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*(Updated January 2017)*

The Washington United (WU) Soccer Club was created to provide an environment which fosters the development of each youth soccer player in our program. This includes focusing both on each player’s individual ability and goals, and organizing a team focused on maximizing their potential by participating at the highest possible levels. Washington United strives to offer our members the best available training, coaching, practice and game facilities.

Washington United, is, and will remain under the authority and direction of Washington Township Soccer Association (WTPR) and its advisory board and hereby adopts and ratifies the bylaws of Washington Township Soccer. In the event of a conflict between the two published sets of bylaws (Washington Township Soccer and Washington United), the more stringent interpretation will prevail.

1. Administration
2. Washington United Board

The Washington United Club will be administered by the Washington United Program Director and WU Advisory Board under the supervision of the Washington Township Soccer Advisory Board.

1. The Washington United Club Guidelines are included as an addendum to the Washington Township Soccer Advisory Board Bylaws and are subject to WTPR Sports Advisory Board approval.
2. The Washington United Advisory Board shall consist of the following members:
	1. Washington United Program Director (1 vote)
	2. Washington United Treasurer (1 vote)
	3. Washington United Member at Large (1 vote)
	4. Washington United Member at Large (1 vote)
	5. Washington United Member at Large (1 vote)
3. A majority of the Washington United voting members will constitute a quorum. A simple majority of voting members is required to pass all motions.
4. all approved motions will be presented to the WT Soccer Advisory board for approval
5. all Washington United board members are subject to approval by the WT Soccer Advisory Board and the WTPR Sports Advisory board and are to complete the required background checks and maintain a current coaches badge as per the WTPR Sports Advisory Board
6. Washington United board members will be non-voting members of the WT Soccer Advisory Board with the exception of the Washington United Director. He/she will hold a vote with the WT Soccer Board and the Washington United Advisory Board
7. as per WTPR Sports Advisory rules, any open Washington United board position must be advertised in the public domain for at least thirty (30) days and approved by the WT Soccer Advisory Board and WT Sports Advisory Board
8. No existing WT Soccer Board member may serve on the Washington United Board except for the Washington United Director.

B. Board Roles and Responsibilities

1. Washington United Director
	1. shall uphold all duties outlined in the WU Soccer bylaws
	2. shall have overall responsibility of the Washington United program
	3. shall chair any Washington United Board meetings
	4. shall attend monthly WTPR Sports Advisory Board meetings
	5. shall report to the WT Soccer Advisory Board at the monthly meetings
	6. shall provide a seasonal spreadsheet to the WT Soccer Advisory Board and WTPR Sports Advisory Board outlining the team budgets and field usage fees
	7. shall submit any Washington United team fundraisers to the WT Soccer Board Fundraising Coordinator for approval
	8. Financial Report provided at the monthly WT Soccer Advisory Board meetings

1. Washington United Treasurer
	1. shall coordinate and maintain record of Washington United team budgets with all team managers and treasurers
	2. shall define, record and collect all Washington United team field fees as necessary.
	3. shall ensure that all teams maintain a team bank account. This information will be collected on a shared spreadsheet with all Washington United team treasurers, Washington United Director, WU Treasurer and the WTPR Sports Advisory Board liaison.
	4. shall perform any duties deemed necessary by either the Washington United Board or WT Soccer Advisory Board
	5. shall report any overdue team invoices as outlined in WT Soccer bylaws
2. Washington United Member at Large
	1. shall support the Washington United Director in the operation of the United program.
	2. Shall help organize and run tryouts.
	3. Shall assist as needed.

II. Team Structure

1. The main concept of the Washington United Club is to offer opportunities for players who demonstrate the skill, commitment and desire to play soccer at higher competitive levels. The Washington United Club is available to every player who wishes to attend tryouts, and is in addition to three (3) other programs offered by Washington Township Parks and Recreation (WTPR), clinic, intramural, and travel that each focus on various levels of competition.
2. The Washington United Club will consist of a minimum of two teams per age group (one male, one female), starting at the U10 age group. The U10 team must be comprised of 60% Washington Township players.
3. U10-U19: The Washington United team will operate under the NJYS and US Club passes.
4. Teams at the U10-U14 age groups are required to enter the US Club State Cup and the NJYS State Cup and are strongly encouraged to enter the EDP Open Cup.
5. Teams at the U15-U19 age groups are required to enter the US Club Cup and are strongly encouraged to enter the NJYS and/or EDP Open Cup.
6. Additional teams may be added to the U11 and U12 age groups at the discretion of the Washington United Advisory Board and WT Soccer Advisory Board. Additional teams will serve as a developmental team to prepare players for future potential selection.
7. Age group structures will be organized in accordance with New Jersey Youth Soccer (NJYS) and US Club Soccer Travel Team Age Divisions.
	1. Each team formed after January 1, 2015 will play under the ~~WU~~ Washington United Club brand and name. This brand will be developed with a “Club” concept, and will consist of multiple teams under one “Club” name. ie: Washington United “ “.
	2. Top teams in the age group will adopt the name “Elite” If applicable the second team in the age group will adopt the name “Premier”. Teams established before Fall of 2016 may continue with their existing team name.

B.  Washington United Team Management

1. Each team within the Washington United Club will be organized under the following structure. And each position has unique responsibilities One person can not hold more than one of these positions.
2. All potential candidates will be reviewed by the Washington United Advisory Board and proposed to the WT Soccer Advisory Board for final approval. All candidates must be able to perform all responsibilities as listed below.
3. All Managers, Trainers, Coaches, and Treasurer Appointments are subject to approval by the Washington United Club Director and WT Soccer Advisory Board, and must submit to criminal background checks as required by Washington Township Ordinance #38-2007. Refer to the WT Sports Advisory Board Code of Conduct.

C. Team Manager

1. Must be a volunteer parent. Responsibilities include, but are not limited to:
2. Creating a positive team environment for parents, players and trainer/coach.
3. Maintaining proper gameday sideline conduct of the parents and spectators.
4. Completing all necessary paperwork for league, club, tournament and player registration.
5. Maintaining an example of good sportsmanship to all players and referees alike.
6. Working as a liaison between the team parents, coach/trainer, and Washington United Club Program Director. Schedule parent meetings with the coach/trainer as necessary.
7. Assisting the coach/trainer as needed at games and practices.
8. Assisting coach/trainer in selection of tournaments, leagues and other team activities.
9. Monitor Washington Township Soccer website ([www.wtsoccer.net](http://www.wtsoccer.net)) for field closure or practice changes during inclement weather.
10. Communicate all schedule information to team parents regarding training, league games, tournaments and any other team activities.
11. Along with input from the program director, treasurer, coach/trainer, generate the team budget/payment schedule and submit to the Washington United Club Program Director for approval. Once approved distribute to team parents.
12. Submits home game field requests, practice field requests and any other field needs to the Washington United Club program director in a timely manner.
13. Must maintain updated background check per WTPR requirements.
14. Must maintain updated minimum coaching license/pass with NJYS and US Club Soccer.
15. Must be approved by Washington United, WT Soccer and WTPR Sports Advisory Boards
16. Assist trainer/coach with player recruitment as required.
17. Submit tryout schedule and information to program director for posting on Washington United website.
18. For league games and tournaments, bring player passes, game cards and other documents required for the event.
19. Coordinate uniform fittings, purchase and distribution with club approved uniform supplier.

D. Team Trainer/Coach

1. Responsible for all soccer related development – both for individuals and as a team. Club approved trainers responsibilities include, but are not limited to:
	1. Creating a positive team environment for parents, players and trainer/coach.
	2. Maintaining the Club’s training model as it continues to evolve
	3. Provides the highest level of coaching possible.
	4. Provides a high-level of training to all players to teach technical skills and tactics of the game - amount of training is directly reflective of the amount paid by each player.
	5. Is responsible for the coaching and tactical decisions for all training sessions, tournaments and league games.
	6. Makes all decisions, with manager input, regarding positions and playing time
	7. Must maintain the following: (1) updated background check per WTPR requirements (2) US Club Soccer coach pass (3) NJYS Pass (4) Minimum of an E Coach License or NSCAA License
	8. Provide all necessary equipment required to run a quality training session.
	9. Maintaining an example of good sportsmanship to all players and referees alike.
	10. Pay all league issued fines that are the result of coach conduct.
	11. Submit reports at the request of the Washington United Club director detailing the progress of the team as a whole and also the individual development of each player.
	12. Organize and run tryout sessions as required. Submit player rankings & team selections to the Washington United Club director. Meet with the Washington United club director as required to finalize team roster on a yearly basis.
	13. Along with input from the team manager and program director, organizes player recruitment as required based on team needs and development goals.

E. Parent Paid Trainer

1. A parent may be a paid trainer of a Washington United team if the following requirements are maintained:
	1. Minimum of a ECoach License or NSCAA License.
	2. Current background check per WTPR requirements.
	3. Concussion Certification
	4. Non Volunteer NJYS Soccer coach pass.
	5. US Club Pass
	6. Provide all necessary equipment required to run a quality training session.
	7. Maintaining an example of good sportsmanship to all players and referees alike.
	8. Pay all league issued fines that are the result of coach conduct.
	9. Submit reports at the request of the Washington United Club director detailing the progress of the team as a whole and also the individual development of each player.
	10. Organize and run tryout sessions as required. Submit player rankings & team selections to the Washington United Club director. Meet with the Washington United club director as required to finalize team roster on a yearly basis.
	11. Along with input from the team manager and program director, organizes player recruitment as required based on team needs and development goals.
	12. Parent Paid Trainer must agree with the Washington United Board on the rate per hour. This rate is not to exceed that of the primary training company of the club.
	13. Parent Paid Trainer may not bill the team or club for game day coaching and/or tournament coaching.
	14. Player of potential trainer must attend the required tryouts for their eligible age group.
	15. Parent Paid Trainer must be approved by Washington United Advisory Board, WT Soccer Advisory Board and WTPR Sports Advisory Board on an annual basis.
	16. No active Washington United Board Member or WT Soccer Board Member can be a paid trainer.

F. Team Treasurer

1. (can not be same person as the Manager) – responsible for all financial activities, including, but not limited to:
	1. Maintaining a team bank account and notifying Washington United Club Director with all account information. The club mandates using Fulton Bank of NJ, Sewell, NJ 08080
	2. Collecting fees as required by Washington United Club guidelines.
	3. Making necessary payments for expenses such as tournament registration, coach/trainer expenses, referee fees, league fees, uniforms and other distributions as required throughout the year.
	4. Monthly financial reports presented to team parents.
	5. Maintain the Budget and Expense Ledger on the document provided by the Washington United Director and Washington United Treasurer.
	6. Along with input from the program director, manager and coach/trainer, generate team budget/payment schedule.
	7. Collects player payments as required per the team budget.
	8. Ensure that required field usages fees are paid per WT Soccer Advisory Board guidelines.
	9. Submit all team fundraiser requests to Washington United Director.

**III. Tryouts and Roster Composition**

1. Tryouts
2. Tryouts for teams organized under the Washington United Club are open to any player wishing to participate, including both residents and non-residents
	1. Tryouts for the appropriate age groups will be coordinated by the Team Manager, Trainer and Program Director. The club team approved training provider will be contracted to perform independent evaluations of the players attending tryouts
	2. Tryout costs associated with new teams will be paid for by the WT Soccer.
	3. Tryout costs associated with existing teams are the responsibility of the team. Costs should be included in the team budget. However the tryout structure and final roster decisions are at the discretion of the Trainer/Coach, Team Manager, and Club Director. All decisions are based on what is in the best interests of the team
	4. Once selected to a Washington United Club team, players must recognize the selection is essentially a one year commitment (June 1st to May 31st) and to remain with the team from one year to the next, players must successfully participate in tryouts each year
	5. Washington United will not accept any pre-existing and/or preselected outside team(s) into the program as a whole. Players from these teams are welcome to attend tryouts for any age group, however their status and/or roster position from their previous team will not have bearing on possible selection to a Washington United team
	6. Player selection will follow the guidelines listed in other areas of this document.
	7. Any player who leaves the team in the middle of the season is required to fulfill their team balance before the pass can be released. Unpaid balances will result in the freezing of the pass.
	8. Any player not selected to the Washington United Club team is eligible to participate in either: The WTPR Travel program after consultation with the appropriate Travel Coordinator and Coach. Player evaluations from the Washington United club team tryouts & previous playing experience may be used to determine appropriate travel team placement.

B. Roster Composition

1. Roster composition is at the discretion of the Washington United Club Director, Team Manager, and Coach. Rosters must follow either New Jersey Youth Soccer (NJYS) or US Club Soccer rules and regulations.
2. No restrictions are placed on the selection of out-of-town players, but all player selections are subject to approval by the Washington United Club Director.
3. Additional players may be added based on NJYS and/or US Club Soccer roster limits.
4. Playing time for all Washington United Club teams is the discretion of the Coach/Trainer.

 **IV.**  **Playing Calendar, Tournaments, and Training**

1. Playing Calendar
2. Teams organized as part of the Washington United Club will compete in accordance with New Jersey Youth Soccer and US Club guidelines (Fall and Spring).
3. All players selected to the Washington United Club team are required to participate in the entire calendar year.
4. Teams may also schedule training sessions over the Winter & Summer.
5. HS age teams U15 & older will start November 1st or after the current Fall HS playing season has been completed.
6. It is necessary that players and their parents recognize the commitment demanded by the Washington United Club, and that players and parents are willing to invest the necessary time and travel in order to be successful.
7. The final schedule will be developed by the Team Manager, Coach and the Washington United Club Director.

 B. Tournaments

1. Washington United Club teams will compete in the highest level tournaments possible. Depending on age, teams will be recommended to play a minimum number of tournaments per year as listed below
2. U10 to U12: (4) tournaments per year (2 Fall and 2 Spring)
3. U13/U14: (6) tournaments per year (3 Fall and 3 Spring)
4. U15 to U18: (4) tournaments per year or 2 per season (depending upon seasonal play)
5. In addition to the above, all Washington United Club teams will be required to play in the US Club State cup.
6. Teams at the U11-U14 age groups are required to enter the US Club State Cup and the NJYS State Cup and are strongly encouraged to enter the EDP Open Cup.
7. Teams at the U15-U19 age groups are required to enter the US Club Cup and are strongly encouraged to enter the NJYS and/or EDP Open Cup.
8. The tournament schedule will be developed by the Team Manager and Coach.

C. Training

1. Each new Washington United Club team will be provided with a comprehensive training program that will develop both individual and team skills. The training program will be developed in partnership with the Washington United Advisory Board and WT Soccer Advisory Board. This will ensure that all players are receiving consistent training as they advance throughout the Washington United Club.
2. Teams will be required to retain a paid trainer/coach for a minimum number of training sessions and games:
	1. U10-U12: (2) training sessions per week during seasonal play Fall & Spring. Trainer for games is team option. Winter & Summer training is team option.
	2. U13-U14: (2) training sessions per week plus all league/tournament games during seasonal play Fall & Spring. Summer training is a team option.
	3. U15-U19: (1) training session per week starting late Fall after the HS playing season. U15 teams may train with the U14 team at the discretion of the coaches (1) indoor training session per week during Winter. (2) training sessions per week plus all league/tournament games during seasonal play Spring. Summer training is a team option.
3. The Washington United director will submit a list of trainers and/or coach to the WT Soccer Advisory Board for approval on a yearly basis.

**V. Player Passes, Injuries & Insurance**

1. Player Passes
2. All players U11-U14 within the Washington United Club program are required to be carded with New Jersey Youth Soccer (NJYS) and US Club Soccer.
3. Players U15-U19 are not required to be carded with New Jersey Youth Soccer (NJYS).
4. Parents will be required to submit all necessary documents to the team manager upon selection to the team in order for player passes to be issued.
5. Players may not practice or play in any games unless the player passes have been issued by the above mentioned organizations.

B. Insurance

1. Insurance coverage for players will be provided via the player passes for injuries that may occur during official Washington United Club training sessions or sanctioned league games/tournaments.
2. Types and extent of insurance provided will be per NJYS and/or US Club Soccer guidelines.
3. The team manager must report all injuries to the Washington United Club Director within 24 hours.
4. The team manager along with the parent of the injured player will be required to complete medical claim forms or any other documents as per NJYS/US Club Soccer guidelines. Any player who sustains a concussion or any other serious injury will be required to have a doctor’s note releasing them, prior to participating in any training sessions or games.

 **VI. Financial Requirements and Field Usage Fees**

1. Financial Requirements
2. Player acceptance fee of $250 payable to Washington United SC is due within 5 days of selection to a team. (See Field Usage for more information)
3. The Washington United individual team budgets are generated by the team manager and approved by the Washington United Director. Registration fees are subject to change on an annual basis as approved by the Washington United Advisory Board.
4. Player registration fees are due based on the following sample schedule:
	1. $250 due to Washington United upon acceptance.
	2. Remaining installments due to the team
		1. Ist Installment - amount due July 1st
		2. 2nd Installment: amount TBD - August 1st
		3. 3rd installment: amount TBD - October 1st
		4. 4th Installment: amount TBD - January 1st
		5. 5th Installment: amount TBD - March 1st
		6. 6th installment: amount TBD - April 1st
5. Players who do not submit the acceptance fee as noted may be replaced with another player at the discretion of the team manager, coach/trainer & program director
6. Installment payments 4, 5 & 6 (amounts and dates) to be adjusted as required after team roster & budget has been approved
7. All team treasurers are required to maintain a bank account opened by the team treasurer and a second signee with no relationship to the team staff.
8. All installment payments will be deposited directly into the appropriate bank account.
9. Washington United Club Player Fees are budgeted for normal day-to-day team expenses, including (but not limited to):
	1. League Registration (Region 1, EDP, MAPS, JAGS, SJSL, SJGSL)
	2. Referee Fees (budget per game)
	3. Referee Fees for US Club Cup and NJYS State Cup
	4. NJYS & US Club Soccer Player Passes
	5. Team Uniforms (required every 2 years)
	6. Training Sessions
	7. Trainer Expense for League Games
	8. Trainer Expense for Tournaments
	9. Team Registration
	10. Winter Training (optional but highly recommended)
	11. Summer Training (optional but highly recommended)
	12. Field Usage Fee ($50 per playing season)
10. Team budget is a figure estimated on a team by team basis depending on number of rostered players.
11. Budget templates will be provided to the team manager and treasurer by the Washington United Director.
12. Additional funds can be raised by the team to cover added expenses not covered by the initial budget.
13. All Washington United Club fundraisers are to be reported to the Washington United Director who must present to the WT Soccer Fundraising Coordinator for approval.

B. Field Usage

1. Washington Township Soccer uses multiple locations for all games and training sessions.
2. All WU Club teams will be issued a field schedule for all games and training sessions.
3. Team Managers and Coaches/Trainers cannot change the location, field number or time of any game without prior approval from the Washington United Club Director. **NO EXCEPTIONS.**
4. All Washington United Club teams are required to pay a field usage fee. The per player fee will be a minimum of $100 annually and the actual per player fee will be determined by the WT Soccer Advisory Board on a yearly basis.
5. Players that participate on teams that play spring only or join after the fall playing season will have the amount prorated to one season or $50 and is due by February 15th prior to the spring playing season.
6. Teams not in full compliance may have practice and/or game times restricted or removed until all players are in compliance.

Washington United Bylaws will be reviewed on a yearly basis and will be final after completing three steps.

1. Washington United Advisory Board agrees to a final draft of the bylaws.
2. The Washington United Director presents the bylaws to the WT Soccer Advisory Board 1-2 weeks prior to the scheduled monthly meeting.
3. Once approved by the WT Soccer Advisory Board, the Washington United Director will present to the WTPR Sports Advisory Board for final approval.