

# **POLICY INTERPRETATION MEMOS (PIMS)**

The following series of Policy Interpretation Memos make available, for ready reference, the decisions of the Newark Soccer Club Board of Directors, as recorded in the minutes, with reviews as dated that clarify Newark Soccer Club policy and procedures.

As PIMs are written, they will be lettered by Board area of responsibility, numbered in order, and dashed with the year in which the PIM was either written or changed.

The objective for having Newark Soccer Club PIMs will be to preserve the continuity of the club policies from year to year, yet provide the flexibility for change as the club environment changes.

The letters are to be assigned to the PIMs are:

- A. President
- A. Vice President,
- B Director of Competitive Play
- C. Director of Recreational Play
- D. Director of Instructional Play
- E. Treasurer
- F. Match Secretary
- G. Field Manager
- H. Equipment Manager
- I. Registrar
- J. Referee Manager
- K. Recording Secretary
- L. Publicity Representative
- M. Deleted
- N. Fund Raiser
- O. Concession Manager
- P. Parliamentarian

As of March 1, 2005

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**A-1-82 Annual Review of PIMs**

The President of this club shall ensure that each voting member of the Board of Directors is provided with a copy of the current PIMs no later than January 10th of each year.

All members of the Board of Directors will review the PIMs and submit recommendations for change at the first Board meeting in February. Changes may be voted upon at any Board meeting. This annual review will be mandatory.

**Approved 2-17-82**

**A-2-86 Rules for PIM changes**

1. Write PIM for Submission.
2. State precisely proposed change in the form of a motion.
3. Call for discussion.
4. Submit to Secretary for revision if approved.

**Approved 12-18-86**

**A-3-85 Sportsmanship Trophy**

One Sportsmanship trophy may be awarded to one player per each NSC team except for the U-6, U-8 Program. The player should be chosen by the coaching staff.

**A-5-98 Player Participation and Composition - All Teams**

- A. All NSC Division 1,2,3 (competitive) players shall participate in at least 25% and Class 4 (recreational) players participate in at least 50% of the playing time of each game unless injured or being disciplined.
- B. This rule is fundamental to the NSC soccer program and coaches will make positive and conscious efforts never to violate this rule.
- C. The penalty for any NSC league team for violating this rule, under normal circumstances, shall be determined by the PAD. Such penalties, as coach suspension or elimination from consideration for the first or second place in that division for that playing season (i.e., no titles and no championships) may be imposed. The team will be required to complete its playing schedule and the weekly standings will reflect the correct win-loss-tie record.
- D. An example of the play down rule is where one team shows up with seven players and the other team shows up with fifteen players. If the coach with 15 players matches down to seven, this rule can apply to the Class 4 teams.
- E. If a coach does not wish to play a player the minimum playing time of a game for disciplinary reasons, he/she must first tell the player and then notify the referee prior to the game of the name of the player being disciplined. The referee will note this action on the game card prior to the start of the game.
- F. The make-up of the Division 1, 2, 3 team shall consist of at least 70% Newark resident players and 30% out of Newark city players. There is no grandfathering of out of city players. Any exceptions to this rule shall be reviewed by the Newark Soccer Club Board.

**Approved 4-13-98**

**A-6-86      Young Coaches**

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Coaching youth soccer is recognized as an experience in which the highest levels of emotional self-control are tested. It is mandatory that assistance be given to the younger coaches who can experience the greatest degree of emotional involvement in the game. The minimum age allowed by the NSC to coach a team will be 21 years of age, unless approved by NSC Board of Directors. All practices must have a person 21 years of age present at all times.

Approved 1-20-86

**A-7-82      Problem Coaches**

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Problem coaches include, but are not limited to those coaches who habitually break the CYSA rules listed in paragraph 3:07:05, coaching from the sideline. Problem coaches may be reported to the Age Group Coordinators. The first action taken by the Age Group Coordinator after determining the complaint is valid will be additional training and counseling for the problem coach. The second action to be taken shall be probation and continued training. The third action to be taken shall be suspension of coaching activities and should be used only when a problem coach fails to respond to the first two. The suspension of the coach shall be done by the appropriate Director.

Approved 3-10-82

**A-8-87      Protest, Appeals & Discipline Committee (PAD)**

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The Board of Directors shall appoint from three to five general members of the NSC to serve as a PAD for resolving District and Division League discipline problems and for processing Division League protests.

The Committee will be a decision-making Committee for discipline problems and protests, and advisory in appeals.

This committee shall serve from September 1st each year until August 31st of the following calendar year. Discipline problems for the Al Caffodio League will only be handled when referred to the NSC by the League, by the NSC District coach, or by a NSC Board member. Previous coaching and refereeing experience is desirable for selection as a committee member. One member of this committee will be designated as the Chairman.

Written reports of committee actions will be provided to the NSC Recording Secretary, President, Vice President, and Director within 48 hours. The person being disciplined must be notified by the Discipline Committee within 24 hours of the decision and available recourse.

Approved 1-29-87

**A-9-87      Protest Procedures - Division 4 League**

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- A. A protest pertaining to a NSC Division 4 League game is to be submitted in writing to the appropriate AGC or Director or to any PAD Committee member and the opposing coach within 24 hours of the end of the game.

- B. The PAD Committee will inform both coaches that the committee has the protest in their possession. The opposing coach, after being informed of the protest, may or may not submit in writing his/her account of the game within 24 hours of notification. The PAD Committee will resolve the protest (for or against) within 96 hours of receipt of the protest. The chairman of this committee or his/her designee shall inform both coaches, involved referees, the appropriate club Directors, the Vice-President, President, and the Referee Manager of the committee's decision in each case within the 96 hour time period.
- C. If the committee cannot resolve the protest based upon the written protest and the game card or a facsimile of the game card, the committee chairman may call a meeting to receive testimony from the coaches and referees involved. Testimony from an endless string of spectators is to be avoided. The integrity of the coaches and referees will be relied upon.

**Approved 1-29-87**

**A-10-85      How to Appeal NSC PAD Committee Decision**

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- A. An appeal pertaining to a NSC PAD Committee Decision is to be submitted in writing to the NSC President or Secretary within seven calendar days of the notification of the decision by the PAD Committee to the person. The written appeal must contain a copy of the original protest and an explanation of the appeal.
- B. A check for the sum of \$50.00 made out to the NSC will accompany each appeal. If the appeal is denied, the \$50.00 becomes a part of the NSC General Fund. If the appeal is approved, the check or \$50.00 will be returned to the coach.
- C. The party appealing will also present the appeal at the next Board meeting. If witnesses are necessary, the President shall notify the appropriate Director and the Referee Manager to arrange for their attendance.
- D. The Board of Directors shall vote at the Board meeting for an outcome of the appeal and notify the coach immediately.

**Approved 2-7-85**

**A-11-03      Board Member Participation**

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All NSC Board members must attend 75% of the meetings throughout the year or send a representative (who shall have no voting rights). If any board member misses three (3) consecutive meeting without representation then the board shall consider disciplinary action – up to and including appointing a replacement for the remainder of the term.

**Approved 1-03**

**BC-1-92      Classification of Teams**

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**BIRTH DATES** - The “calendar year” for determining ages of players will be from August 1 through July 31. A youth player is one who has not reached the age of 19 years old prior to the August 1st immediately preceding the start of any seasonal year. The player must be 4 by July 31 immediately preceding the start of any seasonal year.

Division 1 & 2 - Al Caffodio, District, or competition teams determined by single age grouping, i.e., Under 11, Under 12, etc. Roster cannot have any older players. These teams are selected by tryouts and/or draft only.

Division 3 - Competitive upper level or advanced Division 4 teams whose players can be selected by tryouts and/or draft. These teams are designed to develop a level of play between Division 4 league and district competition.

Division 4 - Recreational Division 4 or Instructional teams are normally formed on the basis of geographical or random distribution. These teams do not conform to any of the above classifications.

**Approved 2-10-92**

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**BC-2-82      Player Match Down - Division 4**

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The age-group coordinator, with the concurrence of the appropriate Director, shall determine the rules for matching down to fewer than 11 players for play of a scheduled Division 4 match. The agreed-upon rules shall be published on the league schedule by the Match Secretary.

**Approved 3-91**

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**BC-3-82      Trophies - Division 4**

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Championship awards will be presented to each player and the coach of each NSC Division 4 league team that finishes first and second place either in Jt league or U10 Division, in each age group in the league in which they play except for in the U-6/U-8 Program.

**Approved 3-10-82**

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**BC-4-98      Licensing for Coaches**

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The NSC requires that all persons who coach a NSC Division 1 or Division 2 soccer team acquire a Class "E" or higher coach's license and obtain a referee license by September 1st of the current year.

The referee license must be kept current with the current year of coaching (i.e. Coaching Division 1 or Division 2 for 1998 season, license must be for 1998 (badge). Each coach shall be required to referee 1 game a weekend.

The NSC views the attaining of the above license as the minimal requirement and is both essential and mandatory in order to properly run an effective and meaningful competitive soccer program.

Any prospective coach not currently possessing a current "E" license and referee license will be required to agree in writing to the above and the date by which the licenses will be attained.

**Approved 11-09-98**

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**BC-5-97      District Cup /Crossroads Tournaments**

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The Crossroads Tournament is a Class IV tournament. The club will send first place teams in U10, U12, and U14. If the first-place team declines a tournament, then the

league may send the second-place team. The Newark Soccer Club shall pay the entry fee for any First Place Team in Division IV entering Crossroads Tournament. The Newark Soccer Club shall pay the entry fee for any team finishing First or Second in Crossroads or TOC that goes on to Association Cup.

Approved 5-12-97

**BC-6-03      Division 1, 2, 3 Team Finances**

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In order to comply with non-profit regulations, the following guidelines are required by all NSC teams that are involved in raising and spending funds for their own teams. All monies raised are the property of the Newark Soccer Club, Inc.

1. All Division 1, 2, and 3 teams must submit to the appropriate VP, for his/her approval, a balanced budget prior to the beginning of the season. The budget will itemize and project monies involved in the fundraising and expenditures of the team planned for the season. No disbursement of funds shall be made without an approved budget. Any team hosting a tournament must include tournament income/expenses in the team budget. There will be no board action on approving those budgets.
2. All fundraising monies and donations shall be made payable to NSC, Inc., and deposited into an NSC account. The Club Treasurer is responsible to record all monies separately into specific team ledger accounts. Quarterly reports (or monthly if requested) will be issued by the Club Treasurer to any team on the ledger
3. A reimbursement form will be filled out by the team representative in order to receive a check for an approved budget expense. All requests must be accompanied by a receipt or invoice in order to be processed. Checks will be made payable to the payee, not the team. Emergencies (for a quick turn around, party, etc.) will be handled to the best ability of the Club Treasurer. All teams will be expected to plan well in advance when checks are necessary. Deposits will be handled in the same manner.
4. Revisions to the budget (such as increases in donated money) are permitted, with either a final budget or a revised budget due to the appropriate VP by December 31 for approval.
5. All Division 1, 2, 3 (Gold, Silver and Bronze) teams shall be allowed to carry over any remaining funds provided that 2 of the following criteria are met.
  - 1) Must have same team name
  - 2) Same Coaching Staff (Registered)
  - 3) 50% of registered playersThe Director of Competitive Play shall be responsible for notifying the Treasurer of what criteria's were met. If the above is not met then all monies revert to the Division 1, 2 and 3 team pools.
6. A Pool Fund committee consisting of the President, Director of Competitive Play, VP, Treasurer, and one more appointed person will decide how the Pool monies will be dispersed. Equal opportunity to all teams will prevail. Division 1 and 2 teams can request only Division 1 and 2 Pool monies. Division 3 teams can request only Division 3 pool monies.

7. All Division 4 team funds must be turned into the Club Treasurer for accounting. All funds must be used by the end of the current calendar year otherwise unused funds will go into the general club pool.

Approved 1-03

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**BC-7-05 Selection of Class I and Division 3 Teams**

In an effort to provide quality soccer for the youth and the best teams possible for the league, the following rules will be mandated by the Newark Soccer Club:

1. Tryouts and/or draft will determine players for each team. Competitive team tryouts will be held by single or multiple age groups.
2. Established Division 1 teams will be permitted the first opportunity to continue playing together in the next age group. Established Division 3 teams will be permitted the next opportunity to continue playing together in the next age group.
3. Suspected incidents of poaching will be reviewed by the appropriate committee who will report their findings to the NSC Board before the case gets referred to CYSA for disciplinary action.

Approved 1-17-2005

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**BC-8-2003 Coaches Committee**

1. Assist in evaluating coaches and teams throughout the season and relaying positive and negative reports to Vice Presidents.
2. Provide guidance to help create and enforce coach's guidelines set by the Newark Soccer Club Board for all coaches to follow.
3. Provide guidance to the Vice Presidents concerning minor disputes, altercations, concerns, etc., with coaches in the Club. The term "minor" refers to an incident that is not submitted to the Protest, Appeals and Discipline (PAD) Committee.

## Composition of Committee

Committee will consist of not less than five members and not more than seven. At least three members shall not hold positions on the Newark Soccer Club Board. Committee members shall be appointed by the Vice Presidents and their names submitted to the Board at the earliest possible occasion for approval. The chairperson of this committee will not hold a current position on the Newark Soccer Club Board. If the Newark Soccer Club Board retains a paid club trainer then this person shall also sit on this committee.

Approved 1-2003

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### **BC-9-2000 Tie Breakers Schedule**

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- A. At the conclusion of the preset number of record games in Division 4 league play, the following schedule shall be used to determine which team shall take first or second place.
1. Most points (3 for win, 1 for tie, 0 for loss)
  2. Most points in head-to-head
  3. Most wins
  4. Least goals allowed
  5. Greatest difference between sum of goals for and goals against (Maximum of 3 goal difference per game taken one game at a time, i.e. 0 to 3 points per game.)
  6. Fewest red cards.
  7. Fewest yellow cards.
  8. Coin flip.
- B. The championship and/or play-off game that is tied at the end of regulation play shall follow FIFA regulations.

Approved 4-10-2000

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### **BC-10-2003 Competitive Coaches Applications**

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1. Coaching applications shall be due by February 1 of the current year. Returning coaches or coaching staff shall have first consideration for a coaching position that he/she is intending of applying for.
2. The NSC Board will examine the applicants to determine if the returning coach should be retained for the upcoming season.
3. If the NSC Board approves a returning coach's application, then no other applicants will be considered for that age group. If the returning coaches application is not approved an opening will be declared in that age group coaching applications
4. The NSC Board shall approve all coaches.

Approved 1-03

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### **BC-11-2005 Division 4 Tournaments**

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The NSC shall pay for half of the entry fee for a division 4 state tournament for teams wishing to participate. This will apply to U12, U14, U16 and U19.

Approved 1-17-2005

## **BC-12-05 Selection /Assignment of Players**

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### **A. General Philosophy**

- a.** It is the vision of the Newark Soccer Club to construct a competitive level program that fields as many age-pure teams as the community can support by way of qualified players. The rationale behind the age-pure requirement is two-fold:
  - i.** There is less roster turnover year-to-year as teams move up in age groups as a team. Players therefore play together longer, learning and developing both as individuals and as teammates
  - ii.** It is consistent with the approach of all other clubs in District 3
- b.** All selection/assignment decisions should be done with the welfare of the individual in mind, not the false pride of adults involved.
- c.** Teams should be made up of players of similar abilities
- d.** Geographical area should be considered in forming division IV (House) teams

### **B. Definition of Classifications**

- a.** Premier Teams – The higher level of competition teams that compete in a state-level league in the under 19 age group. (Note: This program is provided by District III.)
- b.** Division I teams (NSC Select teams) – First Division of “A-level” age pure, U10, U11, U12, U13, U14, U15, U16, U17, and U19 competitive teams classified by oldest player
- c.** Division II teams – Second division or “B-level” mixed ages (by oldest player) U10, U12, U14, U16, and U19 competitive teams (Note: This program is not offered by NSC.)
- d.** Division III teams (NSC First Division) – Upper level, advanced, or first division development teams whose players are normally selected via tryouts and/or a draft. These teams include only a portion of the league population in an age group, and are intended to provide a level of play between house league and competition
- e.** Division IV teams – House or lower house development teams that are normally formed on the basis of geographical distribution. These teams are usually intended to be equal in strength when formed and do not conform to any of the above classifications.

### **C. Divisions I and III Player Selection Guidelines**

- a.** The option is ALWAYS available for any player to object to playing at this level. If a player refuses select play, they will then be put into a player pool and remain eligible for the next lower level within their age group
- b.** The Director of Competitive Play shall establish and provide overall management of tryouts designed to identify the players necessary to fill the teams designated in his/her program. Coaches selected for the designated teams will execute the tryouts per guidance from the director. He/she will have final say on player assignments. Guidelines for tryouts are as follows:

- i. Prior to tryouts, the Director of Competitive Play will meet with the U10-U19 division I and III coaches to determine the agenda for the tryouts
  - ii. The agenda will be published prior to the tryouts to inform players of format, dates, times, and locations
  - iii. All competitive coaches will be responsible for assisting with player check-in and other assignments during tryouts
  - iv. Each player attending tryouts shall have a unique number as assigned during registration for identification purposes
- c. A player will try out for a team at their age group
- d. Division I coaches will have “first choice” of players in cases where there are also division III teams within the same age group
- e. In cases where there are multiple division III teams within the same age group, player assignments will be made via a draft unless the player(s) is moving up with the team from the previous year. The Director of Competitive Play shall establish the procedures for such a draft if necessary.
- f. Players that are not selected for either division I or III play shall be moved into the pool of players from which division IV teams will be formed
- g. Playing Up Guidelines
  - i. A player desiring to tryout for a team outside of their age group shall make a written request to the director of competitive play. Such request must be submitted on or before the day of the tryout. The Director of Competitive Play shall designate a “mentor coach” to perform the tryout/evaluation and submit a recommendation as to the appropriateness of said player playing up. Mentor coaches cannot be the parent of a candidate player for the age group to be observed, cannot be the acquiring or losing coach of a candidate player, and cannot participate in conducting the tryouts for the age group to be observed. Final decision resides with the Director of Competitive Play. Where there may be a potential conflict of interest with a player being evaluated for a team that the Director of Competitive Play coaches, the director will recuse him/herself from the decision process to the NSC board. Players may try out for a team outside of their age group without permission in the following circumstances:
    1. NSC does not offer a team at the player’s age level
    2. NSC does not offer a division 1 opportunity at the age level and the player tries out for a division 1 team at the next age level. A player of exceptional talent desiring to play at a higher competition level must be evaluated.
    3. The player did not make their age level team and desires to have the opportunity to try out in a different age group
    4. The player is the child of the coach and is playing up
    5. A player choosing to play outside of their age level must renew their request every year

D. Division IV Player Selection Guidelines

- a. These players will play on teams as close as possible to the elementary school closest to their home
- b. In cases where there are sufficient players to form more than one Traveling House team in the same age group (Al Caffodio U16 and U19 teams), player selections will be performed as per direction from the Director of Competitive Play. This would not apply if the player was a member of one of the teams the previous year and wishes to stay on that team. In that case, the player must inform the director in writing prior to final roster assignments.
- c. It is the policy of the NSC that division IV players will NOT be allowed to play up

Approved 02-28-2005

**BCD-1-89 Age Group Coordinator**

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The Age Group Coordinator:

1. Receives all registration forms from the club Registrar.
2. Sets up individual teams within the designated age group using the following guidelines:
  - A. Geographical area.
  - B. Player age level, skill level and experience.
  - C. Other club guidelines and directives.
3. Obtains one qualified coach and an assistant coach for each team created.
4. Prepares working team roster of each team, listing:
  - A. Team name (picked by the coach and approved by the coordinator).
  - B. Coach's name, address, telephone number, license level and year received.
  - C. Assistant Coach's name, address, telephone number, license level and year received.
  - D. Players names, and telephone numbers, and date of birth.
5. Distributes team rosters, registration forms, and uniforms to each coach.
6. Initiates a meeting to accomplish #5 above, as well as to instruct all coaches and assistants as to club guidelines and rules, and answer any questions from the coaches.
7. Acts as the liaison between the coaches (teams) and the appropriate Director.
8. Disseminates information as required by the Director.
9. Generally handles any and all problems/questions regarding the specific age group as they occur.
10. Reports any unusual problems or questions to the appropriate Director, who shall have final approving authority.
11. Within one (1) week after the close of the season, collects NSC club issued jerseys and turns it all in to the Equipment Manager.
13. The Referee Manager will report any red and yellow cards to the Age Group Coordinator who will keep track of the red and yellow cards. After any player or

coach receives two or more yellow cards, the Age Group Coordinator will inform the PAD Committee who will then review it to see if any action should be taken.

**Approved 4-18-85**

**BCD-2-85 Division 4 Coaches Training Requirements**

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The NSC requires that, as a minimum, the following coaching levels attend an internal “coaches Mini-Clinic” prior to the start of the season

- A. All coaches in U-6, U-8, and U-10 groups
- B. Any age level first year coach.
- C. Any coach so required by the appropriate A.G.C. and/or V.P. The only exception to A or B above will be a coach who has attained an “F” License or above.

Although it is not mandatory that other Division 4 coaches attend the above clinic, it is highly recommended.

Penalty: Any coach not attending a required mini-clinic may not coach an NSC team.

**Approved 4-18-85**

**BCD-3-82 USSE/CYSA Coaching “F” Certificate Course**

The Newark Soccer Club will subsidize the training of the NSC coaches for the USSE/CYSA coaching “F” Certificate. The entire course fee will be paid by the club.

Approved 2-17-82

**BCD-4-84 Player Illness - No Uniform**

Any player who comes to the game too ill to play or has an injury that prevents playing should not be in uniform.

Approved 1-23-84

**BCD-5-87 No Pets at Games or Practices**

The NSC forbids the bringing of pets to NSC games and practices due to the risk of injury to both players and pets.

Approved 1-29-87

**BCD-9-90 Player Moves**

Once the rosters are distributed, no player shall be moved except for the following reason and by the following procedure:

1. No player shall ever be moved for the convenience of the coach and/or parents.
2. The decision to move a player will be based only on the player’s experience, ability and skill level.
3. The evaluation of the player will be accomplished by the a neutral party.
4. The final decision will be made by the Director of that Division gaining the player.

Approved 2-20-90

**BCD-10-2000 Coaches’ Files**

Each Age Group Coordinator or appropriate Director will prepare a coach’s file for each coach in the program. If this coach is a returning coach with the NSC with an existing file, then the VP will give their file to the appropriate Coordinator. These files will contain records of training completed, positive observations, and negative complaints or observations.

Approved 4-10-2000

**BCD-11-2002 Age Group Definitions**

The NSC may define age groups by single age grouping: U5, U6, U7, U8,U9, U10, U11, U12, U13, U14, U15, U16, U17, U18, U19, to be determined by the player’s birth age as defined by CYSA.

Approved 10-18-2002

**BCD-12-2003 Programs**

All proposed programs (e.g. Competitive/Division 4) for the current soccer year in writing to the NSC Board for review and approval at the February meeting each year. Amendments will be allowed with board approval.

In preparation for this each VP shall review the following:

Review of prior year’s program (e.g. Success/Failures/team stats including GF, GA, GD, Wins, Ties and Losses)

Approved 1-03

**BCD-13-2003      Player Placement**

NSC number one priority is to provide a soccer program that works best for the majority. Due to the size of our league, players are placed on teams based on geography. All competitive players shall be placed based on try-outs.

Approved 1-03

**D-1-2000      Instructional Program**

- A. The Under 8/Under 6 Development program shall be adopted by the NSC. Any additions, exceptions, or deletions from the basic USYSA Program must be approved by the Board of Directors.
- B. There shall be both a Girls' and a Boys' program for Under 8 and Under 6 - the program will not be co-ed.
- C. The goal of the U6/U8 Program will be to
  - 1. Introduce and teach the game of soccer to younger and/or new players.
  - 2. Teach and develop basic, appropriate soccer skills to the players in these age groups.
  - 3. Teach sportsmanship, actions, and fair play in line with the philosophy of the Newark Soccer Club.
  - 4. Train and develop coaches to coach these age groups. These coaches will become the Division 4 coaches of the upper age groups. Identify potential competitive coaches for the upper age groups' competitive teams.
  - 5. Introduce parents that are new to soccer to the game. Train all parents with children in these age groups in appropriate sideline behavior.

Approved 4-10-2000

**D-2-89      Under 8/Under 6 Program Awards**

Participation trophies will be awarded to each player in the NSC Under 8, Under 6 program and developmental teams.

Approved 1-23-89

**D-3-85      Instructional Program Games Protests**

No protests will be allowed.

Approved 2-7-85

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**D-5-2000 Instructional Program – Teams/Coaches Formation**

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The Director of the U8/U6 Program, along with the Age Group Coordinators (U6 Girls, U8 Girls, U6 Boys, and U8 Boys), will form a committee. Each age group coordinator will be responsible for the formation of each team and finding a qualified coach, in accordance with PIM BCD-1-89 (Age Group Coordinator) and PIM D-1-2000 (Under 8/Under 6 Program). The Director is responsible for ensuring that teams with coaches are formed in a timely manner, overseeing all coordinators to guarantee that the utmost fairness is used in forming these teams, and training is available for the coaches.

U8 Developmental Coaches will fall under the competitive coach selections as stated in BC-8-2000.

Approved 4-10-2000

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**E-1-87 Bad Check Policy**

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If a check written to the Newark Soccer Club is returned to the Treasurer or his/her representative for non-payment, the Treasurer shall mail a reproduced copy of the check back to the writer and request cash, a money order or a cashier's check that includes bank charges. The Treasurer will notify the Registrar to hold any player's pass until fees are paid.

Approved 1-17-2005

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**E-3-2005 Sponsors**

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The NSC will accept tax-deductible sponsorships to the general funds. Each sponsorships of \$150.00 or more will entitle a business or individual to be recognized by name.

Approved 2-5-90

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**E-4-200 Division 4 Teams Sponsor Policy**

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Division 4 team sponsors shall be handled as follows:

1. The minimum sponsorship to the general fund of the NSC to sponsor each team shall be \$150.00.
2. The sponsorship must be given with "no strings attached" to be recognized as a tax deductible donation to a non-profit organization.
- 3) Policy guidelines for the current season for the distribution of Division 4 team sponsor funds are as follows:
  - a) A maximum of Twenty-Five Dollars (\$25.00) of each donation will support a team picture and appropriate plaque to be returned to the sponsor in appreciation for the donation.
4. Fifty Dollars (\$50.00) of each donation assigned to a Division 4 league team will be used to team activities.
5. D The Newark Soccer Club will accept tax-deductible sponsorships to the general funds
6. Player uniforms will not be altered to show sponsor names.
7. Sponsors may indicate a desire to sponsor a particular Division 4 team

8. Sponsors may sponsor more than one Division 4 team but the minimum donation must still be \$150.00 for each Division 4 team.

**Approved 2-20-90**

### **E-5-2005 Competitive Team Sponsor Policy**

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Competitive Team sponsors shall be handled as follows:

- 1) The minimum sponsorship to the general fund of the NSC to sponsor each team shall be \$150.00.
- 2) The sponsorship is recognized as a tax deductible donation to a non-profit organization.
- 3) Policy guidelines for the distribution of funds are as follows:
  - a) A maximum of Twenty-Five Dollars (\$25.00) of each donation will support a team picture and appropriate plaque to be returned to the sponsor in appreciation for the donation.
  - b) One hundred and twenty-five Dollars (\$125.00) of each donation assigned to a specific team will be used for budgeted expenses.
- 4) The Newark Soccer Club will accept tax-deductible sponsorships to the general funds.
- 5) Player uniforms will not be altered to show sponsor names.
- 6) Sponsors may indicate a desire to sponsor a particular competitive team.
- 7) Sponsors may sponsor more than one competitive team but the minimum donation must still be \$150.00 for each competitive team.

**Approved 1-17-2005**

### **E-6-200? Donation (new)**

The Newark Soccer Club will accept donations of monetary or tangible goods. The donation is recognized as a tax-deductible donation to a non-profit organization. Policy guidelines for distributions are as follows:

- 1) Division 4 Teams
  - a) The full amount of the donation shall be used to support team activities.
- 2) Competitive Teams
  - a) The full amount of the donation shall be used for budgeted expenses.
3. Individuals or companies who donate shall not be recognized in any Newark Soccer Club publications.
4. Donators may indicate a desire to donate to a specific team.
5. Donators may donate to more than one team.

### **E-1-82 Board of Directors Game Attendance**

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At least one voting member of the Newark Soccer Club Board of Directors shall be present at each Newark field complex whenever regular season Division 4 league, Al Caffodio League, or record tournament games are being played. The Match Secretary shall be responsible for scheduling the Board members, if necessary, to insure attendance. The Board member so designated may participate in the on-going activities such as coaching, refereeing, evaluating, etc. but will also be available to answer questions, resolve incidents, receive protests, enforce the no alcoholic beverages rule, etc.

**Approved 3-10-82**

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**F-2-97 Practice Fields**

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Only NSC Division 1, 2, 3 teams may practice at the Sportsfield, Newark Jr High School and McGregor field. Teams may practice at field sites authorized by field permits only. Only NSC Division 4 teams may practice at elementary schools. City parks are open to any team on a first-come, first-served basis.

Approved 5-12-97

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**F-3-89 Opening Day**

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Opening Day shall be the first Saturday after Labor Day.

Approved 1-23-89

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**F-4-90 Match Secretary Duties**

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1. Responsible for preparation, revision, and distribution of club team schedules to age group coordinators, referee manager, and board members.
2. Coordinate field dates and times between teams (coaches), the field manager, and the referee manager.
3. Assign fields for each age group.
4. Specify on schedules (in Division 4) prior to start of season the play-off format to be used for each age group. As defined in BS-9-2000.
5. Schedule designated practice field for scrimmage play (practice games). The Match Secretary is to be contacted 1 week in advance for any practice game at the Sportsfield Park and McGregor.
6. Coordinate with the District & Traveling Division 4 match Secretaries in assigning fields and times for District and Traveling Division 4 games to be played in Newark.

Approved 6-4-90

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**F-5-91 Newark Days**

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The Match Secretary shall attempt to avoid conflict with the parade when scheduling games for the Newark Days weekend.

Approved 4-91

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**G-1-82 Restrooms**

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The Field Manager shall be responsible for insuring that the required restrooms are available at all field complexes used for regulation games and any club sponsored events.

Approved 2-17-82

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**G-2-82 Garbage**

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The two opposing coaches of each game are responsible for ensuring that all remaining garbage is placed in a garbage can or garbage bag. Coaches must ensure that the team garbage bags are removed from the field.

Approved 2-17-82

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**G-3-95 Field Lining Payment Schedule**

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1. The NSC authorizes the Field Manager or his/her representative to pay youth helpers up to fifteen (15) dollars per field to be divided by the youth helpers.

Markings should be complete including penalty spots and sideline spectator lines placed at least two (2) yards outside the touch-line, running from at least 18-yard line to 18-yard line. Photographer lines outside the goal lines are necessary only upon special instructions from the Board.

2. Fields which have been partially painted, such as those missing spectator lines, penalty spots or other required markings in accordance with FIFA Laws of the Game, Law 1 or fields in which markings are substandard, such as lines deviating more than six (6) inches from true center-of-line or lines less than two (2) inches in width will result in payment less than the maximum of fifteen (15) dollars at the sole discretion of the Field Manager. It is noted that the under-6 and under-8 fields require no penalty spots.
3. Failure to paint fields, without five (5) days notification to the field manager prior to the day of a game on the given field, will result in a fine of fifteen (15) dollars, which will be withheld from the week's prior payments; exceptions are allowed at the discretion of the Field Manager.

**Approved 10-9-85**

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### **H-1-2001      Uniforms**

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1. Newark Soccer Club logo black or white must be on jerseys, whether supplied by NSC or not.
2. Names, last names, nicknames may not appear on any part of the uniform.
3. Sponsors names or their logos may not appear on any part of the uniform.

**Approved 06-11-2001**

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### **H-2-2001      Division 4 Division**

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U6 through U14, are given an orange and white reversible club jersey, black shorts and black socks. The team scheduled as the home team shall wear orange when playing in Newark.

**Approved 06-11-2001**

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### **H-3-2004      District Uniforms**

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All Class 1 teams within the NSC will be issued a coach selected and NSC Board approved five piece uniform set. The approved uniform beginning in 2005-2006 soccer season will be the 'Nike Total 90' uniform. This uniform is approved and will consist of the following:

- 1) Orange jersey  
White jersey  
Black shorts  
Black socks (2)

5) NSC logo ( 2-1/2" black or white) must be screened on the left chest of all jerseys  
The word 'NEWARK' ( 2-3/4" high) will be screened on the jersey front in black.  
Black 8 inch block style numbers will be located on the jersey back.

Player names, team name, nicknames, sponsor names or logos, or any other items not specifically mentioned may **NOT** appear on any part of the uniform.

A third approved jersey (black) may be purchased at the teams discretion, provided it complies with all other conditions of this PIM and is fully paid for by the individual team. In addition, teams may purchase, as an option, white or orange shorts and/or white or orange socks.

Shorts and socks are to remain the property of the individual players that they are issued to. Jerseys are to be returned to the coach after the final game of the season and reissued the following year.

All Class 1 teams will be held responsible for the care and condition of these uniforms. If uniforms are found to be in poor condition, the NSC may intercede and inform the coach or team Manager to replace the item in question immediately. Any unresolved uniform issues will be brought to the attention of, and handled through the NSC board.

All Newark Class 1 teams must wear orange jerseys when playing in Newark.

All uniforms will be paid for by the individual Class 1 team.

Due to the expense of the uniforms, it is the intent that all uniforms will be used for three years. If a new uniform package is selected by the NSC the following year or if the manufacturer discontinues the specific uniform; the team may continue using the jerseys for no more than the three year period.

**Approved 02-28-2004**

#### **H-4-2000 Division 1 and 3 Jersey Return Policy**

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All Division 1 and 3 teams will turn in all jerseys within one week after the last game of the season. For teams going to State Cup or other league sanctioned games, jerseys will be turned in within one week after the game is completed, unless special arrangements have been made with the equipment manager. Returning the jerseys is the responsibility of the coach.

All teams will have a \$200 holding fee on each team account for each set of jerseys issued. Holding fee becomes active at the time of receipt of fireworks proceeds. The replacement cost of uniforms will be deducted from the team account for those jerseys not returned.

**Approved 5-08-2000**

### **H-5-2001      Division 3 Uniforms**

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Division 3 Teams will be issued a four (4) piece uniform set; predominantly orange jersey and an alternate predominantly white and black jersey, black shorts and one (1) pair of black socks. Orange jerseys are mandatory for all teams to wear at home games.

**Approved 10-08-2001**

### **I-1-97              Registration Fees**

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1. The player registration fees for the families who are registering players with the NSC for the current season shall be as decided by the Board of Directors:
2. Fees include a non-refundable \$20.00 per child fee on all registrations. A late fee of \$15.00 will be assessed per player for any registration received after the last scheduled April registration session.
3. Registration fees may be paid by cash, check, money order or credit card.

**Approved 5-12-97**

### **I-2-97              Registration Process**

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1. Registration may be done in person with the League Registrar or an authorized representative. Mail-in registration will be accepted. Registration will be scheduled during the month of March & April. Only complete registrations will be accepted. Complete will be defined as having the filled-out application, a check that covers registration and late fees, a picture for all players, and verification of birth date for new player(s) (as stated in CYSA C&B,P,R & PIM 3:05 Proof of Age).
2. Forms will be provided for requests for financial aid. NSC shall offer 50 scholarships of financial aid. Division 1 and division 3 players shall make their request by May 1. Division 4 players shall make their request by June 1. On May 1, at most 20 scholarships will be awarded to division 1 and division 3 players. On June 1, at most 30 scholarships will be awarded to division 4 players. If the number of requests exceeds the number of scholarships, NSC will appoint a committee to consider and select the applications. Remaining scholarships will be awarded on a first come, first serve basis. No applications for financial aid will be accepted after August 1.

Financial aid applicants will be informed that volunteer work is to be performed to offset the cost and that the applicant's name and phone number will be forwarded to an appropriate board member to contact the applicant for their help. Failure to follow through with volunteer work can be considered in granting future requests for financial aid.

3. Players will not be placed on a team without payment of registration fee or completion of financial aid request.
4. At a later time, a make-up session may be scheduled to accept late registrations with added late fees, as the NSC board deems necessary.
5. The league registrar may accept late registrations from persons he authorizes to receive those fully completed registrations.

**Approved 5-12-97**

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**I-3-97 Rosters**

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The League registrar shall generate official rosters for all teams. Rosters for U 10 and older Division 1, and 3 teams will be submitted to the District Registrar for official registration prior to the start of the season. Class 4 rosters will be submitted for all Inter-League and Inter-District play.

The League Registrar shall prepare preliminary rosters to go with the applications (medical consent forms) to be distributed at the coaches' meetings unless other arrangements have been made.

Approved 5-12-97

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**I-4-94 Player Passes**

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The League Registrar shall generate player passes for all teams. Player passes for Under 10 and older Division 1, 2, or 3 teams will be submitted to the District Registrar for official registration prior to the start of the season. All other player passes for Class 4 teams participating in Inter-league or Inter-district play will be submitted to the District Registrar prior to the start of the season

The registrar shall distribute player passes prior to the start of the season. Each player must have an approved player pass to play. The registrar may create a temporary pass to deal with special situations.

Approved 3-12-94

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**I-5-97 Registration Refund Policy**

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1. It is the policy of the NSC that refunds from registration can only be granted under the following circumstances:
  - A. Illness or injury of a child.
  - B. Family Hardship
  - C. Moving to another community where the distance makes it prohibitive to play in Newark
  - D. Withdrawal from the club due to policy changes governing play made after registration for the coming season.
  - E. Registered players not assigned to a team prior to the start of the season
2. All refunds will be for the registration fee less \$20.00 processing fee and uniforms where applicable.
3. Refunds will not be granted after a player has participated in one or more official club matches for the current season.
4. All refund requests must be submitted to the Registrar in writing.
5. Refunds will be made by the League Registrar via the Treasurer.

Approved 5-12-97

**J-1-89 NSC Referee Association**

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1. The Newark Soccer Club shall delegate to the “NSC Referee Association” the responsibility for administering a referee program affiliated with the United States Soccer Federation (USSF). However, the NSC Treasurer will make all payments to the referees.
2. As head of the NSC Referee Association, the Manager is responsible for developing and administering the referee program that seeks to recruit, train, develop, and maintain a sufficient pool of qualified, licensed referees to support the NSC.
3. The NSC Referee Association is responsible to the NSC Board of Directors in its role as the “referee committee” and responsible to USSF for enforcing: USSF guidance on FIFA, USSF, CNRA and CYSA policies, and CYSA and District III rules and procedures.

Approved 7-6-89

**J-2-97 USSF Annual Referee Registration**

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1. It is the responsibility of each USSF referee, not the responsibility of the NSC, to register for the current USSF referee registration, year, Jan. 1- Dec. 31.

Approved 5-12-97

**J-3-97 Referee System**

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NSC expects anyone who referees to be neutral and conduct themselves in a professional manner. The NSC endorses the FIFA three-man referee system as the primary system for officiating all Division 4, GSSL and Al Caffodio games U9 through U19. For all District 3 games, the District 3 rules will be followed. For Division 4 play, adjustments to referee assignments consistent with this philosophy will be as follows:

- A. First Priority - 1 neutral referee and 2 neutral Assistant Referees.
- B. Second Priority - 1 neutral referee, 1 neutral Assistant Referee, and 1 club linesman.
- C. Third Priority - 1 neutral referee, and 2 Assistant Referees.
- D. Fourth Priority - 1 neutral referee only.
- E. Fifth Priority - 1 club referee and 2 Assistant Referees.
- F. Sixth Priority - 1 club referee only.

Approved 5-12-89

**J-4-97 Referee Payment Schedules**

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1. In accordance with USSF rules, only referees registered in referee grades 8 through 1 will receive payment for services.
2. Payments to the referees will be made by the NSC Treasurer as determined by the NSC Referee Association.
3. All USSF Registered Grade 8 and above referees will be paid according to approved pay scales unless the referee declines to be paid in writing to the NSC Referee Association.
4. The Referee Manager will submit proposed referee pay scales for each upcoming season as part of the NSC Board budget process. Pay scales will be developed

that are consistent with pay throughout the district, recognize the differences in referee skill levels and experience required for higher levels of competitive matches, and exercise appropriate fiscal responsibility. Changed 9-1-91

5. The Referee Manager may, at his/her discretion, implement a system of fines for referees who, for example, work a match while not in proper uniform, show up late – or not at all – to an assigned match, or provide less than 24 hours notice that they cannot work an assigned match.

**Approved 5-12-97**

**J-5-89 Referee Age Limits/Grade Level Requirements**

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1. The grade level requirements for referees assigned to District competition and traveling Division 4 competition will follow the AI Caffodio guidelines.
2. Referees will be a minimum of twelve years old. Referees assigned as centers will be a minimum of one age group older than the age group for the match. Aside from that qualifier, the Referee Manager will assign matches commensurate with each referee's skill level, maturity and experience versus age.

**Approved 2-17-82**

**J-6-89 Referee Training**

1. The Referee Manager shall request that District 3 Director of Instruction (D3DDI) teach at least one USSF Grade 8 Referee Course each calendar year.
2. Upon written request from the director of Recreational and/or Instructional program, the Referee Manager will arrange for Grade 9 Entry Level Referee training.
3. The NSC will subsidize the cost of the USSF Referee Course materials and the initial registration fee for Newark referees attending classes sponsored by the NSC. Out of town referee students must reimburse the NSC for course materials and registration fees.
4. The NSC will subsidize the cost of renting the training facilities within Newark for conducting referee classes. Training facilities are typically meeting rooms at the schools or community center and school fields or parks for field training.

**Approved 7-6-89**

**J-9-97 District III Referee Committee “Guidelines for Al Caffodio Referee List”**

1. The purpose of these guidelines is to promote the uniformity of the formation of the Al Caffodio Referee List among the District III member clubs and referee associations.
2. The guidelines are supplementary to the USSF, USYSA, CYSA, and District III Constitutions, By-Laws, and Policies.
3. The clubs have the responsibility of establishing and maintaining the Al Caffodio Referee List. The list will be submitted by each club to the District III Referee Committee for approval. Clubs may delegate the construction and updating of the list to an affiliated referee association.
4. Each club should designate a committee consisting of three to five individuals who are to evaluate the club’s referees for inclusion on the list. The clubs are encouraged to select the Referee Instructors, Assessors, State Referees, Managers, and Senior Referees to serve on this evaluation committee.
5. The evaluation will be done to assign the appropriate competition levels to each referee. The evaluation might include experience (number of games, level of games, position, training, level of license and clinics attended), fitness and the referee’s field assessments.
6. Age or age group should not be considered the final criteria for evaluation. Clubs should select referees and Assistant Referee based on ability and maturity. Be careful with junior referees, but do not assign an unnecessarily low competition level to the really good junior referees because of age.
7. The Al Caffodio List should be updated throughout the season and given a general update prior to submission at the June/July District III Referee Committee Meeting. It is the responsibility of the clubs’ representative to the District III Referee Committee to ensure that each club participates in this process.
8. Each club is encouraged to complete a USSF field assessment of each Al Caffodio referee at least one per year at the highest competition age group of qualification.

9. Inactivity by a referee should be considered a possible cause for downgrading by each club.
10. Additional inputs to the evaluation may be taken from the game cards, games committees, coaches, parents, players, and anyone else who can provide constructive inputs. However, the committee is cautioned to place the most confidence in the input from the group of referees.
11. The NSC must provide 3 currently licensed referees for each Al Caffodio game it hosts for age groups Under-16 and older or it must pay a fine to the league.

**Approved 5-12-97**

**J-10-84 Referee Uniform Purchases**

The club will subsidize each referee who successfully completes the Grade 8 course for the cost of one referee starter kit which will include gold short sleeve shirt, shorts, socks, flags, wallet with red/yellow cards, and bag. This applies only to those individuals who intend to referee matches for NSC. While the Referee Manager may order uniforms for “out of town” referees as part of a bulk purchase, he/she will ensure collection of the appropriate amount from those individuals for reimbursement to the NSC.

Purchase of any additional uniform items then or in the future are the responsibility of each referee.

**Approved 1-12-84**

**J-11-04 Teams/Spectator Locations**

It is the policy of the NSC Referee Association that all matches U9 and above, regardless of competitive level, be set such that both teams are on one side of the field while all spectators are on the opposite side. Home team will choose which side of the field will be used by the teams.

**Added 12-20-04**

**K-1-90 Secretary files Responsibilities**

The Newark Soccer Club Secretary shall, as a minimum, retain the following specific correspondence and documentation:

<u>File</u> <u>Duration</u>	<u>Type File</u>	<u>Sequence</u>	
1. Board Minutes, NSC	Chronological		Forever
2. Board Minutes, Dist 3	Chronological		2 Years
3. Budget Information	Chronological		7 Years
4. Calendar of Events	Chronological		2 Years
5. Constitution	N/A		Forever
6. Correspondence	Chronological		(Note 1)
7. Election results	Chronological		2 Years
8. Field Permits	Chronological	By type	1 Years
9. Fundraising Results	Chronological		7 Years
10. Income Tax Returns	Chronological		7 Years
11. Articles of Incorporation	N/A		Forever

12. Job Descriptions	By position		Forever
13. League Affiliation	Chronological		2 Years
14. Newsletters	Chronological		7 Years
15. PIMS	By position		7 Years
16. Rosters	Team	By age group	2 Years
17. Tournament Information	Chronological		2 Years

Note 1: To be reviewed by President and VP at end of year & destroyed or archived as appropriate.

**Approved 7-9-90**

**K-2-2002      Email Vote**

For urgent issues requiring attention before the next regularly scheduled NSC Board meeting, the President shall call for an email vote. The Club Secretary shall distribute the email to all NSC Board members. In order for a valid email vote, two-thirds of the overall board must vote by the secretary in the email . The secretary shall tally the vote responses and send out the results within 24 hours.

**Approved 10-18-2002**

**L-1-87      Newark Soccer Club Logo**

The official logo for the Newark Soccer Club shall be of the following design with an orange and black color scheme on a white background.

**Approved 2-15-87**

**M-1-84      Newsletter Schedule**

There shall be a minimum of four (4) Newark Soccer Club Newsletter published yearly. Publication schedule to be set in January of each year.

**Approved 1-23-84**

**N-5-98      Picture Day(s)**

- A. The Picture Day Representative shall be responsible for all arrangements for the annual picture day. He/She shall seek Board support through the Recording Secretary.
- B. Players shall pay for the team and/or individual pictures separately from the registration fees with all monies to be collected through the team prior to picture day.
- C. Any problems must be resolved directly with the outside vendor and parties involved and not through the Newark Soccer Club.

**Approved 4-13-98**

**O-1-90      Snack Shack**

The Newark Soccer Club may sponsor and finance a Snack Shack program at all field complexes. Revenue derived from Snack Shack sales will go into the NSC general fund. In the event that NSC hosts a tournament(s) within Newark, NSC has first priority for setting up or declining to set up a Snack Shack, regardless of location(s).

**Approved 2-20-90**

**O-2-90            Snack Shack Funds**

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The Snack Shack Manager shall account for all Snack Shack funds. Receipts for all expenditures will be given to the club Treasurer. A tape will be produced for all Snack Shack sales and given to the treasurer within 8 days of the date of sales with reasonable accounting information attached.

Approved 2-20-90

**O-3-90            Snack Shack Guidelines**

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The Snack Shack Manager should insure that work schedules, price lists, and posted rules are properly displayed in the Snack Shack.

Approved 2-20-90

**O-4-90            Snack Shack Posted Rules**

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The following NSC rules will be posted and enforced in the Snack Shack:

1. No one under fourteen (14) works in the Snack Shack
2. No small children in the Snack Shack.
3. Referees who do not accept payment are entitled to one free drink per game.
4. Cash only.

Approved 2-20-90

**O-5-90            First Aid Kit**

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The Snack Shack Manager will have a first aid kit and ice available at the Snack Shack at all times that the Snack Shack is open

Approved 2-20-90

**P-1-91            Parliamentary Procedure**

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Newark Soccer Club board meetings shall be noticed by virtue of a written agenda with time and place noted, along with the minutes from the previous meeting, being sent to all board members one full week prior to the assigned meeting date. All meetings shall follow Robert's Rules of Order, as modified herein. The attachment gives specific information on the Rules of Order.

The order of business for Newark Soccer Club Board meetings shall be as follows:

**NEWARK SOCCER CLUB BOARD MEETING AGENDA**

1. CALL TO ORDER. This shall be done by the Chair, who is the President. If he is not present, the Chair shall be the VP Boys, VP Girls, or VP Under 6/8m in that order. If all of these members are absent, the meeting may not be called to order unless a representative for one of these officers has a letter of representation/delegation, signed by said officer.
2. ROLL CALL. Board members present and the positions they represent shall be identified, and a written roll call shall be passed around. Members absent shall be clearly noted in the minutes. If there are any substitute representatives for absent Board Members they shall be voted on by the Board, and may sit if they have a majority vote of the Board.
3. INTRODUCTION OF GUESTS.

4. **APPROVAL OF THE AGENDA.** The Chair shall present a written agenda. Any items that require board action shall be placed on the agenda. Any agenda items that had not been given to the Chair prior to the meeting shall be placed on the agenda at this time. If the board chooses to eliminate an item from the agenda offered up by a voting board member, it may do so by a 2/3 vote. No item will be discussed unless it is on the agenda.
5. **ACCEPTANCE OF MINUTES.** After all members have had a chance to review the minutes, they shall identify any corrections, which shall be noted in the minutes of the current meeting, and manually corrected on the secretary's copy of the minutes needing correction.
6. **GUEST BUSINESS.** This is a courtesy afforded to guests who wish to bring issues to the Board, so that they need not wait until the appropriate part of the board meeting for their items. The particular issue to be discussed shall be handled exactly the way it would be handled if brought up at its normal place on the agenda. The business must be properly placed on the agenda, and will be recorded as if it had occurred at its normal time and place.
7. **COMMITTEE AND REPRESENTATIVE REPORTS.** All committees and representatives shall report on their activities, meetings and correspondence that are of value to the Board as a whole. (Correspondence requiring action should be placed on the agenda.) The purpose of this part of the meeting shall be merely to give reports. There shall be no interruptions while the reports are being given. At the conclusion of each report, board members may ask questions on the content of the reports or about issues that should have been part of the report, but which may have been overlooked. Issues that are not related to the report may not be asked at this time. If the issue is for the information of an individual, it should be asked outside of the meeting. If it is an issue that should be considered by the Board, it belongs under new business as an agenda item. If an issue arises from a report that requires board action, it may be added to the new business

portion of the agenda at this time, subject to the constraints given under the section on approval of the agenda.

8. **BOARD REPORTS.** All board members shall report on their activities, meetings, and correspondence that are of value to the board as a whole. (Correspondence requiring action should be placed on the agenda). The purpose of this part of the meeting shall be merely to give reports. There shall be no interruptions while the reports are being given. At the conclusion of each report, board members may ask questions on the content of the reports or about issues that should have been part of the report, but which may have been overlooked. Issues that are not related to the report may not be asked at this time. If the issue is for the information of an individual, it should be asked outside of the meeting. If it is an issue that should be considered by the Board, it belongs under new business as an agenda item. If an issue arises from a report that requires board action, it may be added to the new business portion of the agenda at this time, subject to the constraints given under the section on approval of the agenda.
9. **OLD BUSINESS.** Any issues that have been carried over from previous meetings, and the results of any action items assigned by the board, shall be

- placed on the agenda as old business if they result in issues that require board approval. Old business agenda items shall be discussed by virtue of the placement of a motion on the floor. Motions shall be handled as described in the attachment to these procedures.
10. **NEW BUSINESS.** New issues that require board action or approval shall be placed on the agenda and discussed under New Business. If it does not require board approval, it is not new business. New business agenda items shall be discussed by virtue of the placement of a motion on the floor. Motions shall be handled as described in the attachment to these procedures.
  11. **GOOD OF THE GAME.** Any announcement or other items that a board member may wish to bring to the attention of the Board, but which do not require board action or approval and which are not properly part of a Board Report should be brought up under Good of the Game.
  12. **ADJOURNMENT.** The meeting may be adjourned by a motion and two-thirds vote of the board at any time. It will automatically be adjourned at 10 P.M. without any vote required. It may only be extended by a two-thirds vote of the board for five minutes only. If the agenda has not been completed when the meeting is adjourned, all outstanding old and new business items will automatically become old business items on the next agenda.

**Approved 11-91**

## ATTACHMENT 1

### **RULES OF ORDER FOR NEWARK SOCCER CLUB**

#### *A Short Summary Of How Motions Shall Be Presented And Handled:*

The following is a simplification of Robert's Rules of Order, for use by an informal organization, and as common sense deems appropriate to the formality of the organization.

This level of formality shall be controlled by a parliamentarian, elected by the board, who is knowledgeable about the Rules of Order. The parliamentarian shall try to facilitate the flow of the meeting, imposing the rules only when the meeting is not proceeding in an orderly and timely fashion. The parliamentarian officially merely advises the Chair on points of order, but in practice actually raises the point of order. He (and indeed any member) may use two main tools, which he uses merely by stating them without having to officially gain the floor. They are officially called "Privileged Motions: which require no second. (There are others, but these are the ones of significance to us.) These are:

**"Point of Order"** (officially "Mr. Chairman, I rise to a point of order"). This is to state that the current speaker is not following the rules, usually by not speaking to the motion at hand, or by not having a proper motion on the floor.

**"Move the Agenda"** (officially "Mr. Chairman, I call for the orders of the day" which means that we are not following the orders of the day, or agenda).

In both cases, all other discussions must immediately stop. The Chair may consult with the parliamentarian, or anyone else, and then rule on the motion. He does not have to approve the "Privileged Motion".

The business of the board is to make policy decisions so that the individual members of the organization may take their individual actions. Indeed, all actions of the board can be summarized in terms of approved and denied. The board cannot do business (i.e. approve or deny something) unless it has an item before it to consider. Therefore, all agenda items are presented as motions for consideration by the board. The sequence is as follows:

1. **AGENDA ITEM.** The Chair announces the agenda item and asks for the first motion requiring attention to be made.
2. **MOTION.** The motion is made to the board. It must be clearly stated. The person making the motion has the obligation of insuring that it is properly written down by the secretary. The wise person will write it down ahead of time, and hand it to the secretary once he/she has presented it.
3. **SECOND.** Someone must second the motion.  
If no one seconds it, it dies for lack of a second, and the Chair asks if there is another motion to be made on the current agenda item. If so, it is offered. If not, the Chair moves to the next agenda item without further ado and without debate.
4. **DEBATE.** The author of the motion is given the floor first (i.e. is allowed to speak about the motion). Those wishing to speak to the issue raise their hands, or otherwise silently catch the attention of the Chair. The Chair silently

- acknowledges the request, and keeps a list (usually written) of those who have requested to speak and the order in which they have requested to speak. When each person has finished his/her speech, the Chair gives the floor to the next person, in the order acknowledged, except that those who have not yet spoken to the issue have precedence over those who have. No one may interrupt a person who has the floor, except on a point of order or order of the day. The one exception is to "Call the question" (officially "Mr. Chairman, I call for the Previous Question on [state the motion being called]). This has the effect of stopping all debate, and must be immediately voted on (the call, not the actual motion). If the call passes by a two-thirds vote, then the Chair calls the question.
5. QUESTION. (The Vote) The Chair has the secretary read the motion as it stands, and the membership votes, using a show of hands. The secretary shall record the final tally in the formation: MOTION PASSED for-against-abstained, or MOTION FAILED for-against-abstained. [Never use M-S-P because on the second xerox M-S-P and M-S-F look almost the same. We may assume if it was voted on that it was moved and seconded.]
  6. AMENDMENTS Anyone may offer a new motion, as an amendment to the motion at hand, at any time during the debate. If an amendment is offered up and seconded, it now becomes the motion at hand. You cannot have two motions or amendments at hand at one time. If you have a motion, and then you offer an amendment, the amendment is the current motion. If you offer another amendment, it must only be an amendment to the amendment at hand, and once it is seconded, it is the motion at hand. Then when you vote, the question is only for the motion at hand, which is the current amendment. Once you have voted on an amendment, you now have the motion it amended still on the table. You must vote on each motion in order. You may not vote for the original motion and amendments on the same vote.
  7. (Alternate 2) COMMITTEE REPORTS. All standing Committees shall provide written reports to the board on their activities that should be of interest to the board as a whole. They may then give clarifying or amplifying remarks on those reports as needed to bring important issues to the attention of the board. There shall be no interruptions while the reports are being given. At the conclusion of each report, board members may ask questions on the content of the reports or about issues that should have been part of the report, but which may have been overlooked. Issues that are not related to the report may not be asked at this time. If the issue is for the information of an individual, it should be asked outside of the meeting. If it is an issue that should be considered by the Board, it belongs under new business as an agenda item. If an issue arises from a report that requires board action, it may be added to the new business portion of the agenda at this time, subject to the constraints given under the section on approval of the agenda.
  8. (Alternate 2) BOARD REPORTS. All Board Members shall provide written reports to the board on their activities that should be of interest to the board as a whole. They may then give clarifying or amplifying remarks on those reports as needed to bring important issues to the attention of the board. There shall be no

interruptions while the reports are being given. At the conclusion of each report, board members may ask questions on the content of the reports or about issues that should have been part of the report, but which may have been overlooked. Issues that are not related to the report may not be asked at this time. If the issue is for the information of an individual, it should be asked outside of the meeting. If it is an issue that should be considered by the Board, it belongs under new business as an agenda item. If an issue arises from a report that requires board action, it may be added to the new business portion of the agenda at this time, subject to the constraints given under the section on approval of the agenda.

