

LJSC Constitution & Bylaws
Aug 2006

Lebanon Junior Soccer Club, Inc.

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Constitution and Bylaws

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Section I. Constitution

A. Name

The name of this organization shall be Lebanon Junior Soccer Club henceforth shown as LJSC.

B. Philosophy and Purpose

The philosophy of the Lebanon Junior Soccer Club is founded on the principles of player development and sportsmanship. Each and every individual player, regardless of ability, shall be given an equal opportunity to succeed in our program. Our goal is to improve the playing ability of every player in the LJSC; at no time will this be compromised to the benefit of the few. Proper conduct by all members of the LJSC during practices and games is expected regardless of the conduct of others. Respect for each other, the opposition, the referees and spectators, shall be exhibited at all times.

This philosophy shall serve as the basis upon which decisions regarding the functions of the Lebanon Junior Soccer Club are made.

The primary purpose of the Lebanon Junior Soccer Club is to provide supervised recreational soccer to large numbers of children, through which the values of fair play and sportsmanship must be promoted.

Secondly, to provide organized training leading to the acquisition of fundamental skills for both adults and players necessary to the game of soccer.

Thirdly, to provide opportunities for inter-town games subsequent to in-house competition, whereby both technique and knowledge of the game will be enhanced through games in an atmosphere of fair play and without undue pressure from and upon players and coaches. The nature of these games is purely recreational. We value player development above winning games.

Fourthly, to provide competition appropriate to the skill and mental maturity of the athletes.

C. Officers

The Board of Directors shall be composed of the following twenty-three (24)

members:

President, Vice President, Treasurer, Secretary, Registrar, Referee Assignor/Field Schedule Coordinator, Equipment Director, Field Maintenance Director, Coaching Director, Nine (9) Division Directors - Kindergarten, and one each for Boys and Girls U8, U10, U12, and U14, Uniforms Director, Fundraising Director, Concessions Director, Tournament Director, Soccer Liaison and Website Director.

If members want to share a position, then one must officially hold the voting right and the other may only assist in fulfilling the duties and responsibilities.

Any member in good standing with the LJSC may be elected to the LJSC Board of Directors. To be nominated for President, the member must have served at least one year in another board position.

In the event of a vacancy on the LJSC Board of Directors, the LJSC Board of Directors may elect an officer to fill the vacancy by a simple majority vote of the members present at the LJSC Board of Directors meeting at which a nominee is proposed by any member in good standing with the LJSC.

An officer may be removed by a two-thirds vote of all the people currently holding LJSC Board of Directors offices. Such a vote must be warned in the monthly meeting prior to the vote and recorded in the minutes.

The Board of Directors shall be responsible for the operation of the LJSC and shall adopt such rules, policies, and procedures, conforming to the Constitution and Bylaws, as they deem necessary and appropriate.

New Officers and Directors take office upon being installed into office during the meeting of their election by vote of those present.

Each incumbent and outgoing board member is also responsible to train their successor sufficiently to ensure that the club's business is continued without disruption.

In addition to participating in board meetings and assisting in the overall operation of the LJSC, each board member shall have the following duties and responsibilities:

1. President

- a. Chairs LJSC Board of Directors meetings and the LJSC Annual General Meeting, but shall vote only to break a tie.
- b. Establishes meeting agendas in advance for LJSC Board of Directors meetings and the LJSC Annual General Meeting and provides for distribution of the agenda to the board members.
- c. Serves ex-officio on all committees.
- d. Appoints subcommittees as necessary.
- e. Represents the LJSC at meetings with the town and other groups and organizations.
- f. Resolves step three grievances in cooperation with the Vice President and Coaching Director.
- g. Obtains permission to use town and private fields for practices, games, and summer clinics.
- h. Attends CJSA District and CJSA Annual General Meetings.

2. Vice President

- a. Assumes the LJSC President's duties and responsibilities in absence of President.
- b. Assists President in completion of his duties.
- c. Recommends, establishes, and completes special projects as deemed appropriate by the Board of Directors.
- d. Resolves step three grievances in cooperation with the President and Coaching Director.

3. Treasurer

- a. Responsible for all LJSC funds.
- b. Prepares a budget in cooperation with the Equipment Director, Coaching Director, Referee Assignor/Field Schedule Coordinator, and Registrar.
- c. Maintains a complete ledger for the checking and other accounts, and balances ledgers with monthly bank statements.
- d. Reports all transactions against each account in the monthly Treasurer's report to the Board of Directors.
- e. Provides the Secretary with a copy of the Treasurer's report prior to the monthly Board of Directors meeting.
- f. Has authorization to sign checks and make deposits and withdrawals from the LJSC accounts.
- g. All funds collected or distributed by the LJSC shall flow through the Treasurer and be accounted for.

- h. Maintains a copy of all bills and invoices.
- i. Files an Annual Financial Report presented at the LJSC Annual General Meeting.

4. Secretary

- a. Arranges for a meeting place.
- b. Serves as press secretary.
- c. Records the minutes of the LJSC Board of Directors meetings and the LJSC Annual General Meeting.
- d. Prepare minutes for distribution at the monthly LJSC Board of Directors meetings.
- e. Distribute agenda, and a Treasurer's report to all board members at the monthly LJSC Board of Directors meetings.
- f. Prepare the official LJSC correspondence.
- g. Maintain an official set of LJSC Constitution and Bylaws.

5. Registrar

- a. Drafts registration forms to present to LJSC Board of Directors for approval.
- b. Arranges for the printing of registration forms and related material.
- c. Makes arrangements for a place to conduct registration.
- d. Schedules registration dates and times.
- e. Arranges with Secretary to publicize registrations.
- f. Obtains registration fee schedule from LJSC Board of Directors.
- g. Recruits people to assist with registration.
- h. Reports the number of players registered per division (age group and gender) and the total fees collected for each day of registration.
- i. Gives all fees collected along with periodic reports to the Treasurer.
- j. Develops lists of adult volunteers for:
 - o Coaches and Assistants
 - o Concession Stand Helpers
 - o Field Setup
 - o Referees
 - o Special Events
 - o Miscellaneous
- g. Provides Division Directors with the medical release forms for their division's members.
- h. Submits registration information and fees to CJSA as required by CJSA rules.

6. Referee Assignor/Field Schedule Coordinator
 - a. Sets field schedules for games and practices in cooperation with Division Directors and/or coaches.
 - b. Coordinates with CJSA District Schedulers in scheduling games matching similar age groups and abilities.
 - c. Coordinates with Tournament Director to use LJSC fields for tournaments.
 - d. Directs qualified people to CJSA Class 8 certification classes.
 - e. Recommends referee's pay scale to the LJSC Board of Directors for approval.
 - f. Ensures that referees receive yearly certification, and are fully aware of LJSC policies and procedures.
 - g. Schedules all referees for home games.
 - h. Reports referee pay expenditures to Treasurer on a weekly basis.
 - i. Monitors referee's performance and makes recommendations regarding such satisfactory or unsatisfactory performance.
 - j. Schedules and monitors all referees for club sanctioned tournaments.

7. Equipment Director
 - a. Maintains an inventory of all LJSC soccer equipment other than uniforms.
 - b. Prepares a budget for purchasing soccer equipment to meet the club's needs, and presents proposed budget to the LJSC Board of Directors for approval.
 - c. Purchases soccer equipment for the LJSC as provided in the approved budget.
 - d. Arranges for the distribution and return of equipment in cooperation with Division Directors.

8. Field Maintenance Director
 - a. Appoints field setup committee.
 - b. Arranges for initial field setup before each playing season begins.
 - c. Ensures fields are properly setup for game play each week of the playing season.
 - d. Arranges for field mowing and lining as needed throughout each playing season.
 - e. Arranges for removal of goal posts as soon after the last day of each playing season as possible.

9. Coaching Director
 - a. Acts as Chairperson of the Coaching Committee which:
 - b. Estimates number of teams and coaching positions, and the need for recruiting and training coaches.

- c. Recommends a coaches training program for the year.
- d. Collects nominations for and coordinates selection of coaches for competition teams.
- e. Evaluates coach's performance.
- f. Maintains an inventory of all LJSC coach's licenses and qualifications.
- g. Prepares a budget for executing the training program, and presents proposed budget to the LJSC Board of Directors for approval.
- h. Purchases coach training materials for the LJSC as provided in the approved budget.
- i. Arranges for coach training programs and clinics for the LJSC as provided in the approved budget
- j. Informs Division Directors of the availability of coach training materials and clinics.
- k. Arranges for advertising of coach training clinics.
- l. Resolves step 3 grievances in cooperation with President and Vice President.

10. Division Directors

- a. Participates on Coaching Committee.
- b. Recruits and selects coaches, assistant coaches, and team managers for instructional and recreational teams and programs.
- c. Notifies the Registrar of coaches, assistant coaches, and team managers assigned to teams.
- d. Ensures coaches, assistant coaches, and team managers understand their duties and responsibilities and the policies and procedures of the LJSC. This shall include reviewing the coaching staff's responsibility and liability with regard to cases of physical and verbal assault.
- e. Informs coaches and coaching recruits of the availability of coach training materials and clinics.
- f. Assigns players to teams in accordance with LJSC policy.
- g. Works with the Referee Assignor/Field Schedule Coordinator to establish practice and game schedules.
- h. Assists the Equipment Director with the distribution and collection of team equipment.
- i. Acts as conduit for information from the LJSC Board of Directors to the coaches in their divisions.

- j. Brings coaches, assistant coaches, and team managers concerns to the attention of the Coaching Director and the LJSC Board of Directors.
- k. Resolves level two grievances.
- l. Provides the Board with ongoing feedback on how the season is going for his or her Division.
- m. Division Directors whose teams are involved in a LJSC-sponsored tournament shall help staff tournament activities.

11. Uniforms Director

- a. Takes and fills orders for players and coach uniforms.
- b. Works with suppliers to ensure value and satisfaction with all LJSC clothing merchandise.
- c. Issues uniform numbers.
- d. Recommends LJSC uniform and clothing styles, designs, logos, and vendors to the LJSC Board of Directors for approval.
- e. Arranges for the sale of LJSC clothing as deemed necessary.
- f. Reports the sales of uniforms and clothing to the LJSC Board of Directors.
- g. Gives all fees collected along with the selling reports to the Treasurer.

12. Fundraising Director

- a. Coordinates LJSC's annual mandatory fund-raiser.
- b. Recommends fund-raisers and suppliers to the LJSC Board of Directors for approval.
- c. Works with suppliers to ensure value and satisfaction with all LJSC resale merchandise.
- d. Recruits people to assist with fund raising.
- e. Reports the number of players participating and the total and net sales for the fund-raiser to the LJSC Board of Directors.
- f. Gives all fees collected along with the selling reports to the Treasurer.

13. Concessions Director

- a. Ensures profitable operation of the LJSC concession sales.
- b. Negotiates use of the Aspinall concession stand with the town Recreation Department. Reports terms of use to the Board for approval.
- c. Coordinates with Referee Assignor/Field Schedule Coordinator to identify best dates and times to operate the concessions.

- d. Coordinates with Division Directors and/or coaches to recruit people to staff the concessions.
- e. Ensures sufficient supplies are on hand for concession sales.
- f. Ensures sufficient building and equipment are available for operation of the concessions.
- g. Maintains records of items purchased for sale, and an inventory of items sold by the concessions.
- h. Reports the total and net sales to the Board of Directors.
- i. Gives all moneys collected along with the selling reports to the Treasurer.

14. Tournament Director

- a. Coordinates all in town tournament activities.
- b. Ensures compliance with CJSA requirements for hosting tournaments.
- c. Schedules LJSC tournaments, and recruits teams to play.
- d. Coordinates with Division Directors and Referee Assignor/Field Schedule Coordinator to recruit people to staff the tournaments.
- e. Coordinates with Field Director to ensure fields are ready for tournament play, especially in inclement weather.
- f. Coordinates with external tournament operators who use our fields to ensure they are adequately prepared at our sites.
- g. Negotiates fees and conditions for using our fields with external tournament operators.
- h. Gives all moneys collected along with the income and expense reports to the Treasurer.

15. Soccer Liaison

The individual in this position will be responsible for coordinating and interacting with other town boards on behalf of the LJSC. Duties will include but will not be limited to the following:

- A. Attend meetings of, or initiate discussions with the Town Recreation Commission, Lions Club, baseball organizations, and Board of Education and school principals.
- B. Complete and submit necessary paperwork for LJSC use of Lebanon fields and buildings for the purpose of games, practices, meetings, and special events.
- C. Assure that activities of the LJSC – registration, tournaments,

spring soccer – are publicized for the general population.

16. Website Director

- a) Coordinates and manages all website activities.
- b) In conjunction with Secretary, helps distribute information to LJSC members and to general public.
- c) Provides a monthly report of website activity

D. Membership

Registration fees shall be paid, or waived by the LJSC Board of Directors in cases of financial hardship, and registration forms completed for a child to become registered as a player. Eligibility is described in Section II. Bylaws under Registration.

The adult parents and legal guardians of the children registered by the LJSC as players shall be eligible for membership. Each family may have no more than two voting adults.

A member may be removed for failing to abide by LJSC policies and procedures by a two-thirds vote of all the people currently holding LJSC Board of Directors offices.

E. Annual General Meeting and Election of Officers

The LJSC Annual General Meeting of the membership for the election of officers and directors, and for the transaction of such business as LJSC policy amendments, supplements or new policy shall be held each year in November.

All LJSC members are eligible to participate in the Annual General Meeting, and those members present shall constitute a quorum.

Nominations for election of officers may be made orally at the LJSC Board of Directors meeting in October and/or during the Annual General Meeting. Nominations may be made by any member in good standing with the LJSC.

Elections are to be decided by a simple majority vote of the membership. Each member gets one vote. It is permissible to accept a motion to vote on a proposed slate of officers and, if passed, to vote on the slate of officers in its entirety. Votes are to be taken first by a voice vote, and secondly, if the decision is unclear or ambiguous, by a secret paper ballot.

F. Finances

Registration fees shall be set each year by the LJSC Board of Directors. Registration fees shall be paid and collected annually at the time each child is registered as a player.

The Treasurer is responsible for the collection and disbursement of funds.

All disbursements require budget approval by the LJSC Board of Directors. After budget approval, each officer with budget responsibility is authorized to make transactions up to five hundred dollars (\$500), as described in their budget, as they deem necessary and appropriate. Disbursements over five hundred dollars (\$500) require explicit approval by the LJSC Board of Directors in the form of a passed motion prior to committing the funds. Disbursements over one thousand dollars (\$1000) shall be warned at a LJSC Board of Directors meeting at least one month prior to approval to disburse.

In the event that the LJSC disbands or ceases to continue operating, all remaining assets shall be given to the Recreation Department of the Town of Lebanon, Connecticut.

At the January meeting, the Treasurer shall report on the previous year's normal operating expenses. Based on the Treasurer's report, a President-appointed Finance sub-committee shall recommend an amount of funds to be held in reserve to cover normal operating expenses. Any funds in excess of those set aside should be designated for other needs that the Finance sub-committee deems appropriate to enhance the quality of the soccer sponsored by the club (field upgrades, new equipment, special events, etc).

G. LJSC Board of Directors Meetings

Meetings shall be held at 7:00 PM on a regular day and at a regular place in the Town of Lebanon, Connecticut. The President who was elected in November shall select the normal meeting place before the January meeting. In the event that a meeting will be held at a place other than the normal meeting place, or a time other than 7:00 PM on the normal day of each month, the President shall notify each of the officers at least twenty four (24) hours in advance of the rescheduled meeting.

Those officers present at a regularly scheduled LJSC Board of Directors meeting shall constitute a quorum for the conduct of business and the adoption of rules, policies,

and procedures.

The conduct of such business and the adoption of such rules, policies, and procedures shall be by a majority vote of the officers present and voting at the LJSC Board of Directors meeting.

Each officer on the LJSC Board of Directors is allowed one and only one vote regardless of the number of offices they hold and no proxy voting shall be allowed. The President shall vote only in the case of a tied vote. No other persons shall vote at LJSC Board of Directors meetings.

H. Amendments to the Constitution and Bylaws

Any change or amendments to the LJSC Constitution and Bylaws must be submitted in writing in the form of a motion at a LJSC Board of Directors meeting a minimum of two (2) months prior to the June or Annual General Meeting. A copy of the written motion shall be distributed to every officer at the October meeting for discussion. Discussion of such changes and amendments may take place at any Board of Directors meeting as well as the Annual General Meeting.

Voting on such changes or amendments to Constitution and Bylaws will be taken at the June and Annual General Meeting. Passage of such amendments or changes for incorporation into the Constitution and Bylaws shall be by a two-thirds vote of those members present and voting.

I. Parliamentary Procedure

Robert's Rules of Order shall be used in parliamentary instances not specifically covered by the Constitution and Bylaws.

J. Affiliations

Lebanon Junior Soccer Club, Inc. is an affiliate of The Connecticut Junior Soccer Association, Inc. By virtue of affiliation with CJSA, LJSC is also affiliated with the United States Youth Soccer Association.

Section II. Bylaws (Soccer Operations)

A. Registration

1. Fees:

- a. Subject to Board of Directors review and approval.
- b. Each player accepted to a Competitive Team will be required to pay an additional CJSA Player Pass fee. Players will also pay for their own uniforms and tournament fees.

2. Eligibility:

- a. To play in the Recreational program a child must be a resident or child of a resident of the Town of Lebanon and meet the age requirements. Full sided (11 v 11) Competitive Teams may accept up to three non-resident players. Small-sided Competitive Teams cannot accept nonresident players.
- b. To be considered a resident, a person must reside within the Town of Lebanon on a year round basis.
- c. The board may allow additional nonresident eligibility on an individual basis.
- d. Age Requirements: A child must be at least four years old and no more than nineteen years old as of July 31 before the seasonal year. Any exceptions must be approved by the Board of Directors.
- e. The seasonal year is defined by CJSA as September 1 to August 31.

3. Registration Period:

- a. Players will be placed on teams on a "first come - first served" basis. In the event that a Division doesn't have enough players to field a team, the Division Director will either recruit players from another nearby club, or try to place our players in another CJSA club with an appropriate team.
- b. Division Directors may accept registrations for a waiting list after the close of the formal registration period.
- c. No registrations may be accepted after the second Saturday of the scheduled team play.

4. Refunds:

- a. A full refund will be provided (less insurance fees) if requested before the opening day of the season. Refunds do not include uniform special orders.

- b. No full or partial refunds will be provided on, or after, the opening day of the season.

B. Coaching Committee:

The Coaching Committee evaluates and develops coaches. All Division Directors should meet once a season with the Coaching Committee to evaluate each Division's program, progress, and coaches.

1. Coach Evaluations:

As best possible, Division Directors should have continually had personal knowledge of the individual players and coaches within their age group. This is essential in making sure that the appropriate coaches are selected and developed and that the teams in the Division maintain a competitive balance from season to season. Win/loss records are unimportant. The only records that are important are those of the progress of the individual players within the league, whether the coaches were responsible and effective, and most of all, whether the league was enjoyable for the kids concerned.

The Division Director will prepare and update a dossier on each coach for the Coaching Committee. Content will include efficacy in completing Player Evaluation Cards, licenses held, experience coaching at LJSC, player retention record, clinics attended and utilization of coach development resources, previous evaluations by the Coaching Committee, personal playing experience, and experience working with children.

2. Division Operation:

Coaches develop and evaluate players; the Division Director facilitates this. Each Division Director must meet at least twice per season with their coaches to evaluate their league's program and individual players. These meetings are to be held immediately before and after each season.

3. Beginning of Season Division Meeting:

Each Division Director should hold a Division meeting at which the teams are distributed to the coaches along with the equipment and schedule for league play. Division Director will distribute Player Evaluation Cards to each coach.

4. Player Evaluations and Record keeping:

Player and program evaluation is the key to player development. At the beginning and end of each season, each coach will be required to fill out an evaluation card on each player on the team and this data should be collected and evaluated by the Division Director in preparation for next season.

5. End of Season Division Meeting:

It is essential that all coaches meet with the division director at the end of the season to evaluate the strengths and shortcomings of the Division and evaluate players. Division Director will collect Player Evaluation Cards from each coach.

C. **Team Formation:**

1. Assignment of Players to Divisions:

The registrar will assign children to a Division based on their school grade, unless the child is young for the grade (for example, 5 year old First grader) and the parents request a “play down.”

Players are eligible to try out for their age level and/or next level competitive team. The next level team play will require written permission from a parent/guardian. Players not making the cut to “play up” shall be allowed to try out for their age level competitive team. Competitive tryouts shall be scheduled to permit players to try out for their age level and/or next age level of play.

D. Competitive Team Formation:

LJSC is first and foremost a recreational soccer club. Never field a competitive team at the expense of the recreational players, however, competitive teams are formed first. If there are not enough players to field both a Competitive Team and a Recreational Team, there are three options (not in order of priority);

- Field only a Recreational team,
- Allow some players to play both Rec. and Comp, and/or
- Allow players from another CJSA club to join us (within CJSA rules).

The Competitive Teams objective is to provide a more competitive level of play for the young soccer player who seeks to obtain a higher level of soccer skill.

Competitive Teams require a major commitment of both time and effort on the part

of each player and his/her family. Only those persons willing to make this commitment should consider participating in the Competitive Team Program.

1. Competitive Team Coach Selection:

The Coaching Committee selects and/or approves Competitive Team Coaches and announces them at the Board of Directors meeting before the first registration session.

Competitive Team Coaches represent the highest level of coaching skill available in Lebanon. The Coaching Committee selects Competitive Team Coaches and Assistant Coaches based on their ability to develop the players. The selection criteria are Coaching Licenses held, experience coaching at LJSC, player retention record, clinics attended and utilization of coach development resources, previous evaluations by the Coaching Committee, personal playing experience, and experience working with children.

2. Competitive Team Player Selection:

Competitive Team Coaches will hold at least two open tryouts starting after final scheduled registration and finishing within 3 weeks or by the end of June (whichever comes first). Players will be evaluated based on criteria approved by the Coaching Committee. One member of the Coaching Committee who is not personally affiliated with the team being selected shall attend all tryouts. No players will be cut at field, and the coach must notify all kids of their status within 7 days of the last tryout. If at all possible, team selection shall proceed from oldest to youngest (U14 to U12 to U10 and so on) in case of age overlap between divisions.

E. Recreational Team Formation:

1. Recreational Team Coach Selection:

The Division Directors will select Recreational Team coaches after their Division's Competitive Team players are selected and notified. Division Directors will select head coaches using the same criteria as Competitive Team Coach selection. The head coach will recruit assistant coaches or managers as needed from the parents and guardians of the players assigned to the team.

2. Assignment of Players to Recreational Teams:

The formation of individual teams within each division will be a temporary seasonal phenomenon, and players and coaches will not retain their team identity from season to season. There will be the temptation for team loyalties to grow up and the same parents and coaches will want their kids to play on the same teams each season. This is counterproductive to the whole program. The major factor in determining the support that the program receives, and the eventual success of the program, is the perception by players, parents and coaches alike, that all teams are as equal as possible in player strength and talent.

As often as possible, parental requests for specific placement of kids with other kids for car-pooling are honored. However, players from different locations in town are mixed together as much as possible. The primary consideration is that all teams have an equal complement of skill and ability, from the highest to the lowest.

The total player pool in each Division will be evenly divided up into balanced teams as follows:

- a. Based upon the prior years rating, the registrations will be divided into the two age groups and each age group will be subdivided into the rating categories plus a category for un-rated players.
- b. Based upon the number of teams that are going to be formed, the number of players to be drawn from the category will be determined.
- c. The children of the assigned head coach and one assistant coach will be assigned to the team first. These players will be deducted from the appropriate category assignment to the team.
- d. The appropriate number of players in each category will be assigned, at random, to each team to complete their rosters.
- e. Trading and/or drafting among coaches is not allowed.

3. Assignment of Late Registrations or Players from the waiting list:

- a. This will only be done by the Division Directors.
- b. The Director will attempt to maintain team balance when making such assignments.
- c. A coach may not sign-up a player for his/ her team.

F. Coaches' Responsibilities:

1. The Coach's primary responsibility is to create an atmosphere of learning which includes:
 - a. Fundamentals and rules of the game.
 - b. Competitive spirit within the bounds of good sportsmanship, fair play and mutual respect.
2. The Coach is directly responsible for the well being of all players at practices and games. Players should never be left without supervision during or after games or practice.
3. Everyone, (parents, coaches, players) should be aware of the LJSC's Philosophy.
Our program is primarily recreational. Our purpose is to provide the youth of the town with the opportunity to learn, play and to enjoy the game of soccer.
4. Recreational Team Coaches must ensure that all players in attendance at a game will play at least half of that game. Competitive Team Coaches are encouraged to play every player in every game. In keeping with the philosophy of the LJSC, all players should be given equal play time, however, it is recognized that this is impossible to guarantee in a competitive game situation. Competitive Team Coaches, using their own discretion, should work towards achieving this goal.

There may be four exceptions to this rule:

- a. If in the judgment of the coach, a player should not play because of possible aggravation to an existing injury or physical condition.
 - b. Player who did not attend a scheduled practice during the week before the game. Such players may be afforded a half game of play at the discretion of the coach.
 - c. Improper behavior in accordance with LJSC philosophy.
 - d. Improper dress code. (Players must wear the complete LJSC uniform.)
5. The Coach should strive to teach the basic fundamentals of team soccer, allowing players to play different positions during the course of the season. At the beginning and end of each season the Coach must complete a Player Evaluation Card for each player on the team.
 6. The coach should recognize that while winning is the competitive goal in sports, its importance should not be overemphasized. In the LJSC program, *participation and instruction are much more important goals. It is the coach's responsibility to lead*

by example.

7. Referees are responsible for conduct of the game. They should not be subjected to abusive behavior or language by players, parents or coaches. It is essential to the development of sportsmanship that coaches teach their players this rule of respect for the officials. They should also inform the parents of it. **LEAD BY EXAMPLE.**
8. The younger the player the more patient the coach must be. Coaches should encourage, rather than berate. A positive lesson can be learned from any game situation. Coaches should highlight these positives rather than dwell on negatives.
9. The coach is responsible for maintaining adequate records, including:
 - a. Player attendance at games and practices.
 - b. Up-to-date rosters with player phone numbers
 - c. Game plan with positional assignments to ensure that all players participate in the required half-game minimum (Recreational Team Coaches only).
 - d. Team statistics such as game scores.
 - e. Equipment roster, which would include location of all balls, cones, pinnies, first aid kit, and other assigned material. Coaches will be held accountable for all equipment issued to them.
10. Each coach should recruit one or more Assistants, so that adequate supervision and instruction can be given to the players. (Most parents are willing to help, but they have to be asked.) Coach must inform the Division Director who will in turn notify the Registrar to ensure that all coaches are registered with CJSA for insurance.
11. A coach should have a telephone “call-chain” established so that their players can be informed quickly of any schedule changes or cancellations.
12. Prior to a game, the coach should meet with the officials and the opposing coach to discuss and mutually agree upon specific rules, variations or compromises brought about by field conditions, weather, time or any other extenuating circumstances.
13. Coaches are responsible for the discipline and control of their teams during games and practices.

14. In the event that a player is injured during a game or practice session, the player's coach should provide first-aid to minor injuries. If a more serious injury occurs, the parents should be contacted, and arrangements made for competent medical care.
15. All head coaches and as many assistants as possible should attend the coaches clinics, which may be scheduled prior to the soccer season. This clinic will cover the LJSC program and philosophy, first aid, and emergency procedures, as well as provide tips on coaching fundamentals and recommended fitness programs for the players.
16. For the out-of-town games, "visiting coaches" will be responsible for contacting "host" coaches prior to the day of the game to confirm time and location of the game, and team colors.
17. Coaches may hold team practices a maximum of three (3) times a week, before the season starts and a maximum of two (2) times a week during the season.
18. Coaches serve under the direction and jurisdiction of the Coaching Committee. If a coach does not fulfill the responsibilities of the position, as interpreted by the committee, that body may revoke his/her right to coach.

G. Referees:

1. Pay scale: (subject to yearly Board of Directors review)

- a. Referees
- b. Assistant Referees
- c. Club Linesmen

2. System:

- a. U10 and below: Single referee.
- b. U12 and up: Single referee with two assistant referees.

3. Game Start:

- a. The referee is responsible for insuring that the game starts promptly at the scheduled start time.
- b. No on-fields warm-up time will be provided if such will interfere with the game starting on time.

- c. If a game is still in progress at the scheduled start time, the next game will start immediately upon completion of the game in progress.

H. Grievance Procedure

A grievance is defined as a dispute between any interested parties with regard to activities of the LJSC. The following is a sequence of resolution steps that are to be followed. The exception shall be cases of alleged verbal and/or physical abuse, which is immediately moved to Step 3.

Step 1: To be resolved between individuals.

Talk directly with the individual with whom you are aggrieved. Seek the agreement of all parties, reach agreement, and consider the issue resolved. If unable to reach agreement of all parties, then go to Step 2.

Step 2: To be resolved with the most appropriate club officer (see below).

If it cannot be resolved to the agreement of all parties, then go to the next level of officer or to Step 3. All grievances sent to an officer will be summarized for the President.

Appropriate Club Officers for a Step 2 grievance:

- Issue involving a coach: Division Director, then Coaching Director
- Issues involving a referee: Referee Assignor/Field Schedule Coordinator
- Issues involving money: Fundraising Director or Concessions Director or Tournament Director, then Treasurer.
- Issues involving club equipment: Equipment Director
- Issues involving playing fields: Referee Assignor/Field Schedule Coordinator or Field Maintenance Director.

Step 3: Upon notification of an alleged verbal or physical assault, the President, Vice President, and Coaching Director, further referred to as the Grievance Board, shall meet as soon as possible to assess the allegation. At the discretion of the Grievance Board, such an assault may result in immediate suspension and review by the Board of Directors at the next scheduled Board meeting. Such review will follow the procedure below.

1. The Grievance Board will determine the situation and circumstances relating to the issue by talking to all relevant parties and will recommend a resolution to

the Board of Directors.

2. The Board of Directors will act upon said resolution within two meetings by accepting, or by rejecting with recommendations. Acceptance of a resolution shall require a two-thirds majority vote.
3. The Board will vote in executive session by ballot to ensure confidentiality.

I. Guidelines For Discipline For Verbal Assaults

1. First offense - Immediate suspension for the rest of the season with possible reinstatement in 60 days from the infraction.
2. Second offense - Immediate suspension for the rest of the season with possible reinstatement as an assistant coach in 60 days.
3. Third offense - Immediate suspension with no reinstatement.
4. The Board of Directors may impose longer time limits if the situation warrants.
5. A verbal assault that is not reported will imply association with the said offense by witness coaches or parents, who may be considered involved, as determined by a two-thirds vote of the Grievance Board.

J. Website Operation

The LJSC website content shall be determined by Board of Directors. All website activities shall be managed and coordinated by Website Director.

As a minimum, the website shall provide LJSC members and general public the following information:

1. monthly board meeting minutes
2. club Bylaws
3. team rosters
4. game schedules
5. Field directions

Names shall not be displayed next to any photos or videos posted on the website. Team names are acceptable. Registration form shall have option for parents to not have their child's picture/video posted on the website.

K. Season Start Date

The fall season shall start the first, non-holiday weekend after school starts. As soon as teams (recreation or competitive) are formed and the coaches have all necessary medical release forms and equipment, practices can be started before the official “Season Start Date”.

L. Code of Conduct

In accordance with the philosophy of the LJSC, all LJSC coaches will be required to sign and abide by the following agreement, to ensure appropriate conduct by every LJSC coach. Coaches, assistant coaches, and parents are obligated to report any offense that is perceived as un-sportsmanlike immediately to a member of the Grievance Board (President, Vice President, Coaching Director). Not reporting any offense, which is determined to contradict the coaches’ ethics agreement, will immediately require the Level 3 grievance procedure to be implemented.

COACHING AGGREMENT

The LJSC philosophy is founded on the highest of standards. Proper conduct by all members of the LJSC during practices and games is expected regardless of the conduct of others. Respect for each other, the opposition, the referees and spectators, shall be exhibited at all times.

In accordance with the National Soccer Coaches Association of America Code of Ethics and, adopted by the Northeast District, all coaches will abide by the standards set forth by CJSA.

- Soccer is the player's game. The paramount concern of coaches is the holistic development, welfare, enjoyment and safety of their players.
- Coaches bear responsibility for teaching their players to strive for success while playing fairly, observing the laws of the game and the highest levels of sportsmanship.
- Coaches shall treat officials with respect and dignity, and shall teach their players to do the same.
- Our opponents are worthy of being treated with respect. Coaches will model such respect for opponents and expect their players to do likewise.
- In both victory and defeat, the behavior of a coach shall model grace, dignity and composure.
- Coaches shall adhere to the highest standards and the regulations of the institutions they represent: clubs, schools, sponsoring organizations and sports governing bodies.
- Coaches have a responsibility to promote the interests of soccer, including treating media with courtesy, honesty and respect.
- Coaches shall model inclusive behavior, actively supporting cultural diversity while opposing all types of discrimination, including, but not limited to, racism and sexism, at all levels of soccer.
- Coaches are responsible for taking an active role in education about, and prevention and treatment of drug, alcohol and tobacco abuse, both in their own lives and in the lives of their players.
- Coaches shall refrain from all manner of personal abuse and harassment of others, whether verbal, physical, emotional or sexual, and shall oppose such abuse and harassment at all levels of soccer.
- Coaches shall respect the declared affiliations of all players, and shall adhere to all guidelines and regulations on recruiting established by the governing bodies having oversight of their teams and leagues.
- Coaches shall seek to honor those who uphold the highest standards and principles of soccer and shall use appropriate protocol to oppose and eliminate all behavior that brings disrepute to the sport- violence, abuse, dishonesty, disrespect and violations of the laws of the game and rules governing competition.

I _____ agree with the above ethical standards and understand that if a coach does not fulfill these responsibilities of the position the Board of Directors will revoke his/her right to coach in accordance with the LJSC bylaws.

SIGNED: _____ DATE: _____