



# Pinelanders Youth Soccer Club

Howell, NJ

## Policies & Procedures

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This document is subject to change without notice. For the latest version please check our web page or contact the Club's Secretary.

**web page:** [www.pinelanders.com](http://www.pinelanders.com) **e-mail:** [pinelanders@pinelanders.com](mailto:pinelanders@pinelanders.com)

Recent Changes	
Date	Change
April 26, 2007	Major changes, including volunteer policy, organization, athletic code of conduct, donations, eligibility, four-goal rule, youth players playing in the adult indoor program.
January 11 <sup>th</sup> , 2006	Additions for bounced checks, to define "immediate family," and to allow adult alumni to participate in Indoor. Other minor wording changes. Approved by the Board 1/11/2006.
May 30 <sup>th</sup> , 2005	Various minor changes, plus addition of Coach License policy and changes to Privacy and Indoor policies.
March 4 <sup>th</sup> 2002	First publication.

## Introduction

In order to have a fair and efficiently-run organization it is necessary to document the policies under which that organization will operate, so that there is no misunderstanding on issues that may arise. The Board of Directors of the Pinelanders have developed the following policies and procedures manual, spelling out how the organization will be run, decisions made and issues resolved. It is not possible to document all possible issues and their potential resolution, and that is where the collective good judgment of your elected Board will prevail in organizational issues as they may arise. Nothing in this document is in conflict with the bylaws of the Pinelanders and it is designed to be supplementary to those rules that govern the operation of the corporation.

The Board, players, parents and coaches are expected to adhere to these policies at all times, and they will be used to resolve any disputes that may arise. I encourage each of you to read and familiarize yourself with them, so that there will be no question when they are used in making a decision. If you have any concerns, questions or issues that are not covered, or if you just have a question, please feel free to contact myself or any Board member.

The Board reserves the right to add to, delete from or modify this document as necessary at any time, to ensure that fairness prevails in club operations.

*Ken Kinelski,*  
**President**

## Voluntary Activities

1. Pinelanders is a large organization, requiring a significant amount of work in management, coaching, grounds-keeping, administration and day-to-day operation. We are a Club, not a service, and we depend on our membership to perform those tasks.
2. It is a condition of membership that, in addition to paying dues, families help with the operation of the Club. The children of any family that persistently fails to fulfill a volunteer assignment will be suspended from participating in games, pending review by the Board. Participation may be resumed once the obligation has been fulfilled.
3. The Club will publish and maintain a list of available volunteer opportunities, and provide an easy way for families to sign up. We will endeavor to offer opportunities both at and away from the fields, and some tasks that can be carried out at any time.
4. Volunteer activities will be tracked on a season-by-season basis, and the Club will provide appropriate status notifications and warnings.
5. The club recognizes that family circumstances and interests vary widely, and the level of contribution from each family will vary accordingly. We also recognize that circumstances such as serious illness may prevent some members from participating at all. Any family finding itself in such a circumstance may apply to the Board's designated committee for a volunteer waiver and, if approved, will be deemed to have completed its obligation for the season. The Board or its committee may unilaterally offer a waiver to a family without application.
6. In situations where a child is associated with more than one family, each having separate participation with the Club, the household in which the child lives is obligated to complete a voluntary activity independently of the other household.

## Field Rules

Please help us to keep our club safe, healthy and pleasant by observing these few rules while you are at the fields.

1. **BMOD.** There will be a **Board Member on Duty (BMOD)** at the fields at all times when games are being played. The BMOD is responsible for management of Club operations during his/her period of duty.
2. **Smoking.** Pinelanders' objective is to promote healthy activity for children. In keeping with that objective, it is Club policy that **no person directly associated with the club may smoke while at the fields in any official capacity.** This applies to, but is not limited to: players, coaches, game officials and Board members. **In the interests of all our children we ask parents and spectators to disassociate smoking from sport by smoking only away from the fields.**
3. **Alcoholic beverages etc.** Possession of alcoholic beverages, controlled substances or weapons is strictly prohibited.
4. **Dogs.** For health and safety reasons, **no dogs are allowed on the field** in the periods immediately before, during or after games.
5. **Litter.** Please place litter in garbage cans, and use recycling cans where appropriate. If you see litter on the ground, please help by picking it up.
6. **Coaches & Spectators: Positioning and Actions.** During a game, coaches and teams are limited to "technical areas,"

defined as within 10 yards of the mid-field line, on their own side of the mid-field, as chosen at the beginning of the game. For small-sided fields, coaches are limited to their chosen side of the mid-field but must not enter the "6 yard" area.

Spectators and teams are to be on opposite sides of the fields during a game – that is, both teams must be on one side, and all spectators must be on the other side.

A map of the fields is posted on the bulletin board to help you to recognize the designated spectator areas.

Coaches are encouraged to let the players learn by playing the game, and not to provide excessive coaching instruction during the game. Spectators are encouraged to cheer for the whole team, and not to "coach" their own children during the game.

No spectators or coaches will be allowed to run the length of the field to coach players during a game.

7. **Coaching.** No more than three people may coach a team from the coaches' area. The BMOD may, at his/her discretion, reduce the number to two people.
8. **Spectator conduct.** Pinelanders will not tolerate verbal or physical abuse of any person, on or off the field of play. Any person who engages in such conduct will be ejected from the fields. Note that vocal dissent is regarded as abuse.
9. **Athletic Code of Conduct.** All members and spectators are required to adhere to the State of New Jersey and Howell Township Athletic Code of Conduct (the Code), as required by Howell Township Resolution R-05-318, at all games, practices and other club events and activities. Violations of the Code will be referred to the Township for action. A copy of the Code is available on the Club's web site, and is posted on the bulletin board at the fields.
10. **Car parking.** Please park courteously and safely. It is essential that we maintain clear access to the fields for emergency vehicles through the entrance near the green trailer. If no designated parking spaces are available, please use the overflow parking at the Memorial Middle School, next to our fields. Parking is **not** permitted at the Human Services building, across the road from our fields.

Pinelanders reserves the right to have cars towed if they are parked dangerously or inconsiderately.

11. **Climbing on equipment.** Climbing on or hanging from goals and other soccer equipment is prohibited.
12. **Child Safety.** Parents are responsible for the supervision and safety of their children when they are not on the field of play. Pinelanders is not responsible for the safety of children who are not actively engaged in a game.
13. **For more information.** See the Rules of Play & Conduct for more-detailed information.

## Club Organization

The Club is managed by a Board of Directors and a series of committees. In general, each aspect of Club operation is the responsibility of one committee, which must have a charter and a procedures document. Committee chairs must ensure that their committees carry out their objectives and keep the Board informed of their activities. Any issue that cannot be handled within a committee must be referred to the Board.

The Board's main responsibility is to the overall management of the Club, including chartering committees, ensuring that they are operating effectively by requiring periodic status reports, discussing and agreeing proposed actions, and assisting their members with resolving issues.

## Mandatory Background Checks

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1. Pinelanders endorses and complies with Howell Township Ordinance 0-02-20, which requires all volunteers who have potential unsupervised access to minors, as defined in the ordinance, to undergo periodic State and Federal background checks.

This requirement applies to all Board members, coaches, assistant coaches, trainers and others who may have direct unsupervised access to children in the course of their duties.

2. No coach, assistant coach or any other person may take part in a practice or game unless he/she has begun the background check process.
3. Any coach engaging a trainer or any other person to assist with his/her team must ensure that the person is in compliance with the ordinance before allowing direct involvement with the team.
4. Pinelanders also endorses and complies with the KidSafe program mandated by the New Jersey Youth Soccer Association (NJYSA). However, this program is subordinated by the Background Check ordinance, and, as agreed with NJYSA, the Club may certify compliance with the KidSafe program provided it is in compliance with the Township ordinance.

## Fees and Refunds

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1. Fees are payable upon registration. No player may participate in a practice or game until all applicable fees have been paid.
2. Fees incurred by the Club for returned checks will be added to the registration fee, and must be paid in full before any member of the family may participate in practices or games. This policy applies even if the player has joined a team when the check is returned. Pinelanders reserves the right to refuse payment by check from any member whose check has been returned at any time in the past.
3. Registration fees are capped by a maximum fee for each family unit. For this purpose, a family unit is generally defined as one or two parents or legal guardians and their immediate children, living as a single household. As individual situations vary considerably, interpretation of this policy is at the discretion of the Board, and may be made on a case-by-case and season-by-season basis, without regard to precedent. Any such decision is final.
4. Pinelanders accepts registration fees under a "No Refunds" policy, which will be indicated on registration forms through the use of the description "Non-refundable" when referring to the fee.
5. Despite this policy, the club may refund fees to players under the following circumstances:
  - If the player withdraws before the draft, for any reason.
  - If the player withdraws after the draft because of injury, health problems or genuine family circumstances, before his/her team has played any of its scheduled games. Eligible family circumstances include major events such as moving away or long-term illness in the family, but exclude acceptance for a traveling team or another sports club, or inconvenience.
  - If the player is assigned to the waiting list, and withdraws either before he or she is assigned to a team, or, having been notified of a team assignment, before attending the team's first practice. Any player who is not assigned to a team will receive an automatic refund.

In addition, discretionary refunds may be made in cases where the Board considers them to be merited—for example, a withdrawal because some unforeseen personal circumstance presents a genuine hardship to the player's family. Discretionary refunds are made on a case-by-case basis, and shall not be regarded as precedents when considering any future requests.

6. A player is considered to have withdrawn when his/her parent has notified the coach or the Club's Registrar. The player's parent must make a refund request within 14 days of the withdrawal, and, where allowed, payment for the full registration amount will be made by a check mailed to the parent. Refund requests must be made directly to the Club's Registrar – not to the player's coach or to any other person.
7. Under no circumstances will fees for one season be discounted or waived in consideration of a withdrawal in any prior season.
8. If the membership of a family is terminated involuntarily, or if an individual player is suspended from playing for the remainder of the season, the family may apply to the Registrar for a refund of fees. Any such refund must be approved by the Board, and, if granted, will be pro-rated according to the number of games for which the player or family was eligible, regardless of whether the games were played, and will take into account a family-maximum discount that the family may have received at registration. This provision may be modified by other policies that deal with specific circumstances.
9. **TBD:** Add a policy concerning credit card and electronic payments.

## Donations

From time to time the Club is asked to donate funds for charitable causes. All such requests are handled by the Finance Committee.

The Club will establish a budget for donations each year, and donations should generally follow the budget, although the Board may vote to increase this amount on a case-by-case basis in exceptional circumstances. All donations must be reported and accounted for, even if they are "in-kind" donations of balls, free registrations or other items.

The following guidelines must be adhered to:

- **Fundraising by PTOs/PTAs, or similar.** The Club will donate one soccer ball and one free registration for each such request, at most once per organization in each calendar year. Organizations must be Howell-based.
- **Howell Sports Federation activities.** The Board will approve a donation of up to \$200 for the annual golf outing, up to \$500 for the annual scholarship appeal, and up to \$500 for the Thanksgiving and Christmas turkey drive. All other requests must be accounted for within the community appeals budget.
- **Local charities & community appeals.** The Board may approve donations of up to \$500 total for *ad hoc* appeals in each fiscal year. For appeals that occur during the playing season, donations may also be solicited from members. At its discretion the Board **may** offer to match members' donations, but **must** specify a cap on the amount that will be donated.
- **National, regional or local disasters.** If finances permit, the Board may approve an extraordinary donation, outside the budgeted amount, in situations

where it considers that the membership would expect and approve of a donation. Member solicitation and matching policies apply as for local charity and community appeals, above.

- **Education- or sports-related travel.** On receipt of a written request, the Board may approve sponsorship of up to \$200 per request, for a maximum of \$500 per fiscal year. The recipient **must** have participated in the Club's outdoor soccer program in at least two seasons within the three years prior to making the request.

## Program Eligibility

Club activities may be designated as being open to:

- Club members only.
- Active participants of the outdoor soccer program.
- Members and non-members.

Players who withdraw from active participation in an outdoor team become ineligible to participate in other activities for which such participation is required.

Players who have registered and paid their fees in full but are on the waiting list for a place on a team are considered to be active members of the outdoor program, and eligible to participate in applicable activities. However, they will automatically become ineligible if they withdraw from the waiting list, if they refuse a place on a team, or if they are placed but fail to participate in practices or games.

Players may not join the waiting list for the sole purpose of participating in Club activities such as clinics or the Indoor program.

## Membership List & Privacy

1. The Pinelanders mailing list is a valuable and private resource, and must be protected. The term "mailing list" applies both to US mail addresses and to e-mail addresses.
2. It is the Club's policy to avoid allowing its members to be subjected to unsolicited commercial mailings, either by US mail or by e-mail, to the extent possible and reasonable.
3. The mailing list must not be given to any member or outside party without explicit Board approval.
4. No person may use the Club's mailing list for distribution of personal information, or for commercial, charitable or private solicitation, without explicit Board approval.
5. No member may use Club information to reveal personal details of any other member *except* for legitimate Club purposes. This policy applies even if the person requesting the information is also a member.

Examples of *legitimate* use are providing the telephone number of a coach to a parent or to another coach. It is *not* legitimate to honor a request for a telephone number for any purpose that is not related to Club business, or for unspecified purposes.

6. Members' e-mail addresses are private, and must be protected to the extent possible. Members sending e-mail to a bulk distribution list should endeavor to protect the recipients' addresses by using blind carbon copy (BCC) distribution.
7. Members are asked to provide cellphone numbers for use by Board members and coaches for emergency contact purposes. Cellphone numbers will be distributed on a "trickle-down" basis, meaning that coaches will be provided

with the cellphone numbers of the parents' on their teams, but parents will *not* receive coaches' cellphone numbers. Likewise, coaches will not be given Board members' cellphone numbers.

8. Pinelanders makes use of its web site to provide information and registration services to its members, and plans to continue to enhance its web-based services. The club will safeguard personal information to the best of its ability by using recognized Internet security techniques such as encrypted communication, unguessable identifiers and passwords. However, members are expected to recognize that they are also responsible for safeguarding their own privacy by keeping passwords and other identifiers secure.
9. Pinelanders will not require or store members' credit card numbers, or other personal information that is not essential to the club's operation. However, the Club may use the services of third party organizations that do store such information, such as on-line payment services.
10. No member's personal information will be displayed on the public area of the web site without explicit approval of the member. This policy applies to telephone numbers, US mail and e-mail addresses, and photographs.
11. No identifiable photographs of minors will be displayed without parental approval.

## Coach Selection

1. All coaches must comply with the Mandatory Background Checks policy and the Coaching License policy
2. The minimum age for a head coach is 21. The minimum age for an assistant coach is 18. Assistant coaches under 18 may be assigned provided that they will reach 18 during the coming season. No person under the age of 21 may take charge of a practice or supervise a game unless another responsible adult over the age of 21 is present.
3. All prospective coaches must complete and sign a Coach Registration Form before they can be assigned. Coaches should be specific in requesting the division(s) in which they would prefer to coach.
4. Coaches will be chosen by the following criteria, in order of priority (highest priority first):
  - a) Coaching License (see separate policy)
  - b) Returning to same division
  - c) Needs per division
5. Pinelanders encourages as many coaches as possible to be involved. Individual coaches may coach teams in multiple divisions provided that the above selection criteria are met. Where coaching positions are limited, and coaches are equally qualified according to the above criteria, preference will be given to coaches who have not already been assigned in other divisions.
6. A coach who has been suspended from coaching may be considered for a coaching position again only upon written request and a meeting with the Board of Directors. He/she must be specific as to why he/she should be reinstated as a coach. The Board has the right to accept or deny the application. In the event of denial, the applicant will be notified in writing by the Board of Directors as to the reason for being denied a coaching position.

## Coaching License

The minimum level of coaching license required is a New Jersey Youth Soccer (NJYS) F-License, or an acceptable equivalent issued by an organization affiliated with the US Soccer

Federation (USSF) or US Youth Soccer (USYS). Licenses issued by Rutgers or NSCAA or any other organization not affiliated with USSF/USYS are not acceptable. This requirement ensures that all coaches have been properly instructed in safety and in teaching soccer skills to children.

The requirements for acquiring a license are as follows:

1. A coach who is assigned as either a Head Coach or an Assistant Coach must comply with the requirements of this policy. A coach designated as an "Extra Assistant" may or may not be required to hold a license, at the discretion of the Commissioner. The Commissioner's decision should take into account the number of seasons of participation and the level of involvement.
2. Coaches are required to acquire an NJYS F-License at the earliest reasonable opportunity after their initial assignment. Any coach who has been assigned a coaching role for two seasons and has still not acquired an F-license will be considered ineligible to coach. Notwithstanding this designation, he or she *may* be assigned to a coaching position if no eligible candidates are available, or if he/she can demonstrate enrollment in an upcoming class.
3. The Club's Registrar will monitor coaching assignments and notify unlicensed coaches of their status periodically until the requirement has been met.
4. For purposes of this policy a coach is considered to have held an assignment in a given season if he/she held the assignment for two or more games of the season. A withdrawal before the second game is not counted as an assignment, regardless of the reason for the withdrawal.
5. It is the coach's responsibility to locate and attend an available F-License class. Although not obliged to do so, Pinelanders will endeavor to ensure that at least one class is available locally per year, and to make available information about any other classes being held in the area.
6. In some circumstances, NJYS may grant an F-license waiver, enabling a coach who is experienced but unlicensed to pursue an E-License without first taking an F-License class. Pinelanders will recognize such a waiver as if it were an F-License *provided* that the coach complies with all terms of the waiver and pursues an E-license *without delay*.
7. Coaches are required to provide Pinelanders with evidence of all claimed coaching qualifications, usually in the form of a copy of the certificate, which will be kept on file by the Club's Registrar. If no such evidence is provided, regardless of the reason, for purposes of eligibility the coach is considered not to have the qualification.

This policy is effective beginning Spring 2005. Eligibility rules will be enforced with coach assignments beginning Fall 2005, based on coaching histories commencing Fall 2000.

## **Coach's Code of Conduct**

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All coaches are required to read the Pinelanders Coach's Code of Conduct, and to agree to abide by it by signing a statement of acceptance on the Coach Registration form. Any coach found not abiding by the Code is subject to disciplinary action by the Board, and may be refused a coaching position in the future.

1. As a coach, you are responsible for helping the players to understand the game of soccer and learn how to play it.
2. Always keep the communications line open. Let the players know what is expected of them. Make sure parents are always made aware of what is going on with the players and the team. On the other hand, ask the parents to

communicate with you – for example if they can't make a practice or game.

3. Players play for enjoyment; winning is only part of the game.
4. Show your enthusiasm for the game to your players – they will follow your lead.
5. Never ridicule a player on either your team or an opposing team. Never yell at any player for making a mistake or losing a competition. Be constructive and objective in your criticism – players learn from their mistakes. Never, under any circumstances, strike any player – this is grounds for immediate dismissal.
6. Learn the Laws of the Game and the Club's Rules and teach them to your players.
7. Prepare your practice sessions to meet realistic challenges of the game. Teach fundamentals – for example, kicking, dribbling, trapping etc.
8. Be organized at all times and ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
9. Recognize the importance of your behavior at games. Criticism of the referee sets a poor example for players and spectators alike, and may result in suspension or dismissal.
10. Be sporting to your opponents and the referee in victory and defeat.

## **Referees**

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### 1. General Policy

- a) All referees will maintain a current USSF license, at a minimum of Grade 8.
- b) The referee program will be supervised by a member of the Board of Directors, as appointed by the President of The Club, or by a committee appointed for this purpose. At least one Board member in charge of the Referee Program will carry a USSF Assignor's license.

### 2. The Referee

- a) Pinelanders referees are expected to conduct themselves in a professional manner at all times while at Pinelanders facilities or events, whether or not they are in uniform.
- b) Referees are expected to be completely familiar with the FIFA Laws of the Game, as revised from time to time by the Federation.
- c) Referees are expected to be familiar with all Pinelanders club rules, as revised from time to time by the Board.
- d) Referees will follow guidelines, policies and rules, as set forth by the Assignor/Coordinator or Referee Committee.
- e) No referee will smoke, or use alcohol or drugs, at Pinelanders facilities.

### 3. The Assignor/Coordinator

- a) The Assignor/Coordinator or Referee Committee will be responsible for scheduling referees for all Pinelanders games.
- b) The Assignor/Coordinator or Referee Committee will update and maintain policies and guidelines for the Club's referees; and will keep referees informed of all changes in policies and rules.
- c) The Assignor/Coordinator or Referee Committee will maintain a database of all active referees including

names, addresses, telephone numbers and, where available, e-mail addresses.

- d) The Assignor/Coordinator or Referee Committee will make every effort to assure against the abuse of referees by coaches, players and spectators, and will work together with other Board members in that regard.

#### 4. Scheduling Referees

- a) The Assignor/Coordinator will schedule referees. The Assignor/Coordinator will assign referees according to ability and experience. In cases where referees have siblings who play, or parents who coach, said referees will not be assigned to said games, with the exception that in extenuating circumstances, said referee could be assigned as the assistant referee on the spectators' side of the field. This shall also apply to adult referees whose children play. In the case of adult referees who are also coaches, said referee will not work any game in any division in which he or she coaches.

- b) Scheduling methods are left to the discretion of the assignor/coordinator.

- c) Minimum requirements shall be:

**Fields 1 & 2:** At least three referees: one referee and two assistants. A four-referee rotation may be used where possible. Referees shall rotate assignments from game to game, where possible. In a four-referee rotation, the fourth referee sits out the game. In certain situations (last minute no-show, for example), a two-referee system may be used. The Diagonal System of Control shall be used.

**Field 5:** Three referees, with the intention that at least one assistant referee will (when possible) be a new referee working under the supervision of an experienced official in the center.

**Fields 3 & 4:** One referee.

**Field 6:** No referees.

#### 5. Referee Education

- a) The Assignor/Coordinator or Referee Committee will monitor the number of active referees, and when conditions dictate, coordinate with the Education Committee to begin the process of having a USSF Referee School.
- b) The Education Committee will provide referee training as needed.
- c) A Board member will observe all new referees in their initial games. New referees who, in the opinion of the assignor/coordinator and/or Referee Committee and/or the assessor, are qualified, may then move to higher level games. The assignor/coordinator and/or the committee and/or the assessor will determine how referees progress through the system.

## Rules of Play and Conduct

**Introduction.** Pinelanders Intramural Soccer Program is designed to teach youngsters how to play the game of soccer. The emphasis of the Program is on learning soccer skills, strategy and good sportsmanship. **Coaches, officials and parents are reminded that they should always set a good example of sportsmanship and behavior.**

1. **FIFA Rules.** FIFA rules apply to all divisions except where modified by the rules that follow.
2. **Length of Games.** Game lengths for each division are given in the table above. There will be a 5-minute break

between periods. All games will end at least 5 minutes before the scheduled start of the next game on that field, regardless of their own start time or any delays, unless an emergency situation dictates otherwise.

3. **Playing Time.** Every player must play at least one half of the game regardless of his/her ability or skill level.
4. **Goalkeepers.** No player may play goalkeeper for more than half of any game.
5. **Substitutions.** Goalkeepers or field players may be substituted with the permission of the referee on any goal kick or throw in, or after a goal has been scored. Players leaving the field must be removed prior to their replacements entering the field of play.
6. **Injuries.** In the event a player is injured, the referee will stop play so that the player may be attended to. Play will be resumed with a dropped ball at the point the ball went out of play, or if the ball was in play at the stoppage a drop ball will be given at the point where the ball was when play was stopped. If a player sustains a significant injury, the player's coach must immediately bring the injury to the attention of the Board Member On Duty, and complete an Injury Report form after the game.
7. **Playing Positions.** Coaches may set up players in whatever positions they feel is advantageous. They may use wings, halfbacks, stoppers, sweepers, fullbacks etc. However, coaches must use players at several different positions throughout the season to increase the players' knowledge of the game and improve skills.
8. **Self-Protection.** Players may use their hands and arms in a "cross-arm" fashion to protect their faces or chests. However, if in the opinion of the referee the player had other options available, or gains an advantage by such use (i.e. propels the ball), a free kick or penalty kick, as appropriate, will be awarded to the opposing team. All other use of the hands will be considered a violation of the laws of the game.
9. **Slide Tackling.** Slide tackling is prohibited in all divisions. Indirect free kicks are to be awarded from the point of infraction of this rule. Repeat offenders will be considered to be exhibiting unsportsmanlike conduct, and cautioned accordingly.
10. **Uniforms.** The club uniform comprises a Pinelanders shirt, plain black shorts, plain black socks *completely* covering shin guards, shin guards, and soccer cleats or sneakers. The goalkeeper will wear a shirt that easily distinguishes him/her as goalkeeper. Players not in uniform will be sent off the field by the referee, and not allowed to return until in proper uniform. Players are not permitted to play in mutilated shirts. Any player who mutilates his/her team shirt must either repair it or bear the cost of a replacement shirt.
11. **Dangerous Articles.** For reasons of safety, no jewelry or hair barrettes may be worn during a game, and players may not chew gum while on the field. The referee is to remove any player wearing dangerous articles from the game until the items in question are removed. A substitute may only replace a removed player during normal substitution times as defined elsewhere in these Rules. It is the coach's responsibility to check players for proper equipment prior to the game, and have them remove any improper articles before taking the field.
12. **Disputes.** Any rules disputes are to be brought to the attention of the Commissioner. If they cannot be resolved at that level, they should be submitted *in writing* to the Board of Directors for resolution. Interpretation of the Laws of the Game is not grounds for dispute. All interpretations of the

laws of the game by the referee are final. **No protests are allowed.**

13. **Arrival Time.** All players and coaches must arrive at the field fifteen minutes prior to the scheduled start time of their game.
14. **Game Reports.** Each coach is required to fill out a Game Report form for each game. Points for standings will not be awarded if a report is not submitted. A separate Injury Report form must be completed if any significant injury occurred.
15. **Schedule.** All games will be played as scheduled unless postponed by the designated Scheduling Manager. Postponements are subject to the following restrictions:
  - Requests for postponements must be made to the Scheduling Manager by the Wednesday prior to the game. The Scheduling Manager may grant a later request under extenuating circumstances.
  - No coach may change the scheduled time or date of a game. Any game not played as scheduled, and not officially postponed, will result in a no-game.
  - Games may only be postponed for reasons of inclement weather, illness or special circumstances as deemed appropriate by the Scheduling Manager.
  - All postponed games must be made up within a reasonable time after the original scheduled game or a no-game will result. Both teams will be informed of the new time and date for rescheduled games.
16. **Blood Rule.** Should a player become injured and start to bleed, that player **must** be removed from the game until the bleeding is stopped and the player is properly cared for. Each team may substitute on the stoppage of play.
17. **Referee Abuse.** Abuse of the game officials **will not be tolerated.** If the referee determines that dissent is exhibited by a player, coach or spectator, a warning will be issued to the player, or in the case of a coach or spectator, the warning will be issued to the coach(es). If a second incident occurs involving the same individual, that person will be ejected from the game. An ejected player must stay by his/her coach, or may leave the field if accompanied by a responsible adult. An ejected adult must leave the vicinity of the game. Refusal to leave will result in a suspension of the game and a forfeit by the offending team, and will be recorded as a 0 to 1 loss for that team.
18. **Disciplinary Action.** Any player, coach or spectator ejected from a game will be considered in violation of the Pinelanders Rules of Conduct, and will be required to appear before the Board of Directors, or the Board's designated committee, to seek reinstatement.
19. **Red Card Policy.** The Disciplinary Committee will review every red card and establish any penalty it deems appropriate.
  - A **player** who receives a red card will receive an automatic two-game suspension, beginning with the following game, pending review by the Committee.
  - A **coach** who receives a red card will receive a *minimum* two-game suspension, pending review by the Committee. If a coach is coaching in multiple divisions, the suspension will apply to all divisions. If the infraction occurs at the end of the season, and a coach skips one or more seasons, the suspension will still be served in the coach's next active season.

The Disciplinary Committee must report the outcome of each incident to the Board, and may choose to defer to the Board

for a decision. The offending party may request that the full Board review a decision of the Disciplinary Committee. Decisions of the Board are final.

20. **Coach & Spectator Positioning.** During a game coaches and teams are limited to "technical areas," defined as within 10 yards of the mid-field line, on their own side of the mid-field, as chosen at the beginning of the game. For small-sided fields, coaches are limited to their chosen side of the mid-field but must not enter the "6 yard" area.

Spectators and teams are to be on opposite sides of the fields during a game – that is, both teams must be on one side, and all spectators must be on the other side.

Coaches are encouraged to let the players learn by playing the game, and not to provide excessive coaching instruction during the game. Spectators are encouraged to cheer for the whole team, and not to "coach" their own children during the game.

No spectators or coaches will be allowed to run the length of the field to coach players during a game.

21. **Short-Handed Games.** The minimum number of players required for a "standing division" game is seven.

If a team cannot field at least seven players within 15 minutes of the scheduled start of the game, that team will forfeit the game and a score of 1-0 will be recorded in favor of the opposing team.

Otherwise, the game must be played with the same number of players on each team. This means that if one team is short-handed, the other team must play "down" to the same number of players. Additional players may be fielded by both teams if more become available during the course of the game.

There is no requirement for a team to play down to compensate for a player on the other team who is ejected during a short-handed game, or who leaves the field as a result of injury or for any other reason.

22. **Standings and Playoff Games.** In "standings" divisions, points are awarded as follows: 3 for a win, 1 for a tie, 0 for a loss. If there is a tie for a standings position at the end of the regular season's games, playoff games will be held as necessary to determine the final standings.

If a playoff game is tied at the end of regulation time, the teams will play two additional 5-minute halves. If the score is still tied, the game will end with a penalty shoot-out, with the teams each taking five shots from the penalty mark, alternating with each kick. If the game is still undecided after five shots each, the teams will continue to take shots until one team has scored one goal more than the other from the same number of shots.

23. **Four-Goal Rule.** No team may win a game by more than four goals. The following actions will be taken if any team wins a game by more than four goals:

In divisions where standings are kept:

- **1st occurrence:** One point will be deducted from the team's standings points.
- **2nd occurrence:** The team's coach will be required to appear before the Discipline Committee. The committee will, after speaking with the coach, determine what, if any, action should be taken. This may include instructing the coach on the proper methods of controlling scoring, further point deductions, or any other action deemed necessary by the committee.
- **3rd occurrence:** The Board has the option to suspend the team's coach for one game (this applies only to

coaching the game; the coach will still be permitted to conduct practices).

In divisions where standings are *not* kept:

- **1st occurrence:** The coach will receive a warning.
- **2nd occurrence:** The team's coach will be required to appear before the Discipline Committee. The committee will, after speaking with the coach, determine what, if any, action should be taken. These actions may include instructing the coach on the proper methods of controlling scoring or any other deemed necessary by the committee.
- **3rd occurrence:** The Board has the option to suspend the team's coach for one game (this applies only to coaching the game; the coach will still be permitted to conduct practices).

This policy will be administered by the Division Commissioner and the Discipline Committee.

### **Additional Rules for Division D6**

24. **Free Kicks.** All free kicks are indirect, regardless of the violation.
25. **Offside.** The offside rule is not applied in this division.
26. **Throw-Ins.** If a player makes a foul throw in, he/she will be instructed on proper technique and given another attempt. This will continue until a proper throw is made. Players making throw-ins or corner kicks must be rotated during each game so all players have a chance to develop proper technique.
27. **Coaching on the Field.** Coaches may enter the field of play to position players at the start of a game or a period. With the referee's permission they may also do so for a penalty kick or a corner kick, but must not unduly delay the game. Coaches may not enter the field of play for any other reason while play is in progress.
28. **Goalkeeper's Box.** The box is used to protect the goalkeeper. The following rules apply to the box:
  - a) An offensive player may not enter the box or play the ball inside the box.
  - b) The goalkeeper may use his/her hands to play the ball *inside* the box, but must kick the ball when it is *outside* the box.
  - c) After a save in the box the goalkeeper may drop-kick or throw the ball back into play.
  - d) Defensive players may enter the box to assist the goalkeeper but may not use their hands to play the ball.
  - e) Offensive players must position themselves at least five yards from the box on all goal kicks.

### **Additional Rules for Division D7**

29. Rules for D6 apply to D7 as appropriate, except as modified below.
30. **Coaching on the Field.** Coaches may go onto the field at any time.
31. **Games & Practices.** Games are structured as 30 minutes of instruction followed by four 7-minute periods of play. No scheduled practices are to be held in this division.
32. **Players.** Each team plays with four players on the field. No player may be assigned to the goalkeeper position.
33. **Fouls.** Fouls and handballs will only be called where the offense is blatant.
34. **Goal Box/Arc.** The following rules apply to the box or arc:

- a) An offensive player may not enter the box or play the ball inside the box.
- b) Defensive players may enter the box to clear the ball from the goal area, but may not use their hands to play the ball, and may not remain in the box to act as a goalkeeper.
- c) Offensive players must position themselves at least three yards from the box on all goal kicks.

## **Disciplinary Committee**

### **Charter**

The function of the Disciplinary Committee is to hear and evaluate issues in violation of club policies, procedures or conduct, and to recommend a course of action to the Board of Directors, to address any issues brought to its attention.

The Committee must comprise at least eight members of the full Board, and may be larger. The quorum required for any meeting is a simple majority of the current membership.

### **Procedures**

Any issue that needs to be brought to the Disciplinary Committee shall be done so in writing, by the person raising the complaint or issue, or by any member of the Club, as soon as possible after the incident. The Committee shall meet within one week of receiving notice of an issue that needs to be addressed.

The Committee will discuss the issue and recommend a course of action to the Board. The Board will decide what final action will be taken, based on the Committee's recommendation, and shall act as expeditiously as possible.

The Committee shall investigate any issue brought before it, its investigation to include any reports filed, interviews with the parties involved, or any witnesses.

The Committee shall have the right to call any parties involved to a meeting, as deemed necessary to explain any incident or action. Reasonable notice must be provided to the party or parties that their presence is required at a meeting. Notice shall be sent by registered mail unless circumstances make this unnecessary.

After a decision has been made and an appropriate course of action determined, the party or parties involved shall be notified of any action to be taken against them. Notification shall be made in writing, within one week.

## **Draft & Registration**

**Future:** This policy will require changes to support on-line registration, including electronic signatures and payments. It must also determine how we will handle medical waivers if we don't have a signed document to show to ER staff.

The following policies will be used for assigning players to teams in the Intramural program. These policies are intended to promote fairness and competitive balance, and to enable the club to organize teams in a timely manner.

1. New teams will be established each season, Spring and Fall.
2. An individual registration & waiver form, signed by the player's parent or legal guardian, or another person who has legal signature authority on behalf of the player, is required for each player each season. A player who is over 18 years of age at the time of registration is still required to obtain the signature of a parent or legal guardian, but must also countersign the registration.
3. For purposes of assignment, a player's "immediate family" includes siblings (including half-siblings), parents (including

step-parents), and grandparents, regardless of whether individual family members live in the same household. In addition, one or two parents or legal guardians and their immediate children living as a single household are considered to be a single family. Any situation where an adult shows temporary or permanent legal custody of a child will also generally be considered to be a family relationship. As individual situations vary considerably, interpretation of this policy is made on a case-by-case basis, without regard to precedent, by the Club's Registrar in the first instance, but may be referred to the Board to resolve any disagreement. The Board's decision is final.

4. The Board may require a separate Medical Release form to be completed and notarized for any player with a potentially significant medical condition.
5. A priority re-registration deadline will be established before the start of each season. The deadline will normally coincide with the start of the public registration period.
6. Pre-printed priority registration forms will be mailed to all eligible family members of:
  - Players who registered for the previous season, including those who dropped or remained on the waiting list.
  - Players who skipped one season.

All siblings of eligible players are also eligible for priority registration.

Players eligible for priority registration will receive priority over other players in making team assignments, provided that they register before the specified deadline. Extensions may be granted in *exceptional family circumstances* only (for example, bereavement). Requests for extensions should be supported by a letter from the player's parent, and must be confirmed by a vote of the Board. In all other cases, registration forms received after the deadline will be prioritized in the same way as new player forms.

7. Immediate family members of coaches, assistant coaches, referees and other club officials are guaranteed a place, provided they register before the season's draft. At the Board's discretion, immediate family members of people providing exceptional voluntary service or other contributions to the Club may also be given a guaranteed place prior to the draft.
8. Public registration begins with on-line pre-registration and an advertised walk-in registration session. Registrations will continue to be accepted after walk-in sessions, and through the beginning of the season. All players registering after the start of public registration will be assigned a priority number in order of receipt.
9. A waiting list will be maintained for players who, based on their priority order, cannot be assigned to teams in the initial assignment phase, or who register late. The waiting list will be used to augment team numbers as needed in light of drops, injuries, no-shows etc., as agreed with individual coaches, provided players can be added without overcrowding teams.

In general, no players will be assigned from the waiting list until after the first week of the season, to allow all coaches time to evaluate their needs, although the Registrar may waive this restriction at his/her discretion—for example, to fill coaching positions or to augment a team or division that was originally assigned too few players.

Waiting-list players will be assigned in order of registration priority. Where several players are assigned to teams at one time, assignments will be made by a supplementary drafting

process if practical, or by an objective review of team status otherwise. Requests by players, parents or coaches will not be taken into consideration in making assignments, other than in Divisions D6, D6G & D7, or in accordance with provisions made elsewhere in this policy.

10. A team will be assigned one head coach and (if possible) one assistant coach (but see below for "extra assistants"). Coaches and assistant coaches may choose their partners. If the club cannot assign an assistant, the coach is free to recruit a parent from within the team as drafted. The coach is also free to accept assistance from other persons; however any person assisting with the team must follow the requirements of the Mandatory Background Check policy, and the Club Registrar must be notified.

11. A team may have one "extra assistant" (XA), subject to other provisions of this policy. In practice, these provisions mean that an XA can be assigned **before** the draft only if:

- He/she is the spouse (or equivalent) of the head coach or assistant coach.
- His/her participation is not contingent on a child being assigned to the team (e.g. a youth assistant).
- The team is in Division D6, D6G or D7.

In all other situations an XA can only be assigned **after** the draft, and (except in D6, D6G or D7) his/her child cannot be assigned to a team to allow the parent to fulfill an XA role.

Age requirements for an XA apply as specified in the Coach Selection policy.

12. Divisions are organized by age. A player's age is defined as his or her age on April 1st (Spring season) or October 1st (Fall season). Registrations will not be accepted for players who are too young for the youngest division, or too old for the oldest division.
13. Birth certificates (or equivalent official documentation) must be presented for new players. Passports and baptismal certificates are acceptable alternative documents; other documents may be accepted at the discretion of the Registrar.
14. In general, a player will only be permitted to play in the division appropriate for his or her age. However:
  - The Board may invite certain players who are exceptionally dominant in one season to play up one division for the next season. This rule is intended to minimize excessively high-scoring games, and promote balance. It is not intended to be used to allow players to play up for any other reason.
  - In recognition that unique situations can and do exist, the Board may allow a player to play in a lower division when presented with extenuating circumstances. Such circumstances may include those affecting the safety of individual players, or those affecting the level of competition within a specific division in cases involving players whose skills are clearly significantly below the levels normally found in that division. Any such assignments must be agreed by a vote of the Board. They will be made on a season-by-season basis, and shall not be regarded as a precedent for future requests.

No action involving a change in a player's placement outside his or her age-appropriate division may be taken unilaterally by any Board member. Actions will usually be recommended by the Draft & Registration Committee, and must be confirmed by a vote of the Board. Such adjustments will apply for one season only, and must be

reconsidered by the Board each season if the situation persists.

15. Each season, players will be evaluated by their coaches and assigned rating numbers in the range 1–5. New (unknown) players will be assigned a rating according to experience. A rating of zero will be assigned for new players with no experience, or 1 for those with experience. A higher rating may be given where it appears to be warranted. A Board-appointed committee will review ratings for consistency, and amendments may be made where necessary. Ratings for players moving up a division will generally be reduced by one point if the player is rated in the 2-5 range, to compensate for the different level of play.
16. Initial assignments of players to teams will be made by computer. The assignment process will attempt to produce a competitive team balance within each division by evenly distributing players according to traveling/non-traveling status, sex, ability and age. Factors such as preferred practice times or locations or convenience of transport will not be taken into account in the assignment process.
17. Team assignments will be made as follows:
  - Parents of players in Divisions D6 & D7 (4-6 year olds) may request to be with a specific coach or team, or with a friend, and such requests will be honored where possible. If no specific request is made, players in these divisions will remain on the same team as the previous season.
  - Immediate family members of a team's coach and assistant coach will be pre-assigned to their team, unless they request otherwise.
  - Siblings in the same division will be drafted onto the same teams where possible, unless their parents request that they be assigned separately.

This rule regards players who have at least one common parent as siblings, and *includes* situations in which the siblings are living in separate households and are regarded as belonging to separate families for other purposes. Parents must request this consideration prior to initial assignment. Board discretion may be required in deciding such cases, and any such decision is final.
  - In recognition that unique situations can and do exist, the Board may allow a player to be assigned with a specific coach or with another player who is not a sibling when presented with extenuating circumstances. Any such assignments must be agreed by a vote of the Board. They will be made on a season-by-season basis, and shall not be regarded as a precedent for future requests.
18. Pinelanders' policy is not to move players between teams once they have been assigned. Notwithstanding this policy, players may be reassigned where extenuating circumstances exist – for example, if a clear selection or assignment error has been made, or if moving a player will allow a vacancy for a head coach or assistant coach to be filled. All requests for reassignments must be approved by the Board or by the Board's designated committee, and no move shall be regarded as a precedent for future moves. The decision of the Board is final.
19. Registration forms and accompanying documentation (including birth certificates) will be destroyed by shredding or burning after one year.
20. There will be no exceptions to any of the above policies.

## Tournaments

The Tournament Policy is intended to provide a consistent set of guidelines to be used in responding to requests for Intramural teams to participate in external tournaments. The policy covers tournament qualification, team selection and finance.

Pinelanders coaches and assistants may apply to take teams to organized and sanctioned tournaments. The following restrictions apply:

1. The Board appoints a Tournament Coordinator. The Tournament Coordinator must approve entry to all tournaments.
2. Coaches wishing to take a team to a tournament must submit a completed Tournament Approval Form to the Tournament Coordinator, and receive approval, before submitting an application for entry to the tournament.
3. The coach must submit a final roster of players and coaches to the Tournament Coordinator before the start of the tournament.
4. The New Jersey State Youth Soccer Association must sanction all tournaments attended by Pinelanders teams.
5. Only players who are registered with Pinelanders for the *current* Intramural season (or, for tournaments that occur between seasons, the *preceding* season) may be selected for a recreational tournament team.
6. Rostered players from any Pinelanders intramural team may be invited to join a tournament team.
7. When selecting players from other recreation teams to play on a tournament team, the tournament coaches *must* inform the affected recreation team coaches as soon as their players are selected.
8. At least two rostered Pinelanders coaches or assistants must be part of the tournament team, and at least one must be present throughout the tournament.
9. At least one of the team's coaches must have acquired an F-License (or higher), and have filed a copy with the club's Registrar. A coach who does *not* have an F-License may participate, but must not be left in sole charge of the team during any part of the tournament.
10. The coaches are responsible for timely submission of all documentation required by the tournament organizers, including medical waivers and other documents for which parents' signatures are required. Where notarized signatures are required the **coaches must not offer or agree to have documents notarized without the parents being present**. This practice is a violation of the law and of the notary's oath and ethical responsibilities.
11. During any one season, Pinelanders will pay registration fees for any tournament team to participate in:
  - An Americas Festival tournament.
  - One other tournament, to a maximum of \$300 per team.Checks for tournament funding will be made out to the organization conducting the event. Unused funds must be returned to the Treasurer.

If a team wishes to participate in additional tournaments, or needs more than \$300 to participate, the team must raise the additional funds itself.
12. For purposes of funding, a team will be deemed to have participated in a tournament if its rostered coach or assistant have been directly involved in the organization of a tournament team, or if five or more of its players have participated in a tournament team. However, a coach may

receive tournament funding for multiple teams provided that they are of different sexes or age groups.

## Winter Indoor Soccer Program

1. The Pinelanders Winter Indoor Soccer Program is a non-competitive recreational program, open to youth players and adults.
2. All players and spectators must abide by directions from school staff and program staff, and stay within the gym. Failure to comply may result in removal from the program.
3. All players are required to wear sneakers or other indoor shoes, shin-guards, and long socks completely covering shin-guards. Players should wear white shirts; pinnies will be provided to distinguish teams.

### Youth Program

4. Youth players must be 7-18 years of age on April 1<sup>st</sup> following the start of the indoor program, and not have graduated from High School. At the discretion of the Program Director, and with written approval from their parents, physically mature Youth players may be invited to play in the Adult program. A player who accepts this option must complete a Youth registration form, but it must be annotated with parental approval for participation in the Adult program. The player **may not** also participate in the Youth Program.
5. The Youth program is open to youths eligible by age who meet at least one of the following criteria:
  - Completed the preceding Spring or Fall season in the Pinelanders Intramural program. This includes players who were on the waiting list, but does not include players who voluntarily withdrew from the program.
  - Were actively involved with the Pinelanders Intramural program as referees or youth assistants during the preceding Spring or Fall season.
  - Have a parent or legal guardian who was a Pinelanders coach, referee or Board member during the preceding Spring or Fall season, or who was otherwise actively involved in the Pinelanders program.
6. Players registering for the Youth program must complete a registration form and pay the required fee before being assigned to a team. Since playing time and space is limited, there is no guarantee of assignment for any registrant, regardless of when the registration form is received.
7. The Youth program comprises rostered teams with an assigned coach and players.
8. Coaches are prohibited from allowing unregistered players to play on their teams.
9. Coaches who are playing with fewer than three substitutes from their own teams may allow eligible "guest" players to play on their teams. "Guest players" must be registered youth players, but may include players who have not been assigned to a team. Coaches must not play guest players for prolonged periods at the expense of reasonable playing time for their own teams' players.

### Adult Program

10. The Adult program is played on an ad-hoc pick-up basis, rather than having assigned coaches and teams.

11. Adult players must be 19 years or older on April 1<sup>st</sup> following the start of the indoor program, or have graduated from High School.

12. To take part in the Adult program, an adult player must meet at least one of the following criteria:

- Be a parent or legal guardian of a player who completed the preceding Spring or Fall season in the Pinelanders Intramural program.
- Have completed the preceding Spring or Fall season as a player in the Pinelanders Intramural program.
- Have been a coach, referee or Board member in the Pinelanders program, or otherwise have been actively involved in the Pinelanders program, either a) during the preceding Spring or Fall season or b) for at least two seasons at any time in the past. Interpretation of this provision is at the discretion of the Board, and the Board's decision is final.
- Have a parent or legal guardian who was a Pinelanders coach, referee or Board member during the preceding Spring or Fall season, or who was otherwise actively involved in the Pinelanders program.

In addition, alumni of the Pinelanders Intramural program may play in the Adult program provided that space is available. They must pre-register, to allow time for eligibility to be checked. Eligibility for the Indoor program requires that the player was an active participant (player or referee) in the Intramural program during **the final two years** of his/her eligibility. Interpretation of this provision is at the discretion of the Board, and the Board's decision is final.

13. Adult players must complete a registration form and waiver of liability, and pay the required registration fee, before taking part in the program. **No unregistered players may take part in any game.**

14. Since playing time and space is limited, the Program Director may declare registration closed at any time.

## General Policies

### Sponsorships, Contributions & Fundraising

Sponsorships, contributions and fundraising will be governed by provisions of the Club's bylaws, agreements with other entities as approved by the Board, and such committees as the Board may appoint.

### Grievances, Appeals & Protests

1. The Board of Directors shall hear all grievances, protests and appeals.
2. The only persons permitted to appeal an action of the Board are the person or persons directly affected by the action or, in the case of a minor, his/her parents or legal guardians. Under no circumstances will an attorney or any other third party be permitted to represent any party in an appeal.

### Bylaws

The Club's bylaws will be reviewed annually before the Annual Meeting of Members, by a committee appointed by the Board. Any proposed changes must be voted on by the membership at the Annual Meeting.

### Matters Not Provided For

All matters not provided for in this Policy shall be determined by the Board, and decisions so made shall be final and binding.