shall take place. If the annual election meeting shall not take place at the time fixed it shall be held no later than the second Wednesday in December.

Section 3 **Special Meetings:** Special meetings of the members may be called by the President, by a majority of the Board of Trustees or by a majority of the members voting at a regular or special meeting.

Section 4 **Notice of Meetings:** Written notice stating the place, day and hour of the annual and of any regular or special meeting of the members shall be mailed by the Secretary no less than six (6) days before the date of the meeting, at the direction of either the president, or Board members or

persons calling the meeting. The purpose for which the meeting is called shall be stated in the notice.

Section 5 **Quorum:** Forty (40) voting members shall constitute a quorum at a meeting.

ARTICLE 5 BOARD OF TRUSTEES

Section 1 **General Powers and Qualifications:** The business of the Corporation shall be managed by its Board of Trustees. In order to seek election to the Board, an individual must either:

- a. be a Lifetime Member, or
- b. have been an Active Member of the corporation during any two (2) of:
 - the current season
 - the immediately preceding Spring Season
 - the immediately prior Fall Season at the time of the Annual Meeting at which he/she is a candidate

The Trustees of the Corporation shall be the President, First Vice President, Secretary, Treasurer, Vice-President-Traveling Team League, Vice-President-Boys Recreation League, Vice-President-Girls Recreation League, Vice President Support Division, Vice President Purchasing, Vice President Referees, Vice President Data Processing and Vice President Trainer/Coordinator. The immediate past President shall automatically be a member of the Board of Trustees, for a one-year term, (in a non-voting capacity), unless he has resigned, was removed

from office prior to completing his term or chooses not to serve on the Board.

Section 2 **Duties of the Board of Trustee:** The Board shall be responsible for, and have authority to:

- a. Establish, amend and enforce the by-laws, rules and regulations.
- b. Act upon application for youth affiliation.
- c. Approving all participation in games and leagues.
- d. The creation of new teams and leagues as situations and circumstances warrant.
- e. Making decisions for specific cases not provided for in the by-laws but which are deemed necessary by the Board to carry out the objectives of the Corporation by a two-thirds vote.
- f. Ratifying a decision to terminate or suspend for more than one season, any member or player.
- g. Annual establishment of necessary requirements for participant registration and fees.
- h. Contract and/or negotiate with municipal agencies and school boards.
- i. Act upon application for youth affiliation.
- j. Appointing representatives to serve on municipal boards.
- k. Press and media contacts.
- l. Review of bids and selection of suppliers of equipment.

Section 3 **Board Meetings:** Meetings of the Board of Trustees shall be held on the last Wednesday of every month with the exception of November and December and on the first Wednesday in December. The December Board of Trustees meeting shall be a transitional meeting of the existing Board of Trustees and the newly elected Board of Trustees. Special

meetings may be held at any time on the call of the President, or on demand, in writing, to the secretary by two (2) members of the Board. Minutes of Board of Trustees meetings will be available at all general membership meetings.

Section 4 **Manner of Acting:** A majority of the Board of Trustees shall constitute a quorum. The vote of the majority of the Trustees present and voting (disqualifications shall not be counted as voting) at a meeting where a quorum is present shall control unless the vote of a greater number is required by law or these by-laws.

Section 5 **Election and Appointment:** The elected Board of Trustees (President, First Vice President, Secretary, Treasurer, Vice President-Traveling League, Vice President Purchasing, Vice President Support Division, Vice President Purchasing, Vice President Referees, Vice President Data Processing and Vice President Trainer/Coordinator, shall be elected by the majority vote of the members voting (as provided in Article VI, Section 1), for a term on one calendar year. If a vacancy in any Board position, except for President, occurs before an annual election, it may be filled by a majority vote of the remaining members of the Board of Trustees. Voting by absentee ballot at the annual election meeting shall be permitted in accordance with procedures to be established by the Board of Trustees.

Section 6 **Compensation:** Trustees shall not receive any compensation for their services as Trustees.

Section 7 **Nominations:** The Board of Trustees shall appoint a Nominating Committee in September for the purpose of nominating officers. The

Nominating Committee shall consist of two individuals from each of the following segments of the Corporation: Traveling Team League; Boys Recreation League ; Girls Recreation. The Nominating Committee will select one candidate for each office to be voted upon or in cases where more than one qualified candidates exists the Committee may select more than one candidate for an office. Members interested in running for an office are encouraged to submit a resume to the First Vice President who shall forward all resumes to the Nominating Committee. Nominations will be accepted from the floor. Candidates are encouraged to make a statement after floor nominations.

Section 8 The Nominating Committee shall announce its choices for elective positions at the regular meeting in November. Members other than those nominated by the Nominating Committee who wish to run for office must be nominated and seconded at the regular meeting in November. No additional candidates may be nominated at any time thereafter.

Section 9 No member of the nominating committee may run for office in the annual election in the year in which he or she served.

ARTICLE 6 OFFICERS

Section 1 **Names, Officers, Length of Office.** The officers of the Corporation (who shall also serve as Trustees by virtue of their election) shall be the President, First Vice President, Treasurer, Secretary, Vice President Traveling Team League, Vice President Boys Recreation League, Vice President Girls Recreation League, Vice President Support Division,

Vice President Purchasing, Vice President Referees, Vice President Data Processing and Vice President Trainer/Coordinator. They shall be elected at the annual election meeting of the Corporation by a majority vote of ballots of the active members voting and shall hold office for a period of one calendar year or until their successors take office.

Section 2

Duties of Officers:

- a. The President shall preside at all meetings of the general membership and Board of Trustees. The President shall not vote at meetings of the general membership, except in the case of a tie vote.
- b. The First Vice President shall perform all duties of the President in the absence of the President. The First Vice President shall also inform the Board of Trustees and Members of meetings when the Secretary is unable to do so. The First Vice President shall be a member of all committees with the exception of the Nominating Committee and Auditing Committee. The First Vice President shall also have responsibility for the coordination and conditions of all playing fields and adjacent facilities.
- c. The Secretary shall notify members of general meetings and shall notify Board members of Board of Trustee meetings. The secretary shall keep Minutes of general and Board meetings which shall be available to the membership on a timely basis. The Secretary shall prepare a directory of the names, addresses and telephone numbers of all active members and shall also be responsible for all correspondence of the Corporation. The Secretary shall provide a year end summary of by-law changes, important decisions and VP Travel Policy letter, to be approved by the Board at the December

meeting.

- d. The Treasurer shall be responsible for the collection of all fees and dues and their deposit in an account in the name of the Corporation. The Treasurer shall keep an accurate account of all financial transactions and render a report to the Board of Trustees when requested and an annual report to the general membership at the annual meeting. The Treasurer shall also be responsible for the payment of bills. All checks and tax returns must be signed by the Treasurer and one other designated officer or representative.
- e. The Vice President Traveling Team League shall nominate coaches for all traveling teams subject to approval by 2/3 vote of the Board of Trustees. In the event that a 2/3 majority of the Board of Trustees does not approve the first nomination, the Vice President of Travel shall continue to make subsequent nominations from other applications submitted until one is approved by a 2/3 vote by the Board of Trustees until all such applications have been exhausted. If no application is approved after all applications have been submitted then the Vice President of Travel's first nomination shall prevail. After team selection and with the concurrence of the approved coach, the Vice President Traveling Team League shall appoint Assistant Coaches for each Traveling Team subject to approval by a 2/3 vote of the Board of Trustees. In the event that the coach of any travel team is unable or willing to fulfill his duties during the course of a season, the Assistant Coach shall serve as the Coach of the team for the balance of the season. In the event that an Assistant Coach is unwilling or unable to fulfill his duties during the course of a season, or in the event that an Assistant Coach

becomes Coach during the course of the season as provided, above, the Vice President Traveling Team League with the concurrence of the approved coach, shall appoint an Assistant Coach for the travel team for the balance of the season subject to approval by a 2/3 vote of the Board of Trustees. The Vice President Traveling Team shall recommend entry of each team into traveling competition subject to approval by a two-thirds of the Board of Trustees and shall in conjunction with the coaches coordinate all league and tournament activity.

The Vice President Traveling Team League shall submit at the start of each season for Board approval the names of two individuals to function as Division Directors; the Vice President of Traveling Team League shall determine how best to distribute the responsibilities of these Division Directors. The Vice President of Traveling Team League may in addition appoint a league representative to each league in which EBSC travel team participant, or he/she may choose to include this function as part of the responsible of Division directors.

The Vice President Traveling Team League shall hold one meeting of all coaches prior to each season, one meeting during the season, and one meeting after completion of each season. Minutes shall be kept on file with the Secretary and copies shall be submitted to the members of the Board, Division Directors and travel team coaches. Rules and regulations for traveling team division shall be as set forth in policy statement(s) which shall be kept current each year.

- f. The Vice President, Boys Recreation League shall have responsibility for the operation of the Boys Recreation League. The Vice President Boys Recreation League shall select one

Division Director for each division immediately after the completion of each season's participant registration and recommend same to the Board of Trustees for approval. The Board shall then appoint said Division Directors for one upcoming season.

The Vice President Boys Recreation League shall hold one meeting of all Division Directors prior to each season, one meeting during the season and one meeting after the completion of each season. Minutes shall be kept on file with the Secretary and shall be distributed to the Board of Trustee, Boys Division Directors and Boys Recreation Division coaches.

- g. The Vice President Girls Recreation League shall have responsibility for the operation of the Girls Recreation League. The Vice President Girls Recreation League shall select one Division Director for each division immediately after the completion of each season's participant registration and recommend same to the Board of Trustees for approval. The Board shall then appoint said Division Directors for one upcoming season. The Vice President Girls Recreation League shall hold one meeting of all Division Directors prior to each season, one meeting during the season, and one meeting after the completion of each season. Minutes shall be kept on file with the Secretary and shall be distributed to the Board of Trustees Girls Division Directors and Girls Recreation Division coaches.

- h. The Vice President Support shall coordinate all activity of a supportive nature not covered in the by-laws or other rules and regulations such as fund raising, concession stands, volunteer coordination, publicity, awards, registration and other activities

directed by the Board of Trustees.

The Vice President Support shall deposit any funds collected from any activity on a weekly basis with the Treasurer or deposit directly into the Corporation's bank account, if so instructed by the Treasurer.

- i. The Vice President Purchasing shall be responsible for all purchase of equipment and supplies and shall on a yearly basis obtain more than one bid for all purchase unless extenuating circumstances exists.

The Vice President Purchasing shall keep accurate records and submit to the Board at the end of each season a list of current supplies.

Rules and regulations for purchasing shall be as set forth in policy resolution(s) which shall be kept current each year and attached to these by-laws.

- j. The Vice President Referees shall be responsible for obtaining referees for the recreation league, and referees and linesman for the travel league as required, scheduling, evaluating referees and conducting referee's clinics and handling all situations regarding travel team referee requirements. The Vice President Referees shall keep accurate record, provide compensation for referees weekly and submit statement of account monthly to the Treasurer.

- k. The Vice President Data Processing shall be responsible for handling all necessary input into our Computer System. The Vice President Data Processing shall be responsible for computer printouts of all necessary information pertaining to the East

Brunswick Soccer Club to all individuals in need of such information for the continuous and uninterrupted flow of business concerning aforementioned soccer club. Such records as will be established into the computer system will be the voting list, the registration of all children playing in the soccer club, the mailing list for newsletters and information, etc. along those lines. All such information will be supplied to the Vice President Data Processing will be responsible for working on programs to input other information into the system, i.e. tournament information (ours) or others, for quick reference capabilities, and any other information that might be beneficial to the running of the East Brunswick Soccer Club's business. Responsibility is limited to entering information, not compiling it.

1. The Vice President Trainer/Coordinator shall be responsible for establishing and coordinating clinics on a continuous basis, and at all club levels, for the advanced education of our coaches. These clinics may be conducted by existing coaches within our club or the Vice President Trainer/Coordinator may explore methods of bringing in outside teachers and lecturers for this same purpose. Such clinics may be run outdoors for hands on training or indoors for lecture type training. The Vice President Trainer/Coordinator may assist the Vice President Referees in coordinating referees courses and also in the setting up and running of USSF License Clinics.

ARTICLE 7 DIRECTORS

Section 1 Number: There shall be one director for each division in the Boys' and

Girls' Recreation League and there shall be two Division Directors for the Travel Team League. All Division director positions will be appointed positions, approved by the Board of Trustees, but will not have representation on the Board of Trustees.

Section 2 **Duties:** The Recreation League Division Directors shall be responsible for recruiting and selecting coaches for all teams the day-to-day operation of their assigned division, including scheduling, team selections, policing club rules, coordinating field maintenance for their division and assisting in referee scheduling.

The Recreation League Division Directors shall hold one meeting of all coaches in their division prior to each season, one meeting during the season and one meeting after the completion of each season. Minutes of each meeting shall be kept and copies shall be provided to the Secretary and the Vice President of the Boys or Girls Recreation League, as applicable.

The Travel Team Division Directors shall assist the Vice President Traveling Teams as directed by the Vice President Travel Team League.

ARTICLE 8 <i>CONTRACTS, CHECKS, DEPOSITS AND FUNDS</i>
--

Section 1 **Contracts:** The Board of Trustees may authorize any of the officers to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation.

Section 2 **Deposits:** All funds of the corporation shall be deposited not less often than weekly to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Trustees may elect.

Section 3 **Gifts:** The Board of Trustees may accept any contribution, grant, gift, bequest or devise on behalf of the Corporation for general or restricted purposes not in violation of or contrary to the purposes of the Corporation. Gifts or sponsorship of individual teams is prohibited.

ARTICLE 9 MISCELLANEOUS

Section 1 **Books and Records:** The Corporation shall maintain correct and complete books and records of its account. The Corporation shall also keep minutes of the proceedings of its members, Board of Trustees, and committees having any of the authority of the Board of Trustees and shall keep at the principal office, office of the Secretary and/or office of the Treasurer, a record giving the names and addresses of the members entitled to vote. All books and records of the Corporation may be inspected by any member, or his agent or attorney, for any proper purpose at any reasonable time.

Section 2 **Audit Board:** The Board of Trustees shall appoint an auditing board no later than the October general membership meeting consisting of no less than three (3), and no more than five (5) active members of the Corporation. Such members shall not presently be officers or trustees. The audit board shall review the records of the Treasurer annually and report said finding to the general membership.

Section 3 **Fiscal Year:** The fiscal year of the Corporation shall begin on January 1 and end of December 31.

Section 4 **Waiver of Notice:** Whenever any notice is required to be given under the provisions of the New Jersey Corporation and Association Not For Profit Act or under the provisions of the articles of incorporation or by the by-laws of the Corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

Section 5 **Parliamentary Procedure:** The Corporation shall operate pursuant to Roberts Rules of Order (current edition) unless otherwise specified in these by-laws.

Section 6 Members agree to exhaust all administrative remedies within the Corporation prior to the securing of legal counsel.

ARTICLE 10 AMENDMENTS

Any proposed amendments to these by-laws or any rule and/or regulation may be introduced as an amendment by any active member of the Corporation at any regular meeting or special meeting of the Membership. Before any amendment(s) to the by-laws or rules and/or regulations may be passed by the membership it must be read at two consecutive meetings including the one at which the amendment(s) is introduced and be voted on after the second reading. Amendments to any rules and/or regulations of play may be adopted at the same meeting at which they are introduced. Two-thirds of the voting membership present will be necessary to pass or reject the amendment(s). Amendment(s) must be sent to each current member with the next newsletter.

ARTICLE 11 COMPLIANCE

Any failure to comply with these by-laws and/or rules or regulations of this Corporation may subject such individual to suspension or termination from his elected or appointed position or other disciplinary action based upon a 2/3 vote of the Board of Trustees.

<i>ARTICLE 12 DISSOLVING THE CORPORATION</i>
--

In the event the Corporation should cease to exist any and all assets shall be distributed as provided in the Certificate of Incorporation.

2

RECREATIONAL LEAGUE

SECTION 1 RECREATIONAL LEAGUE RULES OF PLAY

All Recreation Division games will be played in accordance with FIFA Laws of the Game, with the following modifications:

LAW 1-THE FIELD OF PLAY

We will be playing on the Fairgrounds as well as East Brunswick Township and School fields. Every effort will be made to insure all fields conform to the prescribed specifications, however, where, for space considerations, field dimensions have been shortened, we will nevertheless use the field.

LAW 2-THE BALL

The size of the ball shall be governed by the New Jersey Youth Soccer specifications per age group. Instructional and Super Start will use a Size 3 ball.

LAW 3-NUMBER OF PLAYERS

A team will be given 15 minutes after the scheduled kickoff time to field the minimum 7 players. If unable to do so, the opposing team will be declared the winner by forfeit. If neither team can field the minimum 7 players 15 minutes after the scheduled kickoff time, the game is canceled and no points shall be awarded.

All children must play at least half a game, therefore there is no limit on the number of substitutions a team may make during a game, and substituted players may reenter the game.

(NOTE: If a child does not attend a sufficient number of practices and/or games, the coach may contact the Division Director for permission to play the child less than half a game. The Division Director would then be responsible for verifying the validity of the coach's request.)

Substitutions will be allowed at any time in the event of an injury, with permission of the referee.

Substitutions may be made by either team at the end of a quarter, after a goal has been scored, or on a goal kick. Additionally, the team with possession may substitute on a throw-in. In all cases, except substitution at the end of a quarter, permission must be received from the referee.

Super Star: No specification

Instructional: Each coach is to divide their team into two teams which will play simultaneous games. The intention is to have all instructional players present involved in the game.

LAW 4-PLAYER'S EQUIPMENT

A player shall not wear anything which is dangerous to another player. This included earrings and all other jewelry, metal or hard plastic hair clips, etc. If an item is deemed dangerous by the referee, it must be removed or the player will not be permitted in the game.

All players must wear their team shirts during the game.

The use of shin guards is **mandatory**.

Proper soccer attire, which includes shorts and cleats, is strongly recommended.

LAW 5-REFEREES

Referees are assigned games and should be at the field 15 minutes prior to the scheduled kickoff time. However, if the referee fails to show, each coach should referee or assign a parent to referee half of the game. The coaches may mutually agree on a person, including another referee, to referee the entire game. (NOTE: Coaches are expected to refrain from coaching their team while they are refereeing).

Both coaches must sign the referee's voucher card at the end of the game. In the event the referee failed to show for the game, the Division Director should be so advised, in order that the Director can inform the VP of Referees.

The instruction and development of referees is an integral part of the EBSC program and all participants, especially coaches, are expected to help in a positive manner.

All referees are expected to act in a courteous and helpful manner in accordance with FIFA Laws of the Game.

LAW 6-LINESMEN

Each coach is responsible for providing the referee with a Linesman. Since this function affects the flow to the game, please provide as competent a person as possible.

The Linesman may indicate which side is entitled on a throw-in, however, the referee's decision is final.

LAW 7-DURATION OF THE GAME

The length of games will be shortened for younger players as follows:

Super Stars		1 hour session	
Instructional		48 minute game	(12 min. Qtr.)
Majority	3rd & 4th Grade	70 minute game	(35 min. Half)
Majority	5th & 6th Grade	80 minute game	(40 min. Half)
Majority	7th and above	90 minute game	(45 min. Half)

Time will be called at the end of the quarter or half to change sides and for substitutions. The ideal time interval is **one minute** at the end of the 1st and 3rd quarters, and **five minutes** at half time.

Any game suspended prior to the start of the 3rd quarter is not an official game and it will be relayed in its entirety. Any game suspended after the start of the 3rd quarter is an officially competed game.

Alternating kickoffs will start each quarter.

LAW 8-THE START OF PLAY

First possession will be determined by a coin toss by the referee with the team captains present. Referees have the discretion to cancel a game in case of dangerous conditions (thunderstorm, lightening) or for unplayable field conditions. A game may also be canceled by mutual agreement of both coaches, but only for dangerous conditions. (NOTE: In the case of cancellation by the coaches, both coaches must be present at the field.)

LAW 9-BALL IN AND OUT

No modifications to FIFA laws.

LAW 10-METHOD OF SCORING

No modifications to FIFA laws.

LAW 11-OFFSIDE

Instructional Division shall not utilize the offside rule.

No other modifications to FIFA laws.

LAW 12-FOULS AND MISCONDUCT

A player or coach receiving two cautions (yellow cards) or ejected (red card) misses the balance of that game and the team's next game. (NOTE: This means they are not to be at the field of play during the next game.) Failure to comply with this rule constitutes an automatic forfeit.

Any coach receiving two yellow cards in a season must appear before the VP of Boys/Girls to determine if further action is needed before resuming his/her coaching duties. Any coach receiving two red cards in a season must appear before the Board of Trustees of the EBSC for a determination of the coach's suitability to continue as coach. Female players will not be called for a "hand ball" when they cross their arms over their chest, provided arms are against their chest and do not extend above the height of their shoulders.

LAW 13-FREE KICK

No modification to FIFA laws.

LAW 14-PENALTY KICK

No modification to FIFA laws.

LAW 15-THROW IN

Instructional Division: Player may be given two attempts to correctly perform a throw in. If ball is improperly thrown a second time, possession shall be given to the other team. No other modifications to FIFA laws.

LAW 16-GOAL KICK

Instructional Division: Goal kicks are to be taken from the 18 yd line (end of the penalty area). NOTE: Saves may be taken to the 18 yd line. After a save, the ball is dead until it passes out of the penalty area.

LAW 17-CORNER KICK

Instructional Division: The corner kick shall be taken from the corner of the penalty area (18 yd line) and end line.

No other modifications to FIFA laws.

A coach and an assistant coach from each team will be given the privilege of being permitted on the field during a game, but they must not enter the penalty area or interfere with the flow of the game.

THE REFEREE CAN REVOKE THIS PRIVILEGE IF A COACH OR ASSISTANT COACH DOES NOT ABIDE BY THIS RULE.

SECTION 2 DUTIES AND RESPONSIBILITIES

A. DIVISION DIRECTORS

Division Directors are responsible for the following:

1. Police and uphold all policies and rules (i.e., EBSC By-Laws, Recreational Division Rules of Play, Team Selection Procedures, Protest and Grievance Procedure, and Side Line Behavior Policy).
2. Obtain coaches for their division.
3. Hold two mandatory meetings per season with all teams represented.
 - First: Before the start of the season (usually coincides with team selection).
 - Second: At the end of the season to cover player ratings, team standings, and awards.
4. Furnish VP Boys/Girls with all team rosters within one week of team selection.
5. Oversee day to day operation of their division (i.e., scheduling, field maintenance, etc.). Insure at least 8 games and nor more than 10 games are scheduled for each team during a season.
6. Keep records and standings for their division, especially equipment.
7. Develop and maintain ratings sheets on all players. Turn over to VP Boys/Girls rating sheets in accordance with listed dates.
8. Obtain current season's rating sheets on all players, have ratings sheets cross-rated by all coaches and turn these sheets over to VP Boys/Girls in accordance with the following dates:

Spring Season:	Rating sheets to Division Director by May 3rd.
	Cross rated by May 10th.
	Rating sheets to VP Boys/Girls by May 10th.
Fall Season:	Rating sheets to Division Director by Nov. 3rd.
	Cross rated by Nov. 10th.
	Rating sheets to VP Boys/Girls by Nov. 10th.

B. COACHES AND ASSISTANT COACHES

Coaches and assistant coaches are responsible for the following:

(NOTE: Assistant coaches are not selected until after team draft.)

1. Abide by all policies and rules of the EBSC.
2. To keep the other team coaches fully informed on development affecting their team.
3. Attend all Division Director's meetings for their division and EBSC general membership meetings.
4. Provide instruction, discipline and safety for all players while under their jurisdiction.
5. Return of previous season's rating sheets to their Division Director.
6. Furnish their Division Director with a complete team roster within 3 days of team selection.
7. The proper use and safekeeping of all EBSC equipment issued to them, as well as the timely return of the equipment to the Division Director at the end of the season.
8. Assuming their team's fair share of field maintenance and lining as directed by the Division Director.
9. Follow their Division's playing and practice schedule. (NOTE: Games may only be canceled or rescheduled by the Wednesday prior to its scheduled date of play.)
10. Winning coach or assistant coach (or one coach, in the event of a tie) is to advise their Division Director of the game results as well as any other events they should be aware of on the date the game is played.
11. Rate all players each season and furnish to their Division Director. (NOTE: See Duties and Responsibilities- Division Director for deadline dates.)

C. PLAYERS

Players are responsible for the following:

1. Honoring their commitment to the team. This means being on time and attending all practices and games. A team's success during the season depends heavily on the commitment of each of the players.
2. Insure that they wear their team shirt and shin guards to all games. Wearing cleats and shorts are strongly recommended. All jewelry will be left home.
3. Notify their coach/assistant coach if they are unable to make practice or games. This should be done as early as possible.

D. PARENTS

The responsibilities of parents are as follows:

1. Insure that your child honors their commitment to the EBSC and their team. Since soccer is a team sport, maximum participation of every player is needed in order to insure their team having a successful season.
2. Aid the coach/assistant coach in developing a team spirit. This can best be achieved by your showing enthusiasm and conscientiousness throughout the season. Positive reinforcement is expected at all times.
3. See that your child keeps their team shirt in good condition during the season and wears it to each game. They must also wear shin guards during all practices and games. Wearing cleats and shorts are strongly encouraged. (NOTE: Jewelry is not allowed to be worn during a game.)
4. Insure that the coach/assistant coach is advised when your child will be late for or unable to make a practice or game.
5. Assist the coach/assistant coach during practices and games. Also, help out as linesman at game and assume some of the other chores (i.e., field maintenance, lining of fields, hanging and removing nets, etc.).
6. Stay off the field of play during games, including leaving room along the sideline for players and linesmen. Crowding the field is unsafe for players, spectators and officials.

7. **OBSERVE ALL PARKING RESTRICTIONS**, especially at the Fairgrounds, park only in designated areas. Drive carefully and anticipate a ball and pursuing CHILD appearing out of nowhere.
8. Have fun and encourage your child to get as much enjoyment as possible out of the season.
9. Advise coaches of all special medical or special physical circumstances.

SECTION 3 GENERAL RULES

A. RECREATIONAL TEAM SELECTION

Teams will be selected at a Divisional meeting prior to the start of the season. In attendance will be the Division Director and coaches of that division, and one member of the Board of Trustees (preferably the Vice President responsible for that Division). The selection procedure is as follows:

1. Registration cards will be placed in descending rating number order. (NOTE: The ratings were determined by the previous coach and cross-checked against other players by the previous coaches and Division Director.)
2. Special requirements for a player, such as hardships, not wanting to be placed with a certain coach, etc., should be agreed upon by all coaches before team selection begins.
3. Cards will then be passed out by the Division Director in descending rating number order to insure balanced ratings for the teams.
4. Coaches should receive their own child(ren) when rating number of the child is reached. A coach may also have one Assistant Coach's child(ren) assigned to his/her team, providing it does not unbalance the teams. (NOTE: It should be agreed upon by all coaches prior to the start of selection that a particular coach/assistant coach match-up will not unbalance a team.)
5. There will be no trading of players between teams.
6. Once teams have been selected, no refund of the registration fee will be made for a player who is withdrawn.

7. Only players appearing on the official team roster as submitted to the VP Boys/Girls will be allowed to participate in a game. Any violation of this rule will result in an automatic forfeiture of the game.
8. No player who is an active Travel team player may compete in the Recreational League.

B. STANDING FOR AWARDS

The following is an explanation of the process for determining first, second and third place standings in all divisions where standings are used.

1. POINT SYSTEM: 2 points for a win
1 point for a tie.

2. In case of a tie after using the point system, we would proceed to the team with the most victories being declared the winner.
3. In case of a tie after using steps 1 and 2, the team with the most wins in head-to-head competition during the season would be declared the winner.
4. If the teams are still tied after steps 1, 2, and 3, a play-off game must be scheduled within seven days of the last scheduled game by the Division Director. This game will be played until a winner is decided. In case of a tie at conclusion of the standard playing time, the following overtime procedure will be followed:

- a. Five minute break;
- b. Ten minute minigame;
- c. If the teams are tied after the ten minute minigame, another five minute break will be given and a sudden death (first goal scored is the winner), five minute minigame will be played. This procedure will be continued until a winner is decided.

THERE WILL BE NO SHOOTOUTS.

C. PROCEDURE FOR ALL STAR TEAM

There shall be a Coaches All Star Team played at the conclusion of each season. It should be played as soon as possible after the last regularly scheduled game so as not to interfere with other activities within the town. Each player on all teams should be informed of the below guidelines for selection to this team at the beginning of each season.

1. Player Selection Criteria:

The number of players, and those selected will be approved for All Star Team play by the Divisional Director. Players shall be selected by team coaches at the end of each season based upon the following criteria:

- a. Must have a good attendance record for practices and games.
- b. Must have been a contributing member of the team, i.e., team spirit, attentive listener, always trying to improve individual skills, a "team player".
- c. Any red carded player must have completed his/her suspension prior to the All Star game.
- d. Players selected must not necessarily have the top rating for the player on the team.

2. Coach Selection Criteria:

Coaches for All Star Team play will be approved by the Division Director. Their selection will be based on the following criteria:

- a. Coaches from first and fourth place teams coach one team.
- b. Coaches from second and third place teams coach one team.
- c. The Division Director will select alternate coaches should either of the previously specified coaches be unable to participate.

3. Game Specifics

- a. The game must be played on a weekend. Games and practices cannot interfere with travel team tryouts. Recreation and travel coaches are encouraged to coordinate their activities.
- b. The club will supply patches, shirt, and referees, but the Division Director must make the necessary arrangements at least one week in advance.

D. TOURNAMENT TEAM SELECTION PROCEDURES

The purpose of tournament team play for recreational players is to provide them with a higher level of competition and thus to bring them to a higher level of individual and team play. Participation by any Division in tournament play is voluntary on the part of the Division coaches and Director.

1. Player Selection Procedure:

It is the intention of the EBSC that any teams participating in tournament play should be the most competitive team possible. With this in mind, the following procedures and criteria should be met for player selection:

- a. Players rated 35 out of 50 and above should be invited by their coaches to attend a tryout.
- b. Tryouts should consist of scrimmage play with each player spending at least 20 minutes in one of the following 4 positions of his/her choice: goalie; attacker; midfielder; or defender.
- c. Division coaches will give each player an overall rating of 1 to 5. A copy of the ratings will be kept by the Division Director.
- d. The top 13-18 players will be selected by the coaches to be members of the tournament team. The only exception to this may be when selecting goalies.
- e. Players who have been red carded must have completed their suspension prior to the tournament.
- f. Coaches may select the 2 best goalies. The second best goalie may not have been rated highly as a field player. Coaches can use their discretion in goalie selection.
- g. If enough highly rated players attend the tryout and there are sufficient numbers of coaches willing to take teams to a tournament, then a second team from the age group within the division may be formed. The Division Director and VP will have the final say on the formation of a second team.
- h. Only one tournament tryout is required for each season.

2. Coach Selection Procedure

- a. The coach of the first place team will be given first opportunity to coach the tournament team. If he/she is unwilling or unable to do so, the second place coach will be asked and so on.
- b. If no division coach is interested or able to coach this team, the Division Director may appoint a coach from outside the Division, with the approval of the appropriate VP.

3. Game/Practice Specifics

- a. Tryouts and practice sessions cannot interfere with travel team tryouts. Travel and Recreation team coaches are encouraged to coordinate their activities.
- b. Uniforms for tournament players should consist of appropriate shirts, shorts and socks utilizing EBSC White and Green colors.
- c. Patches can be purchased from the VP of Purchasing for trading after each tournament game. Coaches should arrange for them at least 2 weeks before the tournament.
- d. Coaches for the tournament teams are responsible for paying the team registration fee. They will be reimbursed by presenting their canceled check to the club treasurer. Only **ONE** registration fee will be reimbursed per **SEASON** for each division.

E. PROTEST AND GRIEVANCE PROCEDURE

1. Members

Chair: First Vice President

Committee Members: One each from Girls and Boys Recreation and Traveling Leagues.

2. Procedure for Filing a Protest

A Protest or Grievance can be filed for any legitimate reason by submitting a letter indicating the reason for the protest or grievance to the appropriate Division

Director within three days following the incident. The letter should be addressed to the Committee Chair. Upon receiving the letter, the Division Director will forward it with a covering note within 48 hours to the Chair of the Grievance Committee. This note can contain any comment the Director wishes to make. Division Directors are mandated to also notify all concerned parties, especially the opposing coach and the VP of Referees, within 24 hours of forwarding the protest to the Grievance Committee.

No protest will be considered on a judgment call made by a referee.

3. The following are the steps which will be taken by the Grievance Committee:
 - a. Upon receipt of complaint submitted through proper channels, the Committee will begin its investigations by advising all concerned parties of the allegations.
 - b. The Grievance Committee will meet as needed.
 - c. No decision can be made without a majority of the members casting a vote.
 - d. If necessary, all parties may be requested to appear before the Committee.
 - e. All complaints are to be responded to within ten days of receipt.
 - f. The Division Director and all concerned parties will receive a copy of the decision.
 - g. If either or both of the parties concerned disagree with the decision made by the Committee, a hearing before the Board of Trustees may be requested.

F. SIDELINE BEHAVIOR

It is the purpose of the EBSC to foster and promote an interest in soccer among residents of the town of East Brunswick in general and its youth in particular. The EBSC also promotes good sportsmanship in all its participants and does not permit coaches and assistant coaches to interfere with or question a referee's call while a game is in progress.

The EBSC encourages parent participation at games in the form of cheering applause and expression of appreciation for outstanding play.

Because these are EBSC policies, violators are subject to:

1. Suspension or expulsion of any member after an appropriate hearing.
2. Removal from the field of play of any spectator or parent for the following reasons:
 - a. Foul language in front of children.
 - b. Harassing or interfering with a referee.
 - c. Harassing or interfering with a coach.
 - d. Another action on the sidelines in the judgment of the Club is deemed unsportsman like conduct.

These provisions may be invoked by the game referee, roving referee, Division Director or any Board member by informing the coach of the offending spectator and advising the referee to note this on the game card. Upon notification by the coach, the offender must leave the field of play within **five minutes**. The offender will not be permitted to attend the team's next game. In the event the offender refuses to leave the field within five minutes, his or her child will be removed by the coach for the balance of the game. The game will then be resumed. In the event of repeated violations, the Club shall reserve the right to expel the child(ren) from the EBSC program.

SECTION 4 GENERAL INFORMATION

A. TRAVEL TEAMS

In addition to the Recreation Program, the EBSC also maintains an extensive and successful Travel Team Program. The names of all high caliber Recreation Program players are channeled by their coaches through their Division VP to the VP of Travel Teams. These players will be invited by the appropriate Travel Team Coach to their tryouts. Travel Team tryouts are not limited to invited players only, but to all who are interested. These tryouts are held in the Spring for the coming Fall and Spring seasons. Additionally, some Travel Teams hold limited Fall tryouts for fill-in positions. (NOTE: For additional information, contact the appropriate VP of Boys/Girls.)

B. CANCELLATION OF GAMES FOR INCLEMENT WEATHER

In the event of inclement weather, the VP of Boys, VP of Girls, and VP of Referees will meet and inspect all fields prior to 10 a.m. of that day. If it is determined that certain fields are unplayable, the VP of Boys/Girls will notify the Division Directors whose teams are assigned to the unplayable fields that games will be canceled for the day. This notification must be made by 10:30 a.m. to allow the Division Directors time to call the coaches, who in turn will let their players know that the games have been canceled.

3

TRAVEL TEAMS

TRAVEL TEAM SELECTION PROCEDURE
--

A. OBJECTIVES

1. To select the best players available to represent the EBSC.
2. To give each and every participant an equal opportunity to make the team.

B. MATERIALS NEEDED FOR TRYOUTS

1. Large field area
2. Soccer balls (as needed)
3. Nets (2) (Optional)
4. Corner flags (4) (Optional)
5. Each coach will select three or more approved raters in addition to the coach(es) to rate players during the tryout procedure, with the approval of the Travel Team VP, or Division Director. In no instance, however, will the coach's rating exceed 25% of the rating of any player. In phase A and B, no rater shall rate a member of his or her family.
6. Preprinted master sheet showing all players and positions they wish to tryout for.
7. Numbered stickers or shirts to be placed on each player.

C. PRELIMINARY PREPARATION (TRAVEL TEAM COACH'S RESPONSIBILITY)

1. Dates and placed for the first round of tryouts to be posted with the Traveling Team VP, Boys/Girls VP and Division Director(s) two weeks in advance of the first tryout.
2. Put each participant on the rating sheet with a number
3. The Traveling Team Coach should not take part but rather oversee the entire tryout program.
4. Instruct the raters as to the rating process so you get a uniform rating.

D. TRYOUTS

1. Phase A is a minimum of a forty minute scrimmage for each participant who did not play traveling team soccer the previous season.
2. Each participant must have the opportunity to participate twice in Phase A to be held on at least two separate days.
3. Phase A must be completed by the last two weeks of **May**.
4. During the scrimmage, have all of the evaluators rate the participants on total soccer skills.
5. When all the participants have completed Phase A, select as many qualified players to participate in further sessions (Phase B) to commence between June 1 and 15.
6. Phase B shall consist of scrimmages.
7. In all Phases, each participant shall be rated on a scale of 1 to 10 (10 being the highest).
8. Players trying out for goalkeeper must report half an hour before the designated scrimmage. This procedure will take place twice for Phase A and once for Phase B. At that time, raters will evaluate goalkeepers on overall skills. This rating and the scrimmage rating will be combined and averaged.
9. Every child making a traveling team must participate in the tryouts as scheduled. Any exceptions must be approved by the VP of Traveling Teams.

E. ACTUAL TRYOUTS

1. As the participants arrive, assign to each one a number and make sure it agrees with the number assigned to the participant on the roster.
2. Assemble all participants and explain the tryout procedure and help participants to relax.
3. Make sure you let the players play the position they want as well as where the coach deems necessary. Each rate should rate the individual players during the scrimmage.

4. When the scrimmage is over, assemble the participants and explain again how the tryout system works and thank them for participating.
5. Each child must be informed if they made the first cut or not prior to Phase B.
6. At the end of Phase B, each participant must be notified as to whether they have or have not made the team(s) within 7 days.

F. FINAL TEAM SELECTION PROCEDURE

1. All signed evaluation sheets by division or age group must be turned in to the VP of Travel after completion of tryout procedure.
2. Travel team coach must review all evaluations with tryout raters before selecting and submitting the final roster. He/she must be prepared to support his/her final team selection with VP of Travel if requested.

G. TRAVEL TEAM SELECTION PROCESS

Final selection of the team will consist of a maximum of 18 players for Fall and Spring seasons. All teams are to have a minimum of 14 players selected by the coach from the top twenty players, based on the overall ratings, and be prepared to support their final selections with the VP of Travel Teams, if requested,

1. FALL SEASON

- a. Recreation League VP must have ratings sheets in hand for review with VP of Travel Teams and Travel Team coaches by May 12 for the Fall season.
- b. Travel Team coaches will submit roster to VP of Travel Teams and VP of Boys/Girls Recreation Leagues by June 30.
- c. A coach may select (a) player(s) prior to August 15 for the Fall season and February 15 for the Spring season from a lower select team (in the same Division) in an emergency situation, with the approval of VP of Travel Teams.

- d. Each child must be told prior to June 30 that they did or did not make the team.

H. TRAVEL TEAM TRYOUT PROCEDURE (FALL SEASON)

1. Fall tryouts will be held for all children who may wish to play Travel Team soccer.
2. All children who are rated 4 or 5 and any special recommendations (as indicated by Recreation League coaches) must be asked to tryout.
3. Selection and tryouts will be as per selection procedure.

I. SPRING SEASON

1. Limited tryouts can be held at the discretion of each travel team coach. Each coach has the right to add or drop player(s) with approval of VP Traveling Teams.
2. Recreation League VP must have rating sheets in to VP of Travel Teams by November 15.
3. The travel team will have first choice of players based on Fall season order of choice.
4. Team rosters must be submitted to the VP of Travel Teams and VP of Boys/Girls by February 1.
5. Failure to follow the player tryout procedure can cause a travel team coach to be relieved of his/her team. A travel team coach can be relieved of his/her team if he/she does not meet the selection deadline for each session. **The coach will be replaced** and the team will remain intact.

J. REQUIREMENTS FOR COACHING A TRAVEL TEAM

1. In order to coach a travel team, an applicant must be able to show that he/she has the ability to handle young boys and girls. An applicant must have an "F" license, Rutgers Safety Course Certification and one or more of the following qualifications:

- a. Three or more seasons in the Recreation program;
- b. One or more seasons as an assistant travel team coach in the EBSC;
- c. Actual playing experience in college or semi-professional;
- d. Previous travel team coaching experience with a soccer organization, other than EBSC.

All applicants must submit or resubmit their qualifications, age group and sex of the team they wish to coach to the VP of Travel Teams in writing by April 15. Coaches are to be appointed by the VP of Travel Teams by May 1.

- 2. After reviewing the qualifications and soliciting information from previous associates, the VP of Travel Teams will make his/her decision and present it to the Board for confirmation by a 2/3 majority.
- 3. Travel team coaches will be appointed for one year (Fall through Spring), but may be relieved of his/her team if deemed necessary by the VP of Travel Team. The decision must be confirmed by a 2/3 majority vote of the Board.
- 4. Team Trainers: Paid team trainers must have the following:
 - a. Registered with "Kids Safe Program";
 - b. Rutgers Safety Certification course;
 - c. "F" licensed coach (or higher license).
 - d. Appropriate College or Professional playing experience.

Trainer's name, address and proof of the above must be forwarded to the appropriate VP (Boys, Girls, Travel).

K. NUMBER OF TRAVEL TEAMS PER DIVISION

For Division I through V-two boys and two girls are the normal number of teams which can be entered. If we do not have a sufficient number of travel team quality players, a team does not have to be entered into a Division.

GENERAL EXCEPTION

On an individual case basis the VP Travel, with the Board's approval can enter more than one authorized number of travel team.

There can be more than two teams in a Division in the future, only if it can be demonstrated by May 1 (Fall) or December 1 (Spring) to the VP of Travel Teams, with the Board's approval, that a sufficient number of qualified players exists within a particular Division or age group to field (an) additional team(s). A qualified coach is also a prerequisite. Flighting of additional team(s) will be determined by the VP of Travel Teams.

L. APPROVAL OF ENTRY OF NEW TEAMS IN A NEW JERSEY

SANCTIONED LEAGUE

The VP of Travel Teams will present to the Board of Trustees any new team(s) for approval in the Club By-Laws before they can be organized and a coach and players selected.

M. AMENDMENTS TO PROCEDURES

1. No individual under the age of 18 shall serve as a coach or an assistant coach for the EBSC without the express approval of the Board of Trustees.
2. Addendum for "Trying out Up"
 - a. Any player may try out for anyone older team of their choice.
 - b. To try out up, the player/parents must notify the VP of Travel in writing of the intention to tryout up, and specify the team the player will be trying to make.
 - c. To be eligible for the older team, a player must finish in the top seven in the overall ratings.
 - d. A player who does not finish in the top seven automatically goes to the "correct" age group. That player may not be considered for a National level team in the older age group.

- e. If a player finished in the top seven of the older age group and subsequently decides not to play for the older team, that player may not play for the younger team.

N. VP TRAVEL POLICY LETTER

An annual policy letter is to be sent from the VP Travel to each coach and assistant coach in the League. The contents are to be approved by a majority vote of the Board at a General Membership meeting prior to the start of the Fall season. The letter is to include (but not be limited to):

1. Uniforms
2. Out of town tournaments
3. Training requirements for coaches and players
4. Number of non-East Brunswick players on each team.

Non residents may be "grandfathered" (and not counted against the limit of non resident players) provided they:

- a. Attend an East Brunswick public or private school; or
- b. Start as a Superstar player and play both years of Instructional League.

4

JUDICIARY COMMITTEES

EBSC JUDICIARY COMMITTEE PROCEDURES
--

The Committee shall consist of four (4) Board members (and one (1) alternate) two of whom shall be the President (who shall serve as Chair) and the First Vice President, and five (5) members (and two (2) alternates) who shall be randomly selected from a pool of members composed of one (1) representative from each division, who are not members of the Board, who have been selected by their respective Division Directors and who are willing to serve. Nine (9) members (or alternates) shall constitute a quorum of the Committee and a 2/3 vote shall be necessary for any action. Any member, player or parents of a member or player may petition the Judicial committee Chairperson, in writing. The Committee shall consider the petition and determine whether or not to grant a hearing. The procedure and operations of the Judicial Committee shall be governed by resolution as adopted and amended by the membership. In the event that a Committee member is involved in the petition, such Committee member shall be disqualified and shall be replaced by an alternate chosen from the same class of alternates (i.e., disqualified Board member replaced by Board Alternate and disqualified general member replaced by general membership alternate).

I. PETITION AND RESPONSE

A. Any petition filed with the Judiciary Committee shall be filed with the Chair and must specifically state:

1. The nature of the charges being made;
2. The facts on which the charges are based;
3. The names, addresses and telephone numbers of all persons who have knowledge of any facts relating to the charges and a brief statement of the facts known by each such person; and
4. The action or disciplinary action sought. The committee shall not be limited to the action or disciplinary action requested in the petition.

- B. Any petition received by the Chair of the Judiciary Committee shall be forwarded to all Judiciary Committee members and to the person(s) against whom charges have been made within **three** days of receipt by the Chair.
- C. The person(s) against who the charges have been made shall, within **five** days from receipt of the Petition, provide to the Committee a written response, including:
 - 1. The facts in response to the charges of the Petition; and
 - 2. The names, addresses and telephone numbers of all persons who have knowledge of any facts relating to the charges or the response to the charges and a brief statement of the facts known by each such person.
- D. The Committee Chair shall provide a copy of the Response to all Committee members and to the person(s) who filed the Petition within **three** days of receipt by the Chair.

II. HEARINGS

A. Scheduling

- 1. The Committee shall hold a hearing at the call of the Chair to consider the Petition and Response and, within **seven** days from receipt of the Response, or **fourteen** days from receipt of the Petition, if no Response is received, decide whether or not the facts set forth in the Petition and Response require the Committee's holding a further hearing for the taking of testimony and the presentation of evidence.
- 2. In the event that the Committee decides that a further hearing is not required, its findings and decision shall be set forth in writing.
- 3. Copies of the findings and decision of the Committee shall be provided to each member of the Board of Trustees, the Petitioner(s) and the Respondent(s).
- 4. If the Committee decides that a further hearing is required, the hearing shall be scheduled by the Chair.

5. The further hearing shall be held and concluded within **twenty** days from the date the Response was received.
6. The time for conclusion of the hearing may be extended for good cause (including, without being limited to, in order to allow for the appearance of witnesses who are unavailable, or the completion of presentation of testimony or evidence if the further hearing goes too late, or for the Committee to complete its deliberations if the further hearing goes too late).
7. No extension shall delay the conclusion of the hearing or the completion of the Committee's deliberation beyond **thirty** days from the date of receipt of the Response.

B. Notice of further hearing

1. If a further hearing is held, the Committee Chair shall contact every person listed in both the Petition and Response to:
 - a. advise them of the fact that they have been named as having factual knowledge;
 - b. advise them of the date, time and place of the further hearing;
 - c. invite them to appear and to testify at the further hearing; and
 - d. determine if they would like to receive copies of the Petition and Response.
2. If such persons request, copies of the Petition and Response shall be promptly provided to such person(s).
3. All Committee members and alternatives shall be notified by telephone and/or writing of all hearings.

C. Procedures

1. At the hearings, the Committee shall not be bound by formal rules of evidence and may limit or request additional testimony or evidence, in its discretion. Testimony, if any, shall be taken under oath to be administered by the Chair.

2. The hearing shall be limited to the charges or the allegations of the Petition. Witnesses may be questioned by Petitioner and Respondent and the Committee.
3. Any Committee member or alternate who has actual knowledge of facts involved shall be disqualified.
4. The Petitioner(s) or the Respondent(s) may be represented by legal counsel or a representative at his/her/their option and at his/her/their cost and expense.
5. Testimony may be recorded by the Committee either in writing or on tape, provided that such recording:
 - a. shall be kept by the Chair of the Committee;
 - b. be made available to Committee members and, as required, to the Board of Trustees in connection with any required review of the Committee's determination; and
 - c. shall be kept for six months.
6. If applicable, all witnesses shall be kept outside of the hearing room at all times until testimony is completed. The Petitioner(s) and Respondent(s) and their respective spouses (unless the spouse is a witness) and attorneys shall be entitled to be present throughout the entire further hearing. The hearing shall be open to any member, parent of a player or a player with a parent in attendance.
7. The Committee shall enter into closed deliberations in order to make a decision on the charges of the Petition.
8. The Committee's factual findings and decision shall be in writing.
9. Any member(s) of the Committee may prepare and file a minority or dissenting statement.
10. Copies of the Committee's findings and determination and any minority or dissenting statement shall be provided to each member of the Committee, to each member of the Board of Trustees and to the Petitioner(s) and Respondent(s).

11. The preparation and service of copies of the written statements of findings and decision and any minority or dissenting statement shall be completed within **seven** days of the completion of the hearing.
12. All written findings and decision of the Committee and any minority or dissenting statement shall be kept on file by the Secretary of the Corporation and the Committee Chair and shall be open to inspection and copying by any member or other person interested in the proceedings.
13. The discussion of the Committee shall be recorded either in writing or on tape and kept by the Committee Chair. The record of the discussion shall not be available for inspection except to Committee members or to the Board of Trustees in connection with any subsequent required review of the Committee's determination.

D. Committee deliberation and decision

1. At the conclusion of the hearings, all Committee members and alternates who were present at all hearings or who reviewed the record of the hearings, may participate in discussions.
2. The voting required for the decision of the Committee shall be made only by **nine** members or alternates of the Committee, all of whom shall have attended all hearings or reviewed the record of the hearings from which they were absent.
3. In making the selection of (an) alternate(s) to vote in place of (a) member(s), the selection of (an) alternate(s) from a similar class (as provided in the By-Laws in the event of a disqualification) shall be followed.
4. The formal decision of the Committee shall be made by a majority of the Committee by a secret ballot, the result which shall be reported as part of the Committee's written finds and decision.

Board meeting-last Wednesday

CALENDAR OF EVENTS

AGENDA

CALENDAR OF DATES AND EVENTS

I. General

Membership Meetings: (Notices to be mailed six days prior to meeting):

1. 1st Wednesday of: March, April, May, June, September, October and November.
2. Elections-3rd Wednesday of November.

Board of Trustee Meetings:

1. Last Wednesday of each month from January to October.
2. 1st Wednesday of December (existing and newly elected Boards).

II. Monthly

January:

Supply last year's financial statement to Thomas Shuster, Township of East Brunswick

Determine division size and field requirements

Appoint Travel Team Division Directors

Appoint Recreation League Division Directors

Appoint Boys and Girls Division Director Representatives to Board

Contact Parks & Recreation Department (Tom Williams) to discuss field needs and availability

Check on first aid kits, practice balls, nets, etc. for spring season

Travel rosters to be finalized by 2/1

Determine practice (Spring-3/1; Fall-Labor Day) and game starting dates, field lining schedule, photo dates and registration/awards dates (Spring-1st weekend in June; Fall-1st weekend in December)

Board meeting-last Wednesday.

February:

Form Judiciary Committee

Arrange for Fairground concession

Board meeting-last Wednesday

March:

Membership meeting-1st Wednesday

Spring Season starts

Board meeting-last Wednesday

April:

FILE FEDERAL AND STATE TAX RETURNS

File Annual Report with Secretary of State

Submit copies of all rosters to Township with breakdown by sex of number
of registrations

Arrange for Registration and Awards for Spring Season

Membership meeting-1st Tuesday

Vice President of Support to submit list of support members

Board meeting-last Wednesday

May:

Membership meeting-1st Tuesday

Vice President of Purchasing to submit inventory of supplies

Board meeting-last Wednesday

June:

Membership meeting-1st Tuesday

First weekend-Registration for Fall Season and awards

V.P.s (Boys, Girls, Travel) to select Division Directors

Board meeting-last Wednesday

July:

Determine division size and field requirements
Appoint Travel Team Division Directors
Appoint Recreation League Division Directors
Contact Parks and Recreation Department (Tom Williams) to discuss field needs and availability
Check on first aid kits, practice balls, nets, etc. for Fall Season
Determine practice and game starting dates, field lining schedule, photo dates and registration/awards dates (see January entry)
Board meeting-last Wednesday

August:

Form Judiciary Committee
Prepare for appointment of Nominating Committee in September
Arrange for Fairgrounds concession
Board meeting-last Wednesday

September:

Labor Day Tournament
Membership meeting-1st Wednesday
Fall Season starts (after Labor Day)
Board to complete membership list by October general meeting
Appoint Nominating Committee
Appoint Audit Committee (before October General Membership meeting)
Board meeting-last Wednesday

October:

Submit copies of all rosters to Township with breakdown by sex of number of registrants

Membership meeting-1st Wednesday

Vice President of Support to submit list of support members

Submit membership list for review and changes

Board meeting-last Wednesday

November:

Membership meeting-1st Wednesday

Nominating Committee report due at General membership meeting

Membership list for voting eligibility must be finalized

ELECTIONS-3rd Wednesday

Arrange for Registration and Awards

Vice President of Purchasing to submit inventory of supplies

Bid letter for all equipment and supplies to be mailed

December:

BOARD MEETING (TRANSITION - OLD AND NEW BOARDS)-1st
Wednesday

Year end Secretary Summary - Accepted by the Board

File year end report with Township of the numbers (players, teams, games, referees and coaches), dates of seasons, any special recognition of acknowledgment by our Teams and showing how we have acknowledged the Township support (i.e., copy of our flier). Also supply list of new officers

1st weekend-Registration for Spring season and awards

V.P.'s (Boys, Girl's and Travel) to select Division Directors

6

SCHOLARSHIP AWARDS PROCEDURE

PROCEDURES FOR SCHOLARSHIP AWARD

The East Brunswick Soccer Club has established a Scholarship Award for \$1000 each to one male and one female club participant. This award will be open to any club member who meets the general criteria and is not limited to any specific accomplishment.

Procedure:

The 1989 Scholarship was designated as The John Holland Memorial Scholarship Award. Subsequent scholarships may be designated as desired.

1. The Scholarship Award Committed shall consist of five members of the Club, as follows:
 - A. A representative from Girls Recreation as selected by the Girls Division Directors and the Vice President of Girls;
 - B. A representative from Boys Recreation as selected by the Boys Division Directors and the Vice President of Boys;
 - C. A representative from the Travel Team Division as selected by the Travel Team Coaches and the Vice President of Travel; and
 - D. Two representatives from the current Board of Directors, as selected by the Board.
2. The committee will meet prior to graduation to select the two recipients, one boy and one girl.
3. The general criteria for consideration is Club participation for four years or eight seasons, be a college bound senior and have submitted a timely application.

Specific consideration for the awards should include and not be limited to the following:

Grade point average

SAT scores or ACT score

Number of years of Club participation

Other Soccer Club participation (referee, coach, worker)

Demonstration of need

School activities

Community activities

Awards and accomplishments

Work history

Any other criteria that the committee deems appropriate

4. After the final selection, the Club will present the awards as soon as possible at an opportune time and opportune place. The award may be presented by anyone that the committee deems appropriate. Special consideration may be given to the relatives, if the award is a memorial.
5. Each recipient will also receive a plaque commemorating their award and their name will be placed on a perpetual plaque to be updated with the names of all future recipients.
6. Application
 - A. Announced on Channel 8
 - B. Listed in the Sports Shorts of the newspaper
 - C. Announced at the High School (applications in the office)
7. This committee will meet in March to review the procedures and application form for the award. Future applications for and announcements of the award should be made available by April 15 so the committee will be able to complete their selection on a timely basis.