



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 **e-mail:** pinelanders@pinelanders.com

Recent Changes

Date	Change
February 11 th 2022	Changes and clarifications to Safety, Donations and Privacy sections.
August 21 st , 2019	Allow substitutions on corner kicks.
March 13 th , 2019	Added two-team pickup drafting policy and requirement for CHBC approval to extend to the end of the season.
February 25 th , 2019	Changes to: Concussion cert (now good for 3 years); donation policy; coach certification; Indoor rules; misc other changes.
January 17 th , 2017	Update to Youth Indoor policy to extend eligibility as needed.
August 17 th , 2016	Update to Rules of Play & Conduct: Changes to Heading the Ball and Red Card paragraphs.
December 14, 2015	Update to Rules of Play & Conduct: Added Heading the Ball paragraph.
May 15, 2015	Update to Membership List & Privacy policy: Added provision for agreements with on-line service providers.
March 17, 2014	Major updates, approved by Board review.
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 th , 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 th , 2005	Various minor changes, plus addition of Coach License policy and changes to Privacy and Indoor policies.
March 4 th 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 Pinelanders Youth Soccer Club (Pinelanders) have developed the following policies and procedures, 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 Board will prevail in organizational issues as they may arise. Nothing in this document conflicts with our bylaws, 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. The Board encourages all members to read and familiarize themselves with these policies. If you have any concerns, questions or issues that are not covered, or if you have a question, please feel free to contact 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.

Voluntary Activities

The Voluntary Activities policy is presented in [this on-line document](#).

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. **Duty Officer.** There will be a **Duty Officer** at the fields at all times when games are being played. The Duty Officer is responsible for management of Club operations during his/her period of duty. The Duty Officer must be a member of the Board of Directors or a designee approved by a vote of the Board.
2. **Smoking.** Pinelanders' objective is to promote healthy activity for children. In keeping with that objective, it is Club policy that **no person may smoke at the fields** in the periods immediately before, during or after games or during other club events.
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 or during other club events.
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 all players on the field, and not to "coach" their own children or other players during the game.

Neither coaches nor spectators are 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 Duty Officer 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, in designated parking spaces. It is essential that we maintain clear access to the fields for emergency vehicles through the entrance between the green trailers.

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 township building, across the road from the fields.

On game days the small parking area to the east of the building is designated for "Permit Parking Only". The permitting is intended to reserve parking for Club officials including coaches, referees and Board members. These are the individuals who are responsible for ensuring the games are played and who often have to carry equipment to and from the fields. The Club asks members to honor this restriction in support of the effort by these critical volunteers.

Pinelanders reserves the right to have vehicles 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. Pinelanders is not responsible for the playground area adjacent to the fields.
13. **For more information.** See the Rules of Play & Conduct for additional information.

Safety

1. Volunteers who have direct access to children must comply with the safety requirements listed in this policy. This policy applies to Board members, coaches, assistant coaches, and others who may have direct access to children in the course of their duties.
2. The Board-appointed Safety Coordinator is responsible for verifying each volunteer's safety status, and for maintaining applicable records.
3. No coach, assistant coach or any other adult (aged 18 or above) may appear on a coaching roster, be issued with a player roster containing player contact information, or take part in a practice or game unless he/she has completed all safety requirements and has a **green** safety status, as defined in this policy.

Criminal History Background Check (CHBC)

4. Pinelanders endorses and complies with [Howell Township Ordinance 0-02-20](#), which requires all volunteers who have potential access to minors to undergo a criminal history background check, valid for three years. The ordinance defines a volunteer as:

Any person involved with a nonprofit youth-serving organization who has unsupervised direct access to minors as a result of their involvement with the organization.

5. At the discretion of the Safety Coordinator Pinelanders may accept CHBC approvals acquired for and approved by other organizations.
6. Pinelanders will not accept any approval that expires before the last day of the upcoming or current season.

New Jersey Disclosure Form

7. Pinelanders endorses and complies with the Volunteer Disclosure program mandated by the New Jersey Youth Soccer Association (NJYSA) to ensure that persons with convictions for violence or crimes against a person are not permitted to coach.
8. Pinelanders requires all volunteers to submit a completed disclosure form, referred to in this document as an NJ Disclosure form, for each calendar year. A form completed in November or December covers the period until December 31st of the following year, unless superseded by a later one.
9. NJ Disclosure forms must be reviewed and maintained by the Safety Coordinator.

Concussion Awareness Training

10. All Board members and coach volunteers must complete the US Center for Disease Control's (CDC's) "Heads-Up!" on-line concussion training, and provide a copy of the certificate of completion.
11. The Club will accept the concussion certificate for up to three years from the date of issue, after which time it must be renewed.

SafeSport Training

12. As mandated by NJYSA, all Board members and coach volunteers must complete the US Center for Safe Sport's SafeSport training, and provide a copy of the certificate of completion. Certification must be renewed regularly in accordance with NJYSA policies.

Safety Status

13. The following color codes are used to represent a volunteer's safety status.

- **White.** The Safety Coordinator has not yet verified the volunteer's status.
- **Red.** One or more of the safety requirements has not been met. For the background check requirement either no appointment has been made or the club has been notified that the coach is not approved.
- **Yellow.** The volunteer has made an appointment to be fingerprinted and has notified the Safety Coordinator of the date. All other safety requirements have been met.
- **Blue.** The volunteer has been fingerprinted and the Safety Coordinator has received a copy of the receipt. All other safety requirements have been met.
- **Green.** The background check has been completed, the club has been notified that the volunteer is approved, and the approval is valid at least until the last day of the upcoming or current season. All other safety requirements have been met.

Safety Authorization

14. Neither coaches nor other volunteers are authorized for unsupervised direct access to minors until their safety status is green. Specifically:
 - Coaches must have a green safety status to hold team practices.
 - Coaches whose status is yellow or blue may attend and participate in team practices provided that the practice is supervised by a coach with green status. The supervising coach with green safety status must be present at all times that minors are present.
 - Coaches must have a green or blue status to receive access to team roster information.
15. Registered coaches are expected to begin the safety requirements without delay, to make a fingerprinting appointment for the earliest reasonable opportunity, and to reach yellow status within a few days of registration. Coaches whose status remains red for an unreasonably long time, or red or yellow as of the third week of the season or the week following the date of their fingerprinting appointment, whichever is later, will be removed from the coaches' roster.
16. Occasionally a parent may offer to help with practices or, if a coach or assistant coach is unable to make a game, on the sidelines. This is acceptable for occasional help, but any parent who is willing to help on a regular basis must be encouraged by the coach to register to coach and be assigned to the team as an Extra Assistant (XA).
17. Coaches must not accept help from, or provide information to, any person who is not registered as a Pinelanders coach for the current season and is not known to them as a rostered parent of a child on the team.

IMPORTANT NOTE: These safety requirements mean that a team which does not yet have a coach with a green safety status is not permitted to hold practices.

Fees and Refunds

The Fees and Refunds policy is presented in [this on-line document](#).

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 to the Board and accounted for, even if they are "in-kind" donations of balls, free registrations or other items.

The following guidelines apply:

- **Fundraising.** The Club will make donations in response to requests from local schools and other community groups, subject to the following restrictions:
 - The donation will consist of one soccer ball and a gift certificate for one free registration, valid for either of the next two seasons.
 - At most one donation may be made to each organization in each calendar year.
 - Organizations must be based in Howell or Farmingdale.
 - Requests must be made by letter or by e-mail. The request must be clearly signed by an authorized representative of the organization, and must state his/her role in the organization and the date of the event.
 - Donations will not be made more than three months before the event date.
 - School requests must be made by the school's PTO or PTA or equivalent organization. Teams or other school groups making independent requests will be referred to their school's PTO or PTA and informed of the "one donation per school" policy.
 - The Board will maintain a list of organizations that are pre-approved for donations. Requests from organizations that are not pre-approved must be approved by a vote of the Board. If approved, the Board must also decide if this is a one-time approval or if the organization will be added to the pre-approved list.
- **Local charities & community appeals.** If finances permit 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.** If finances permit, the Board may approve sponsorship of up to \$200 per request, for a maximum of \$500 per fiscal year. The recipient **must** provide a written request, and **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

In determining eligibility for participation in club programs and other activities, an activity may be designated as:

- Restricted to members in good standing.
- Open to active participants of the outdoor soccer program.
- Open to anybody,

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, political, charitable or private solicitation, or for public service announcements that are unrelated to the Club's activities, 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 anonymous mail lists and blind carbon copy (BCC) distribution.
7. Members' information, which may include e-mail addresses, will be provided to NJYSA as necessary to comply with their requirements, for safety and insurance purposes.
8. Notwithstanding the above provisions, the Board may occasionally contract with third-party vendors to provide certain services (e.g. on-line registration or soccer-related events or activities) that may require members to provide the vendor with personal information about themselves and their children.

Before approving any such agreement the Board must review the vendor's privacy policy and ensure that:

- Members have the right to opt out of communication unrelated to the event or activity for which they registered.

- The vendor states that he/she/it will not sell or otherwise share members' personal information for any use unrelated to the purpose and intent of the agreement.

When using third-party services members are individually responsible for:

- Reviewing the vendor's policies before entering into any agreement or providing information and/or payment.
 - All interactions and any disputes (financial or otherwise) arising from their relationship with the vendor.
9. Members' cellphone numbers will be distributed on a "trickle-down" basis, meaning that coaches and "team parent" volunteers 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.
 10. Pinelanders makes use of its web site to provide information and registration services to its members. The club will safeguard personal information to the best of its ability by using recognized 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.
 11. 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. The Club will endeavor to make sure that third parties use secure communication, store information securely, and respect the privacy of their users, but cannot be held responsible for any security breaches that may occur, or for their consequences.
 12. 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.
 13. No identifiable photographs of minors will be displayed without parental approval.

Coach Selection

1. Coach volunteers must comply with the Safety policy and the Coaching Certification policy.
2. Coach volunteers must complete a Coach Registration form before they can be assigned.
3. 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 an approved coach over the age of 21 is present.
4. Coaches will be selected using the following criteria, in order of priority (highest priority first):
 - a) Safety status
 - b) Returning to same division
 - c) Needs per division
 - d) Coaching certification (see separate policy)
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 of the reason in writing.

Coach Certification

The minimum coaching qualification required is a New Jersey State certificate, previously issued New Jersey Youth Soccer coaching license, or an acceptable equivalent issued by an organization affiliated with the US Soccer Federation (USSF) or US Youth Soccer (USYS). Certifications 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 certification 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 be certified, 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 a State certificate 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 a State certificate will be considered ineligible to coach. Notwithstanding this designation, at the discretion of the Commissioner he or she *may* be assigned to a coaching position if no more-eligible candidates are available, or if he/she can demonstrate enrollment in an upcoming class.
3. 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.
4. The Commissioner will monitor coaching assignments and notify uncertified coaches of their status periodically until the requirement has been met.
5. It is the coach's responsibility to locate and attend an available certification 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. 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 Commissioner. If no such evidence is provided, regardless of the reason, for purposes of eligibility the coach is considered not to have the qualification.

Coach's Code

All coaches are required to read the Pinelanders Coach's Code, 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. 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 not an important aspect of intramural recreational games.
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 and notification to appropriate authorities.
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 are safe and appropriate for the age and abilities 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.
11. For divisions that practice, team practices should be conducted once per week during the season if possible, considering weather and available light. Practices may only be held at authorized locations in accordance with Club permits. Coaches will be notified of authorized practice locations at the beginning of each season.

Referees

1. Pinelanders will use only USSF-certified referees.
2. Referees will be scheduled and supervised by a person designated by the Board of Directors. Where possible, that person should be a USSF-licensed Referee Assignor.
3. Referees are required to be familiar with all Club and USSF rules, and to attend refresher classes and meetings as mandated by the USSF and Pinelanders.
4. Referee remuneration will be determined by the Board of Directors, and will be based on the age-level and/or field size of the assigned games.

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 may vary from season to season, and are provided in an on-line document. There will be a five-minute break between periods. All games will end at least five 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 rostered 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, corner 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. Players may not be substituted during free kicks or penalty kicks.
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 the required Injury Report forms after the game. Coaches may not enter the field to tend a player until permitted to do so by the referee.

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. **Heading the Ball.** In accordance with United States Soccer Federation guidelines that severely limit teaching of heading the ball and the practice of heading, **Pinelanders specifically prohibits coaches from teaching heading in all age groups.**

Players in U11/U11G and younger age-groups must not deliberately head the ball in soccer matches.

If a player deliberately heads the ball and the ball remains in play, the referee will immediately stop play and restart with an indirect free kick as per Law 13.

If a player deliberately heads the ball and the ball immediately goes out of play, the referee will restart in accordance as to how the ball went out of play (throw-in, goal kick, corner kick).

If a player is inadvertently struck in the head with the ball, there is no rule infraction. However, if the referee deems the player to be injured the referee will immediately stop play, have the player removed, and restart with a drop ball.

In all cases the referee will assess the player to determine if the player is injured.

Notes:

- A goal may not be scored against an opponent by deliberately heading the ball.
- Denying an obvious goal-scoring opportunity **does not** apply to heading the ball, as this action is **not** a foul.
- Referees will enforce these rules for the U11/U11G age groups and younger. It is the responsibility of the team's coach/manager to ensure any player aged 10 or younger who may be "playing up" in a higher division will not head the ball during the game.

11. **Uniforms.** The Club uniform comprises a Pinelanders team 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 must observe the following rules:

- Uniform shirts must be tucked in and the player's number must be visible.
- Players not in uniform or otherwise improperly attired 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.

The Board may designate specific periods during which modified uniforms may be permitted, to acknowledge a special event or occurrence. Such modifications will not be considered permanent and will require a vote by the Board for each occasion.

12. **Dangerous Articles.** For reasons of safety, no jewelry, hair barrettes, beads or hard casts or splints (even if padded) 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.

13. **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.**

14. **Arrival Time.** All players and coaches must arrive at the field fifteen minutes prior to the scheduled start time of their game.

15. **Game and Injury Reports.** Each head coach is required to fill out a Game Report form for each game. Separate Injury Report forms (Pinelanders and Howell Township forms) must be completed if any significant injury occurred.

16. **Player Feedback.** Coaches are required to provide player feedback and ratings for their teams. This information is critical to the Club's ability to field reasonably balanced teams.

- **Shirt numbers** must be entered as soon as possible after the team shirts are issued to players.
- **Initial player ratings** must be entered no later than halfway through the season, and final updates by the end of the season.

17. **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.

18. **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.

19. **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.

20. **Ejection.** 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 may result in termination of the player's Club membership.

21. **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.

22. **Red Card Policy.** The Disciplinary Committee will review every red card.

- For a player who receives a red card the Disciplinary Committee will meet as soon as possible after a red card is issued. The Disciplinary committee will review the referee's report, and any reports from the coach(es). The offending player (and his/her parents) may attend the meeting. The committee may choose to suspend the player for up to two games, or take other action as appropriate. The committee must meet and act before the next week's games, and will report back to the full Board as soon as possible."
- For a coach who receives a red card the Disciplinary Committee will meet as soon as possible after the red card is issued. The committee will review the referee's report. 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.

23. **Coach & Spectator Positioning.** See the **Field Rules policy** for information about 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.

24. **Short-Handed Games.** The minimum number of players required for a game in full-sided divisions is seven.

Teams are encouraged to borrow players from the opposing team to balance out the squads. If short-handed, teams may "borrow" players from other teams in the same division, if available. Under no circumstances may teams use unregistered players. Coaches shall ensure that the use of borrowed players does not otherwise restrict the playing time of players assigned to their team. If assigned players arrive late and the squads become filled then the borrowed players shall be removed from the rotation to ensure assigned players receive adequate time.

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.

25. **Five-Goal Rule.** Pinelanders considers balanced games to be an important teaching tool for all players. Highly lopsided scores are an indicator of unbalanced games. Therefore, games with lopsided scores shall be adjusted to improve balance.

- The referee should advise both coaches when a 4-goal differential has been reached and that a further goal by the leading team will trigger the Five-Goal Rule. The Five-Goal Rule takes effect even if the referee does not notify the coaches, and the coaches should be prepared.
- Before a five-goal differential is reached, the coaches of the team that is ahead should make efforts to control the game using techniques that do not discourage the players from competing or humiliate the opposing team.
- If a five-goal differential is reached the game is officially over and the final score is recorded by both coaches.
- The remaining time will be played as a scrimmage, with additional goals no longer tracked.
- The winning team's most dominant or highest-scoring player is given to the losing team as an added defender. This will result in numerically unbalanced squads on the field. This player is not substituted for another player on the losing team or entered into the team's normal player rotation; he or she is simply added to the field as an extra player who should be instructed to stop attacks and to distribute the ball. However, the player traded should still be encouraged to do his or her best and is expected to try to score if given the opportunity.

- Opposing coaches should observe the overall effect on the game and work together to move additional players if necessary to balance the scrimmage.
- Implementing the Five-Goal Rule is not optional or subject to a coach's or referee's discretion.
- Players affected by the Five-Goal Rule should be recognized by the coach for outstanding performance.

This policy will be administered by the Commissioners Committee.

Additional Rules for Divisions U6/U6G & U7/U7G

26. **Free Kicks.** All free kicks are indirect, regardless of the violation.
27. **Offside.** The offside rule is not applied in this division.
28. **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.
29. **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.
30. **Goalkeeper's Box.** The box is used to protect the goalkeeper. The goalkeeper's box is the small box in front of the goal and the goalkeeper may not use his or her hands outside of the box. A second line crosses the field five yards beyond the goalkeeper's box. This line is used for player spacing on goal kicks. The following rules apply to the box:
- a) An offensive player may not score a goal when the ball is inside the box; the ball must be played outside the box to score. If the ball is kicked into the goal from inside the goalkeeper's box a goal kick will be awarded.
 - 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 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.
- Offensive players must position themselves at least five yards from the box on all goal kicks.

Additional Rules for Division U5

31. Rules for U6/U7 apply to U5 as appropriate, except as modified below.
32. **Coaching on the Field.** One coach from each team should be on the field to serve as referees and coaches/teachers during play. The other coach for each team should manage the team on the sideline. If only one coach is available for a team then, as long as there is at least one coach/referee on the field, managing the players on the sidelines will likely supersede acting as referee on the field.
33. **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.
34. **Players.** Each team plays with four players on the field. No player may be assigned to the goalkeeper position.
35. **Fouls.** Fouls and handballs will only be called where the offense is blatant.
36. **Goal Box/Arc.** The following rules apply to the box or arc:

- a) An offensive player may not shoot the ball from inside the box. An offensive player may enter the box and play the ball outside of the box before shooting.
 - 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.
37. **Out-of-Bounds Play.** Players must not be allowed to continue to play the ball if it crosses a sideline or end-line. In that event, the coach-referee should blow the whistle, stop play, and set the teams up for a corner kick or throw-in as appropriate.

Additional Rules for Winter Indoor Soccer

38. **Offside.** The offside rule is not applied in the Indoor program.
39. **Substitutions.** Unless explicitly denied by the referee, substitutions may be made at any time, including during the course of the game. Referee permission and stoppage of play are not required for substitutions. Referees will not stop play for any substitutions.
40. **Kickoffs and Restarts.** All kickoffs and free kicks are indirect.
41. **Out of Play.** If the ball goes out of play, play is restarted with a kick-in at the direction of the referee. The goalkeeper may receive a kick-in directly.
42. **Goalkeeper Clearance.** Clearances by the goalkeeper must touch the floor on the attacking team's side of the halfway line. An indirect kick will be awarded to the defending team for clearances that cross the halfway line without first touching the floor.
43. **Inanimate Objects.** The walls and any objects behind each goal and to the non-spectator side are in play and may be used by an attacking or defending player. If a ball becomes trapped behind the goal, play is restarted as a goal kick. If the ball is trapped by an inanimate object play is restarted at the direction of the referee.

Two-Team Divisions

44. If a division consists of only two teams then shortly before each game the teams shall be redrafted using the coaches' "game day draft" or equivalent process. The draft should be performed no later than five minutes prior to the scheduled game start. Late-arriving players should be distributed randomly.
45. Coaches should make adjustments as appropriate if late arrivals, problems with the draft process and/or other issues result in significant team imbalance. Adjustments should consist of transferring players between teams to improve balance and game play.
46. The redraft and any other adjustments apply only to the scheduled game, and all players return to their original assignments for weekday practices and other team events.

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 the Commissioners with input from the President and Vice President; other members of the Board of Directors may also participate.

The quorum required for any meeting is a simple majority of the current committee membership; however in situations where prompt action is required and the quorum cannot otherwise be met any Board member may participate in a committee meeting and count towards the quorum requirements.

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.

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.

Registration

1. A current registration and completed waiver form is required for each player, for each separate program. Registration forms may be either paper or electronic, at the discretion of the Registrar.
 2. No player is permitted to participate in any program until his/her registration for the program has been completed by submission of a signed registration form, proof-of-age where needed, any required payment, and any additional materials as required by the program.
 3. Registrations should generally be completed within five business days of submission of the registration form. Registrations that are not completed within a reasonable period, as determined by the Registrar, will be voided.
 4. Registration for any program is a request to participate. Acceptance of a registration does not imply acceptance to the program, as this may depend on factors that may not be known at the time of registration, including the availability of coaches, equipment and fields, and the overall number of registrants.
 5. Registration forms for youth programs must be signed by the player's parent or legal guardian, or another person who has legal signature authority on behalf of the player.
 6. Registration information will generally include:
 - Player's name and contact information
 - Waiver of liability
 - Request to disclose any pertinent medical or disability information
 - Authorization for emergency or medical treatment
 - Acknowledgment of associated family obligations, including supply of payment and proof-of age, and acknowledgment of any volunteer obligation
 - A legal signature
- Parents must provide:
- Accurate player identity and proof-of-age
 - Pertinent medical information

7. The Board may require a separate Medical Release form to be completed **and notarized** for any player with a potentially significant medical condition. The Board may decline to accept the registration of a player for medical reasons, even if the player has sought and received medical clearance.

If a Medical Release is required it must be submitted, properly signed and notarized, before the player is assigned to a team.

8. Birth certificates (or equivalent official documentation) must be presented as proof-of-age for new players. Passports, inoculation records and baptismal certificates are acceptable alternative documents; other official documents may be accepted at the discretion of the Registrar.

The Registrar **must not accept** any document that does not clearly show the player's identity and date-of-birth, or that may have been altered, or that is not clearly an original or copy of an acceptable official document.

The Registrar **is required to report** to the Board any attempt to register a player with a date-of-birth that in his/her opinion may have been intentionally falsified to make the player appear to be older or younger than he/she actually is. This provision does not apply in cases where a misrepresentation is likely to be accidental – for example, the Registrar may assume that the discrepancy is accidental if the date-of-birth provided at registration time is different from that on the proof-of-age document.

A player whose date-of-birth the Board believes has been intentionally falsified will be barred from playing for one season.

9. Registration for any program, or for any part of a program, may be suspended temporarily or closed permanently at any time, at the Registrar's discretion, for the following reasons:
 - To allow for organization of the program.
 - To limit participation in line with available resources, including coaches, equipment and fields.
 - To avoid creating an unreasonably long waiting list.

During a period of suspension the Registrar may accept individual registrations in order to fill vacant coaching positions, or for similar practical purposes.

10. Paper registration forms, birth certificates and accompanying documentation will be destroyed after one year by shredding or burning.

Team Assignment

New teams will be established each season. The policies in this section are intended to promote fairness and competitive balance, and to enable timely organization.

Definitions

1. For the purposes of this policy:
 - The term **minor division** is used to refer to any division in which the majority of players are below the age of 7 on the season's cut-off date.
 - A season's **division cut-off date** is the date on which a player's age and division are calculated for assignment purposes: April 1st for a Spring season, and October 1st for a Fall season.
 - A **player's age** in a given season is his/her age on the season's division cut-off date.
 - 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. Uncles, aunts, nephews, nieces and cousins are not regarded as immediate family members.

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 an immediate family relationship.

As individual situations vary considerably, interpretation of this policy is made on a case-by-case basis, without regard to precedent. Interpretation is made 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.

Division Assignments

2. Divisions are organized by age and sex. Registrations will not be accepted for players who are too young or too old for any division.
3. 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 Commissioners, 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.

4. If the Board determines that a division is non-viable, for example because of low player registration or lack of coaching volunteers, the division will be disbanded for the season and registered players will be given the option of playing in an alternate division or receiving a full refund.

Player Evaluations

5. Each season, players will be evaluated by their coaches and assigned rating values for use in the assignment process. New (unknown) players will be assigned a rating according to experience. The Commissioner will appoint a ratings committee to review ratings for consistency, and to make adjustments where necessary.
6. Ratings of players moving up a division will generally be adjusted downward to compensate for the more advanced level of play.

Player Assignments

7. Player assignments are made in order of assignment priority.
 - A player's assignment priority is determined initially by order of registration within each division.
 - Priority may be reduced if the registration is not completed in a timely manner.

- Priority may be increased to assure assignment if the player has a parent who is coaching (even if not in the player's division), or is a Board member, or is giving some other exceptional service to the club, provided that the registration is fully completed by the time of assignment.
8. Initial assignments will be made by a computer drafting process.
- 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, rating, and age.
 - A rating committee organized by the Commissioner will review player ratings provided by coaches, and other information as provided by parents at the time of registration, to provide player ratings for input to the drafting process. Player ratings are produced on a best-effort basis, and are not expected to be a perfect indicator of a player's skill or contribution level.
 - Factors such as preferred practice times or locations or convenience of transport will **not** be taken into account in the assignment process.
9. Assignments will be made as follows:
- Parents of players in the **minor divisions** may request placement with a specific coach or team, or with a friend, and such requests will be honored where possible. If no specific request is made, returning players in the minor divisions will be reassigned to the same team, or with the same group of players and/or coaches, to the extent practical.
- NOTE:** It is the parents' responsibility to make requests clearly and in good time, to respond to requests for clarification, and to monitor information on the Pinelanders web pages for responses and other information, from the time of registration until assignment. The club makes no commitment to honoring any request for team placement, and failure to do so for any reason is not grounds for a refund.
- Requests for placement will not be honored in any other divisions, except as allowed for by other provisions of this policy.
 - 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 policy 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. 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 approved 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.
10. A waiting list will be maintained for each division, for players who 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—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 assignment 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 the minor divisions or in accordance with provisions made elsewhere in this policy.

Coach Assignments

11. 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, or to accept assistance from other persons. However any person assisting with the team must register to coach, must meet all safety requirements, and must be formally assigned in a coaching position before participating in any practice or game.
12. A team may have one or more "extra assistants" (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 an immediate member of the family 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 a minor division.

In all other situations an XA can only be assigned after the draft, and (except in a minor division) his/her child cannot be assigned to a team to allow the parent to take an XA role.

13. In general, player assignments will not be changed. Notwithstanding this policy, players may be reassigned where extenuating circumstances exist – for example, if a clear assignment error has been made, or if moving a player will allow a critical coaching position 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.

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, coach eligibility, team selection and finance.

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

1. Responsibilities.

- The **Tournament Coordinator** is responsible for ensuring that the coaches have met the requirements of this policy, and must approve entry to all tournaments.
- The **Coaches** are responsible for communicating with the Club's Tournament Coordinator and with the players'

parents; for the proper training and the well-being of the players; for the timely collection and submission of all documentation and fees required by the Club and the tournament organizers; and for care and return of all Club equipment.

2. **Coach Participation.** At least two coaches who meet the eligibility requirements of this policy must be part of a tournament team, and at least one must be present throughout the tournament. No person who does not meet the eligibility requirements may participate in coaching a team at practices or tournaments.

At least one of the team's coaches must have acquired and submitted coaching certification, per the Club's policy. An uncertified coach may participate but must not be left in sole charge of the team during any part of the tournament.

3. **Coach eligibility.** No person is guaranteed the right to coach a tournament team. No person may participate in coaching a tournament team unless he or she:

- Has a "green" safety status, as defined in the Safety policy.
- Has at least one recent season of coaching experience with the Club, or has verifiable coaching experience with another soccer organization.
- Is actively involved with the Club's Intramural program in at least one of the following ways:
 - As a current coach or assistant coach of an Intramural team.
 - As an active member of the Board of Directors, of the Education Committee, or of a Club program whose purpose is to teach the game of soccer.
 - As the parent of a child playing on an Intramural team.
- Is in "good standing" as a coach—meaning that he or she has not been the subject of an undue number of complaints by parents, referees or other coaches; has not violated the Coach's Code of Conduct; and has not otherwise given reason to be regarded as unsuitable to represent the Club or to take responsibility for players.

4. **Player Eligibility.** In this section age-groups refer to tournament age-groups, which are based on the calendar year. The following age criteria apply:

- No player may participate in tournament team practices or games until he or she is in a U7 or older age-group.
- No player may "play up" more than one age-group.
- No more than 50% of players on a team may be "playing up."

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

A player who has registered to play in the Intramural program but is waiting for assignment may be invited to join the tournament team and to participate in practices, but may not participate in a tournament until he/she is assigned to an Intramural team.

A player who withdraws from the waiting list or from an Intramural team, who refuses an assignment with an Intramural team, or who fails to participate in the Intramural team's practices or games for two or more consecutive weeks without good reason, is ineligible to practice or play with a tournament team.

No player who is currently carded as a part of a traveling team may participate in any recreational tournament team.

5. **Tournament Eligibility.** No team may attend a tournament that is not sanctioned by the New Jersey State Youth Soccer Association.

6. **Approvals.** Coaches wishing to take a team to a tournament must request and receive preliminary approval **before** beginning to recruit a team.

Once preliminary approval has been received the coaches may begin recruiting players, within the guidelines of this policy. They must submit a preliminary roster and receive approval, before submitting an application for entry to the tournament.

The coaches must submit a final roster of players and coaches, and receive approval, before the start of the tournament.

7. **Player Selection.** Rostered players from any Pinelanders intramural team may be invited to join a tournament team. The tournament coaches must inform the affected Intramural team coaches as soon as their players are selected.

8. **Discipline.** Any disciplinary action reported to the Club by a tournament host will be dealt with by the Discipline Committee. Red cards issued to a player or coach at a tournament are subject to the same action as if they were issued at home, and may lead to suspension from the Intramural program.

9. **Notarization.** Where notarized signatures are required the **coaches must not offer or agree to have documents notarized without the subject being present.** This practice is a violation of the law and of the notary's oath and ethical responsibilities.

10. **Funding & Payment.** 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 \$400 per team.

If a team wishes to participate in additional tournaments, or needs more than \$400 to participate, the team must raise the additional funds itself.

For purposes of funding, a team will be deemed to have participated in a tournament if any of its rostered coaches have been directly involved in the organization of a tournament team, or if five or more of its players have participated in a tournament. However, an individual coach may receive tournament funding for multiple teams provided that the teams are of different sexes or age-groups.

Checks for tournament funding will be made out to the organization conducting the event. Unused funds must be returned to the Treasurer.

Tournament organizers usually require payment by a single check, drawn on the sponsoring organization's account. Where the Club is not providing full funding the remaining funds must be remitted **in full** before a check will be disbursed.

11. **Uniforms.** The Club will supply uniforms to tournament players. Uniforms and other equipment are provided on loan, and must be returned promptly on completion of the tournament. Parents must reimburse the Club for loss or damage.

12. **Parental Authorization.** Parents of players selected for a tournament team must sign a release prior to participating in tournament play.

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. The Rules of Play for the Indoor program are documented as an addendum to the Rules of Play and Conduct section of this document.
4. 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 Indoor Program

5. Youth players must be 7-18 years of age on April 1st 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 players who are eligible for the Youth Indoor program may be invited to play in the Adult Indoor program. The parents of a player who accepts this option must complete an on-line Youth registration form, but must annotate it in the Comments area with parental approval for participation in the Adult program. The player **may not** also participate in the Youth Program.

6. 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, or were on the waiting list but not assigned, or registered but were forced to withdraw because of injury or for some other genuine family circumstance. This provision does not apply to players who voluntarily withdrew from the program or from the waiting list.
 - 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.

In addition to the above criteria:

- At its discretion, the Board may approve a request for a player to participate even if he/she does not meet the above criteria. Each such approval must be granted for one season only, and must not be regarded as a precedent for any future request.
 - On a season-by-season basis, and depending on available capacity, siblings of eligible players may also be permitted to register, even if they are not eligible because of their own participation.
 - If, after allowing at least three weeks for players with primary eligibility to register, the registration level in a given division remains low, the division may be opened to "guest players" who would otherwise be ineligible. Guest players will be required to pay an additional fee, which may be refunded if they also register for one of the following two outdoor seasons.
7. Players registering for the Youth program must register 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 is received.

8. The Youth program comprises rostered teams with an assigned coach and players.
9. Coaches are prohibited from allowing unregistered players to play on their teams.
10. Coaches who are playing with fewer than three substitutes from their own teams may allow "alternate" players from other teams to play with them. Alternate players must be registered youth players who have not aged out of the division, but may include players who have not been assigned to a team. Coaches must not play alternate players for prolonged periods at the expense of reasonable playing time for their own teams' players.

Adult Indoor Program

11. The Adult program is played on an ad-hoc pick-up basis, rather than having assigned coaches and teams.
12. Adult players must be 19 years or older on April 1st following the start of the indoor program, or have graduated from High School.
13. 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.

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

Adult Outdoor Soccer Program

1. The Adult Outdoor program is an extension of the Adult Indoor program, and is operated for the benefit of bona fide Pinelanders members only. Adult Indoor policies apply to the Adult Outdoor program, with the following differences.
2. Where the Indoor Adult program requires association with the Club in the preceding Spring or Fall outdoor season (because it is played **between** outdoor seasons), the Adult Outdoor

program requires association in the **preceding** or **current** season.

3. Eligibility for the Adult Outdoor program is determined at the start of the outdoor season, **after** player assignments have been made. Registration for this program will be opened at the start of the season.

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 of Directors, 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 of Directors 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 of Directors, and decisions so made shall be final and binding