

# **Hauppauge Soccer League, Inc.**



## **CONSTITUTION AND BY-LAWS**

**Spring 2007**

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## **CONSTITUTION**

### **ARTICLE I: NAME**

This not-for-profit corporation, having been duly constituted under the laws of the State of New York, shall be known as the HAUPPAUGE SOCCER LEAGUE, INC. hereinafter referred to as the "Club".

### **ARTICLE II: PURPOSE**

The purposes for which this corporation is organized are:

To help form the character of our youth regardless of race, sex, color, creed or national origin through the organization and operation of a youth soccer club providing free instruction, facilities, and an environment of healthy competition.

To promote the spirit of sportsmanship and healthy competition among all participants.

To promote the highest level of soccer by developing each player and each team to its highest potential.

These are exclusively scientific, educational and charitable purposes within the meaning of Section 501 of the Internal Revenue Code.

### **ARTICLE III: ADDRESS**

The Club shall maintain an official mailing address at the Hauppauge Post Office, Hauppauge, New York.

### **ARTICLE IV: AFFILIATIONS**

The Club is a member in good standing of the Long Island Junior Soccer League under the auspices of the Eastern New York State Youth Soccer Association.

### **ARTICLE V**

The duration of the Club is to be perpetual.

## **ARTICLE VI: MEMBERSHIP**

Membership is open to any person who is a parent of a player within the Club or any person who furthers the purposes and objectives of the Club by acting as a coach, assistant coach, or serves on a committee constituted by the Club.

A voting member is defined as one who has attended one-half of the Club general meetings during the year within which the vote is to be taken and has attended one of the three meetings immediately preceding that at which the vote is to be taken.

Any person who has rendered distinguished service to the Club may be named as honorary Member. Such person may be nominated and their status voted upon by the membership. A two-thirds vote of eligible voting members present will be required.

## **ARTICLE VII: OFFICERS**

The business of the Club shall be conducted by the Executive Board of Directors, hereinafter referred to as the "Board" at dates, times, and places to be selected by the Board.

The Executive Board shall consist of eight (8) officers, in addition to the immediate Past President, all of whose terms shall be one (1) calendar year. The eight officers are the President, Vice President of Administration, Vice President of Operations, Secretary, Treasurer, Intramural Coordinator, Intramural Registrar and Travel Registrar. The Past Presidents shall serve as advisors to the Executive Board.

The eight officers are to be elected at the annual general membership meeting convened for such purposes and are to be elected by a majority of voting members present and casting ballots. Vacancies occurring during a term of office shall be filled by appointment of the Board. Such appointment will serve only until the next annual meeting.

The Board will appoint General Board positions. These General Board positions shall consist of committee chairperson and Division Coordinators. The President will constitute such committees as are deemed necessary by the Board to carry out the objectives of the Club. These committees include, but are not limited to coaching, tournament, equipment, fields and scheduling, nominating committee and elections committee. The President shall appoint Division Coordinators for each age level,. Their duties will be to act as liaison between the coaches and the Board and carry out such tasks as assigned by the Board.

## **ARTICLE VII: MEETINGS**

General membership meetings will be held periodically at a time and place designated by the Board. The annual general meeting for the purpose of conducting elections will be held during the month of January. Members will be notified in writing or e-mail the date of the annual general meeting at least 30 days prior to the date of such meeting.

During each calendar month, there will be an Executive Board meeting. The General Board shall meet at least once every two months, or whenever necessary as determined by the President. Special meetings may be held upon request of the Board or by written petition of 50% of the general voting membership or 20 voting members, whichever is ever is greater.

### **ARTICLE IX: QUOROM**

A quorum shall consist of a simple majority of the General Board. A simple majority of those present at a meeting is required to pass any new business. A majority vote of 2/3's of the entire General Board is needed to amend the Bylaws.

All members of the General Board (including those holding more than one position) shall have one vote.

### **ARTICLE X: LEGISLATION**

The business of the Club at the Board and General Meetings will be conducted according to usual parliamentary practice governing such meetings.

All members shall be bound by the Bylaws of the Club. The Bylaws can be modified by a majority vote of the Board or by a 2/3 vote of the members.

### **ARTICLE XI: AMENDMENTS**

Amendments to the Constitution and By-Laws may be made by a two-thirds majority of those voting members present. Amendments may be proposed by the Board or by individual members upon written notice to the Board with a seconding motion from the floor. A quorum consisting of one-third of the voting members must be present before a vote may be called. Written notice of any amendment must be given to the membership at the general meeting prior to the meeting at which such amendment is to be formally proposed.

### **ARTICLE XII: DISSOLUTION**

In the event of dissolution of this Club, all funds and assets remaining in its treasury after payment of all obligations will be donated to other not-for-profit

organizations, to be designated by the Board of Directors and approved by a majority of the voting membership present, in accordance with the applicable provisions of the Internal Revenue Code.

### **ARTICLE XIII: CONFLICT OF INTEREST POLICY**

The Board of Directors resolve that no member of the Board of Directors shall participate in any discussion or vote on any matter in which he or she or a member of his or her immediate family has potential conflict of interest due to having material economic involvement regarding the matter being discussed. When such a situation presents itself, the director must announce his or her potential conflict, disqualify himself or herself, and be excused from the meeting until discussion is over on the matter involved. The President of the meeting is expected to make inquiry if such conflict appears to exist and the board member has not made it known.

## **BY-LAWS**

### **SECTION 1 – GOVERNING BODY**

The governing body of HSL shall consist of an Executive Board and General Board.

#### **EXECUTIVE BOARD**

The Executive Board shall conduct the business of the club. The Executive Board shall consist of a President, Vice-President of Administration, Vice-President of Operations, Secretary, Treasurer, Registrar, Travel Coordination and Intramural Coordinator.

Executive Board members shall be elected annually.

#### **GENERAL BOARD**

The General Board shall consist of the Executive Board, a Division Representative from each division in the club., the referee coordinator, and any other individual the Executive Board deems necessary for the efficient running of the club.

### **SECTION 2: DUTIES**

#### **President**

- Chair all HSL meetings.
- Act as a spokesperson for HSL.
- Coordinates activities of the Executive Board.
- Organize elections for new travel coaches and other events that should arise that require a vote by the Executive Board.
- Act as a liaison to LIJSL or other presiding soccer organizations.

#### **Vice-President of Administration**

- In charge of procurement of equipment, awards, etc.
- Oversees activities of the Special Events Coordinator.
- Will act in the absence of the President and shall be the immediate successor to the President should that office become vacant.

#### **Vice-President of Operations**

- Responsible for the field activities other than field selection/scheduling including permit acquisition, field lining contracts, etc.

- Coordinate with the school district on all matters
- Coordinate field lining activities and equipment storage.
- Coordinate with VP of Administration with regard to the ordering of equipment for field lining purpose.

### **Secretary**

- Act as primary information dissemination point for HSL members.
- Will maintain a current roster of members and their voting eligibility.
- Assemble and produce meeting agendas for Executive and General Board meetings.
- Record HSL meeting minutes for all meetings, including member attendance.
- Maintain and publish the HSL calendar of events
- Coordinate the activities of the HSL Webmaster and Footnotes Publisher.

### **Treasurer**

- Responsible for HSL finances.
- Maintain HSL accounts and record all HSL receipts and expenditures.
- Will report the state of HSL finances to the membership regularly, which in any event will be no less than twice a year.
- Responsible to file any reports to government agencies as may become necessary and provide copies to those members that are interested.

### **Registrar**

- Organize enrollment processes for intramural and interleague.
- Maintain registry of all enrolled HSL players with appropriate statistics and proof of age.
- Collect all fees due to HSL as part of the registration process.
- Distribute information to Division Representatives for team selections/draft.
- Coordinate insurance payments for players.

### **Travel Coordinator**

- Organize enrollment process for travel
- Act as point of contact for HSL travel team coaches, players and parents.
- Coordinate travel field scheduling
- Maintain Travel Coach's Handbook.
- Report to Executive Board regarding issues that arise during travel team games including sportmanship issues, persons receiving yellow/red cards, etc.
- Organize travel team awards ceremonies where applicable.

### **Intramural Coordinator**

- Coordinate all activities of Intramural Division Representatives.

- Produce intramural game and field schedules
- Assign Intramural Division Representatives when needed.
- Notify Division Reps in the event of game cancellations
- Maintain Coach's Handbook.
- Organize and oversee coaches' meetings.
- Organize intramural awards including sportsmanship awards and end-of-season trophies.
- Coordinate with Player/Coach Development Coordinator regarding specific intramural training needs.

### **Division Representatives**

- Act as point of contact for HSL coaches, players and parents within their divisions.
- Disseminate HSL information to coaches within their divisions.
- Assemble list of interested players and coaches for off-season activities and coordinate same with Player/Coach Development Coordinator.

### **Special Events Coordinator**

- Coordinate all events deemed to be "special events" by the Executive Board including, but not limited to, team/player photograph day, HSL picnic, and tournaments.
- Disseminate all special events information to the HSL player's parents.

### **Player/Coach Development Coordinator**

- Identify player/coach training needs with Division Representatives.
- Select training organizations for use in HSL training programs.
- Schedule training sessions and locations.
- Organize and oversee the Pretravel program for U9 players.
- Organize and oversee the U8 training program.

### **Tournament Coordinator**

- Assemble list of players/coaches participating in tournaments.
- Work with Division Representatives in forming teams for tournament play.
- Notify all teams playing in tournaments about available tournaments in their age/gender bracket.
- Act as a point-of-contact to tournament promoters and act as an enrollment point-of-contact within HSL such that the Tournament Coordinator enrolls all HSL teams in a given tournament at once with a single, combined payment.

## **SECTION 3: PLAYERS**

Any child who wishes to play soccer and who is 4 or more years of age but not more than 18 years old as of August 1 of the year of participation, in conformation with the policy of LIJSL.

Each player shall be charged a registration fee, determined by each season by the Board. If possible, reduced fees shall be charged to families with more than one player registered with the club. Also, reduced fees for hardship cases are available.

#### **Section 4: Programs**

HSL will provide 4 programs: Intramural, Interleague, Soccer Academy, and Travel.

##### **Intramural (Ages 4 to 10)**

HSL will provide a Fall and Spring Intramural Soccer Program.

##### **Interleague (Ages 9 to 23)**

HSL will participate in a Fall and Spring Interleague Program conducted by the Suffolk Soccer Interleague, Inc.

##### **Soccer Acadamey (Ages 7 to 9)**

HSL will provide a pretravel program for U8 and U9 players. The pretravel program shall consist of additional training sessions set up by the club. This program will charge each participant a fee for these additional training sessions, determined by the Board. This program will be open to all children

##### **Travel (Ages 9 to 18)**

HSL will participate in a Fall and Spring Travel Soccer Program conducted by Long Island Junior Soccer League, Inc.

The club encourages players to play with the appropriate team within their age group commensurate with their skill and ability level. Players may request permission from the Board to play in an older age group in accordance with the procedure described herein.

A player dropped for non-disciplinary reasons shall be provided a roster spot on the next lower team in the age group. The team is required to take the player if the player agrees to move to the team for a minimum of one (1) season. Coaches suspending a player for disciplinary reasons shall notify the team's age group administrator and the player's parents prior to implementing the action. Coaches dropping a player for disciplinary reasons shall notify the age group administrator and the Board to discuss the disciplinary action.

A player who engages in conduct prejudicial to the spirit and purpose of the Club may be suspended, or in extreme cases, expelled from participation in Club teams. Such action shall be taken by majority vote of the Board.

To pick up a player from another Club, the player's pass must be surrendered to the LIJSL by the player's former Registrar. The new player must have their name and pass number deleted from the former club's roster before they may be registered with the Club.

No Club coach, trainer, parent, player, or other Club member shall poach a player on the roster of a LIJSL registered team.

Players who have been on the roster of a Club team within the previous year and are seeking to tryout in an older age group shall declare their intent to the Board. The player shall declare their intent by notifying the Board in writing. The request shall be presented to the Board no later than the scheduled Board meeting immediately preceding the tryouts. A copy of the notification shall be provided to the coach of the Club team for which the player last played and the age group administrator. The Board may not permit the player to attend the tryout without first providing the appropriate notification.

When players, who have not been on the roster of a Club team within the previous year, attend the tryouts for an older age group, the coach shall encourage the player to attend the tryout for the correct age group. The player will be permitted to attend the older tryout and the coach shall notify the age group administrator. The coach shall not commit to the player without providing the coaches in the player's correct age group an opportunity to contact the player. The Registrar shall not register the player until the Board is satisfied that all the notifications have been made.

All players wanting to play for an older age group, do so at the discretion of the Board. At the Club registration coaches shall list all under age players on the "Notice of Players Playing Up" form.

No Club coach, trainer, player, parent, or other Club member shall approach any player who was on another Club team roster within the past year with the intent to encourage the player to change teams without first notifying the player's past coach, the age group administrator and obtaining the Board's permission. The Board's permission is not required for a player to advance within the age group's "A-B-C" team system in the scheduled tryout period. The other notifications are still required.

## **SECTION II - TEAMS**

The Club shall conduct a publicity announced mandatory tryout once a year. All players who appear for a tryout must be notified of their status by the respective age group coaches. Those who are not selected for the team must have personal notification. Participation is mandatory for all registered players.

New teams will be formed after Board approval by conducting all open and publicly announced tryout. The coach and representatives of the coaching committee will be present to evaluate all attendees. Each player attending a tryout will be notified as to whether or not they have been selected to play. The members of the evaluating committee in attendance will confer with the coach as to final selections for the new team. Final selection in all cases will remain with the coach. U-11 and above. U-10 and below teams shall be selected solely by the evaluating committee. These new teams may be:

Started in the under nine (9) age group.

Started during either the Fall or Spring Season

Formed as long as they are competitive in the LIJSL as determined by the Board, upon the recommendation of the new team coordinator and/or the Age Group Administrator.

U-9 ,U-10, U-11 and U-12 teams are required to have a roster where 75% of the players are from Hauppauge & the surrounding area and where 75% of the players are in the designated age group or grade.

Where there are two or more teams in an age group, the team in the highest division will be designated the "A" team for purposes of player selection. Lower teams will be ranked according to division level or in cases of teams playing in the same division, by final seasonal standings.

A team playing at the higher level of competition shall have the option of inviting new players to tryout without the prior permission of the lower team coaches. However coaches of lower teams shall be notified of the tryout. New players may be added to lower level teams only if the coach of the higher level team does not accept the player or the player declines to play for the higher level team.

The higher level coach may select a maximum of three (3) players per year from within the Club. Exceptions must be individually approved by the Board.

7 If the movement of players makes it impossible to field all existing teams, although there are enough players to field these teams, players may not be moved thus causing a team not to be fielded.

A Team account starting at u-10 is kept by the Club as part of a general account.

A minimum balance of \$100.00 is required

All requests for funds must include an explanation.

All penalties yellow/red cards and other fines are deducted from the team account

Fundraising requests must be submitted in writing through the age group administrator to the Board for their approval.

A \$2,500 maximum limit per fundraising event is allowed, unless otherwise approved from the Board.

All fundraising proceeds must go directly into the team account.

Tax exemption forms are available for fundraising events (if applicable)

#### **SECTION 4 - COACHES**

Every coach and assistant coach will apply to the Board in writing annually for approval to continue in their positions. The Board will appoint all coaches and any coach who engages in conduct prejudicial to the spirit and purposes of the Club may be removed upon a two-thirds vote of the entire Board.

Every team is to have one (1) head coach who is a registered supervisor with the LIJSL and who will be accountable for all responsibilities stated herein.

Each team must have at least one (1) assistant coach selected by the coach and approved by the Board. The assistant must be a registered supervisor of the LIJSL and capable of managing the team in the absence of the coach.

No one may coach for more than one team for the Club without Board approval.

All head coaches who currently do not hold a license from the USSF, LIJSL or the Eastern New York State Coaching School, must obtain at a minimum, the respective license for their age group within one (1) year from their appointment as coach. All head coaches, assistant coaches, as well as any voting member of the Club, upon successful completion of the course, will be entitled to a reimbursement of 100 % of the fees paid for the course.

U-10 to U-13 State F or LIJSLC

U-14 to U-15 State E or LIJSLB

U-16 to U-19 State D or LIJSLA

No coach may disband a team without prior approval of the Board.

Any individual wishing to coach for the Club shall submit their request in writing to the Board. The Board will review all applicants, and by majority vote approve or disapprove the request.

Each coach and assistant must be familiar with the current LIJSL rules regarding cancellations, rescheduling or any other rules pertinent to their team.

Coaches are to have in their possession a current notarized medical release for each player at all games and practices.

Other coaching responsibilities and characteristics include:

- a minimum of three (3) hours per season of class training/seminars and attend annually a CPR/First Aid class if provided by the Club. Additionally, all coaches must participate when development/training sessions are scheduled... The Club will offer as many training sessions as feasible.

- be aware of the needs of their players
- participates in Club activities.
- encourage good sportsmanship and corrects examples of poor sportsmanship on the part of, parents and coaches.
- performs player evaluations.
- helps recruit players for age group and Club.
- strives to upgrade their coaching knowledge and skills, including appropriate licenses.
- adheres to the guidelines for adding and dropping players.
- recommends; and encourages three (3) of their best players to move up. No mandate for higher level coach within an age group to accept these recommendations.
- acceptable appearance of the team and coaches.

As Hauppauge is a smoke-free school district, no smoking by parents of coaches is permitted. Alcohol consumption is also prohibited.

Field safety and field cleanup. Each coach must survey the field before practices and games to ensure its safety. The cleaning up of Hauppauge fields after practices and games is the responsibility of the coach. The last team scheduled to play a game or practice on each field is responsible for cleaning the field and disposing all trash. Failure to do so may result in possible fines and the loss of practice facilities.

Coaches are responsible for all actions of the team's trainer. Any detrimental actions on part of the team trainer will be the responsibility of the coach.

## **Section IV- AGE GROUP ADMINISTRATORS/SUPERVISORS**

1. Characteristics and responsibilities of the Age Group Administrators/Supervisors include:

Must supervise players, coaches and teams in age group.

Supervise and coordinate tryouts.

Coordinate movement of players.

Recommended the selection, movement or withdrawal of coaches.

Meet with all coaches jointly, a minimum of two times per season.

Develop communications between coaches.

Attend games and practices, as feasible.

Assure that proper training is taken by coaches.

Liaison between coaches, parents and players and communicates issues to/from the Board.

May not have a child playing in the age group; may not be a coach in the age group; or may not have any vested interest in the age group.

## **SECTION V- UNIFORMS**

The official Club colors are navy blue, and white. Only those uniforms authorized by the Board may be worn during competition for the Club.

Uniform colors are essential to the spirit, harmony and unity of the Club and every coach will be responsible to foster this goal by ensuring that all players are properly outfitted for games. It is required that all teams possess two approved uniform shirts.

All players, except goalkeepers, that participate in League games, Cup games and tournaments must wear the complete Club uniform, which consists of a regulation shin, shorts and socks. Any team whose players are not in complete regulation uniform shall be issued a warning by the Board for the first occurrence. A fine of \$5 per player will be assessed against that team for any subsequent failure to be properly dressed.

No jewelry is permitted to be worn during games or practices. Shin guards and rubber cleated spikes are required to be worn for all games and practices.

## **SECTION VI- AMENDMENTS**

1. These rules and regulations may be amended by a two thirds vote of the entire Board.

## **SECTION VII- EXCEPTIONS**

1. Any problems or issues not specifically covered in these rules will be dealt with on an individual basis by the Board of Directors.

## **COACHES GUIDELINES**

### **SECTION I - DROPPING PLAYERS**

Coaches should evaluate players on a regular basis.

Coaches should determine if a player fits in with their team's level of play after being on the learn for a minimum of one (1) full season.

If a player shows no improvement through the second or subsequent season (about 5 games), the coach should approach the parents and player, explaining that unless there is improvement before the end of the season, they will be dropped from the team.

If there has been no improvement at the end of the second or subsequent season, the player may be dropped.

Personal contact should be made with both parents and player. Age Group Administrators and/or Supervisors should be kept informed at all times and advise the coaches of lower division teams when it is appropriate.

If there is a problem with a player's attitude or a player is, not attending game/practices, the coach should be sure to advise both parents and player and issue a warning. If the problem persists, the player may then be dropped. Again, coaches must keep their Age Group Administrators/Supervisors informed of what is going on at all times.

Below is a list of DO NOTS when dropping a player:

- Send a letter
- Send a e-mail
- Leave a message
- Verbalize it to anyone but the necessary people involved
- Wait until the end of the season without any warning
- Wait 4 or 5 seasons.

## **SECTION II- TRYOUTS – u13 and older**

The "A" Team coach in each age group Will be responsible for organizing the tryout sessions with the assistance of the other coaches in the age group.

Selection (if players will be made starting with the "A" Team coach. The "B" Team coach will then have next choice and so forth down the lines of coaches.

Coaches are instructed to make selections as expediently as possible and to contact each and every player who tried out to inform them of their status. The "A" Team coach will be responsible for coordinating the responses back to all players.

Any players selected who fall into the status of "A Player Playing Up"; coaches must follow the guidelines in Section 1 (8) of the Operating Rules and Regulations.

Any problems, issues, or concerns must be addressed with your Age Group Administrator

## **U10-U12 TRYOUTS**

All U10 through U12 squad tryouts will be organized by the director of training and development. The club will enlist professional independent evaluators to rate the players in the age group

All players will be grouped by ability and teams will be developed based upon these evaluations.

Coaching assignments for U10 will be made once the teams are identified.

Team selection will be finalized in U11 and Y12 by the head coaches in the age group.

### **SECTION III- GAME SCHEDULES**

The club will provide home fields to the Club teams. The specific fields which are available during a given season are published before the beginning of each season. A map with directions and field numbers is available from the Club on our web web site ([hauppaguesoccerleague.com](http://hauppaguesoccerleague.com)). This map should be duplicated and given to opposing teams prior to the beginning of the season.

There are, on the average, 9 to 10 games per season. There is usually an equal split between home games and away games, where possible.

Referees are required to contact the home learn coach prior to the scheduled game date. Take note of the referee's name and phone number in order to contact him/her should inclement weather prevail. If the home coach does not hear from a referee by 8 pm on Friday, prior to the game, the referee office at LIJSL must be contacted. Coaches are responsible to know the LIJSL rule for their age group, if there is no referee at the game.

Any rescheduled games must be coordinated by the home team coach. It is the responsibility of the Home team coach to make arrangements for a field, date and time for their scheduled game. The Home team coach must then contact the opposing team, the Club Age Group Administrator and the LIJSL, Age Group Supervisor so that a referee can be assigned.

Policing of fields before and after games/practices are the responsibility of the coach.

### **SECTION IV - PRACTICE FIELDS AND, SCHEDULE**

Practice field locations are at the Hauppauge Schools. No practices may take place at the Rocky Road field at the HS. The HS & MS are only for teams that play on full size fields. Coaches must share the field with other teams practicing at the same time. Practice fields must be kept in good condition and should be policed after each practice session. This is critical in order to insure cooperation from the School District for future use of the fields.

### **SECTION V - INDOOR GYM FACILITIES**

Each team will be assigned an indoor training time and location by the travel coordinator. Any changes that are necessary must be mutually made between coaches. The travel coordinator needs to be notified of any changes.

## **SECTION VI - TEAM ORGANIZATION**

Assistant Coach - there is a limit of three assistant coaches a team may carry. However, each assistant coach must be registered with the team. It is advisable that a card carrying coach or assistant coach other than the Head Coach should be present at all games. In the event a red card is issued to the Coach or a parent on the sidelines, another card carrying coach or assistant coach must be available. Should no qualified coach be present, the game will be forfeited.

Officers - each coach has their preferences to team organization. Some teams have managers, treasurers, fundraisers, etc. Whatever team organizational structure you select, remember coaching a team is a big responsibility in itself. workload and develops team involvement and support by others. Consider at the minimum, a team manager.

## **SECTION VII - TOURNAMENTS**

Pins or patches are usually exchanged at tournaments between teams. Club pins or patches can be acquired from the Pin/patch Coordinator.

Entry fees must be submitted with the application form.

## **SECTION VIII - UNIFORMS & EQUIPMENT**

Uniforms can be purchased at Port Jeff Sports in Smithtown. The suggested approach is to have each player purchase their uniform in order to establish proper sizing and additional accessories. Numbers will be applied at purchase time, so players should be given their numbers beforehand.

Colors of the Club Restrictions - see "Operating Rules and Regulations, Section V - Uniforms".

Bags, Warm up Suits, Jackets must adhere to the colors of the Club as stated in the "Operating Rules and Regulations, Section V - Uniforms". Other than colors, there are no requirements on style, vendor or team logo.

## **SECTION IX - SPORTSMANSHIP**

All coaches are expected to conduct themselves, their team's players and parents in a manner that promotes good sportsmanship in accordance with the rules of conduct of the Club and LIJSL. Coaches hold the ultimate responsibility for that conduct.

A hearing by the Board will be held, if at anytime the conduct of a coach is alleged to be improper when dealing with his players, parents, opponents or referees. The Board may invoke appropriate penalties, including financial, suspension or dismissal.

A hearing will be held by the Board if an individual coach or player receives two red cards or five yellow cards during a season of play. The Board may invoke disciplinary action as cited in #2.

Game protests will be conducted in accordance with LIJSL rules.

### **SECTION X – INCLEMENT WEATHER**

The Club Field Coordinator is responsible for canceling any game up to two (2) hours prior to game time. The Home team must contact the opposing team coach, the referee and the respective LIJSL Age Group Supervisor. If within two (2) hours of game time, the game has not been cancelled, both teams must show up at the field of play. Only the referee at this time has the authority to cancel the game due to inclement weather.

If any team has a valid request to change a scheduled game, a "Game Request Form" must be submitted to the Registrar. This form must be signed by the Registrar prior to file date required and then submitted to the LIJSL.

Please inform the Club Field Coordinator and the LIJSL Age Group Supervisor prior to making any schedule changes.

The Home field coach must notify the assistant referee administrator in the event of a cancellation..

### **SECTION XI - RESPONSIBILITIES OF HOME TEAM**

Equipment – the Home team is responsible for providing a properly inflated game ball which should be given to the referee before the start of the game.

Uniform Color - coaches should coordinate uniform colors with the opponent before the scheduled game date. In the event that a color clash occurs, the home team will be responsible for changing uniform colors. Players should carry with them to all games alternate uniforms.

Coach should call in score by required time.

The home team is responsible to insure that the field is left in a clean manor.

## **SECTION XII - COLD WEATHER RULES**

Sweat pants or shirts worn during a game must be worn under the uniform. Hoods must be tucked in under the shirt. Sweats should be uniform color and conform to the colors of the Club. Though there is no specific rule governing the use of sweats in a game, referees generally will dictate the circumstances under which sweats will be allowed. Generally, referees will allow sweats at temperatures below 40° F., especially for U-11 age groups and younger.

## **SECTION XIII - REGISTRATION**

The Club has seasonal registration for all players and coaches. Regulation packages will be made available to all coaches by the Club Registrar.

A Medical Release form must be filled out by each player, notarized and submitted to the Coach. These forms must be presented at registration time both at the start of the league season, and at tournament registrations as well. Coaches must carry these forms with them at all Club functions. This form allows the Coach to take necessary medical action when an injury occurs and the respective parents are not in attendance.

Coaches must reapply on an annual basis to coach a team in the Club. The Board will entertain requests to coach other teams in the Club. Coaches may also, with Board approval, coach more than one team in the Club.

## **SECTION XIV – CLUB MEETINGS**

Each registered team is required to have a representative attend each general meeting. General meetings are typically held on the first Tuesday of each month. Meetings begin at 7:30 p.m. unless otherwise stated and last for approximately one (1) hour. Attendance is taken at each meeting. The team representative must sign in order to avoid penalties.

Warning and financial penalties - a warning must be issued for the first violation of this rule and a \$25 fine for succeeding violations. The fines will be deducted from the team account.

Board Meetings are held immediately following each General Meeting and during the season an additional Board Meeting is usually scheduled for the third Tuesday of each month.

**SECTION XV – INJURIES AND INSURANCE**

Do not remove player from the field unless player can leave the field under their own power.

Local emergency numbers:	Hauppauge	Smithtown
Ambulance:	_____	_____
Police:	911	911
Hospital:	_____	
Emergency Hotline:	_____	

Accidental Medical Insurance: The Registrar must be notified within 24 hours of an insured receiving medical treatment.

Insurance is available as the final payee in the event of an injury.

**SECTION XVI – FOOTLIGHTS – WEB SITE**

The Club publishes a newsletter, Footlights, and is mailed or e-mailed to all coaches, players and administrators.

The Club maintains a Web Site that contains valuable club information.

**SECTION XVIII - SCHOLARSHIP AWARD**

The Club awards \$250 Scholarships to graduating boys and graduating girls who plan to attend an accredited post-high school program or college. The number of scholarships will be determined by the board.

Applicants must be in their senior year of high school and must have played a minimum of six (6) seasons for the Club. Two (2) of these seasons must have been played in the 9th through 12th grades.

Scholarships will be chosen by selection by the board.

Only one application will be accepted per student.

Applicants should submit a written essay on why they deserve the scholarship.

Applications may be mailed or brought to the May General Meeting.

**SECTION X1X - CLUB AWARDS**

The club shall issue the following awards seasonally to winning teams:

Sportsmanship:	\$75.00
Division Champions:	\$75.00
Waldbaums Cup Champions:	\$75.00
State Cup Champions:	\$ To be determined by the Board
Regional Cup Champions	\$ To be determined by the Board
National Cup Champions	\$ To be determined by the Board

**Section XX – FINANCIAL ACTIVITY**

1. The clubs financial activity shall be controlled by the board .

**ARTICLE XI**

The Vice President will act in the absence of the President and shall be the immediate successor to the President should that office become vacant. Any further succession will be by appointment of the Board.

**ARTICLE XII**

The Secretary shall be responsible:

For all correspondence to and from the Club

To keep and maintain the minutes of the meetings.

To maintain a current roster of members and their voting eligibility.

To supervise the publication of the Club newsletter.

**ARTICLE XIII**

The Treasurer shall be responsible for Club finances. The duties will include the maintenance of Club accounts and record of all Club receipts and expenditures. The Treasurer will report the state of Club finances to the Membership regularly which in any event will be no less than twice a year. The Treasurer will also be responsible to file any reports to government agencies as may become necessary and provide copies to those members that are interested.

#### **ARTICLE XIV**

The Directors shall assume such duties as are assigned to them by the President with Board approval.

The Columbus Day Tournament Director and Co-Director shall be the primary individuals responsible for the tournament. They will be responsible for the safeguarding and reporting of the tournament accounts and financial reporting thereof. They will enlist the approval of the Board on all major financial and operating decisions (more than \$1,000.00) affecting the annual tournament.

#### **ARTICLE XV**

A majority of the members of the Board will constitute a quorum for the purpose of transacting Club business at Board Meetings.

#### **ARTICLE XVI**

A nominating committee consisting of nine (9) members shall be formed each year at the regular meeting two (2) months prior to the elections. The committee shall consist of three (3) members appointed by the Board and six (6) members appointed at a caucus of the voting members present at the meeting.

The committee will present their slate at the December General Meeting. Additional nominations may be made from the floor at that meeting. All names nominated will be written on the ballot, in alphabetical order for each position. A vote will be taken at the annual general meeting in January.

#### **ARTICLE XVII**

#### **ARTICLE XIX**

#### **ARTICLE XX**

The membership may with two-thirds affirmative vote taken at a regular meeting, expel or suspend a member from membership in the Club upon recommendation of a majority of the Board of Directors. Such action will be taken for any person who willfully fails or refuses to fulfill his or her obligations as a member or who violates the provisions or the Constitution or By-Laws or who commits any act which is inconsistent with the principles and standards or good

sportsmanship and fair play. Such actions against any member may be initiated by another member by written letter or personal appearance before the Board of Directors. Any member so charged will have an opportunity to show cause why such action should not be taken prior to the Director's recommendation for action and also prior to the vote of the general membership.

Any suspension under this section will be for a period of no more than one (1) year from the date of suspension during which time the member will be prohibited from acting as a coach of a Club team or representing the Club in any capacity. During the period of suspension the member will be permitted to attend regular Club meetings but will not be permitted to vote on any issue before the Club.

Any member who has been expelled may be reinstated after expiration of at least one (1) year upon application to the Board and an affirmative vote of a majority of members present and voting.

Notice of any action will be given to the members at least seven (7) days prior to the meeting at which a vote is to be taken.

Official color: royal blue and white.