

# **Washington Township Soccer Club Bylaws**

## **July 2025**

### **Registration**

#### **a) Rec/Intramural Soccer Registration**

- i) Registration for the fall program shall open no later than March of the current year.
- ii) Registration for the fall programs shall close no earlier than May 31 of the current year.
- iii) A late fee will be in effect for registrants beginning June 1 of the current year.
- iv) A waitlist will be in effect once rosters per team are at capacity.
- v) No player(s) shall be added to a team after September 15 of the current year.

#### **b) Club Soccer Registration**

- i) Registration for the upcoming season will be included in the acceptance letter.
- ii) Selected players must be registered in order for the player pass to be purchased.

#### **c) Registration fees**

- i) Fees will be recommended by the WT Soccer Advisory Board with final approval of the Sports Advisory Board.
- ii) Fees are due at the time of registration.
- iii) WT Soccer reserves the right to withhold distribution of player uniforms and, if applicable, player passes if registration has not been paid in full.
- iv) Club teams will incur additional per player costs above the registration fee including but not limited to: team training, tournament registration, winter training/league fees, referee fees, etc.
- v) Players that may qualify for “fee waived” status must complete the process for verification through the Washington Township Parks and Recreation Office (WTPR). Once verified, WTPR will notify WT Soccer of the player’s eligibility.

#### **d) WTPR Refund Policy**

- i) The refund policy was adopted by the WTPR Sports Advisory Board on July 21, 2003 and reviewed November 2009.
- ii) For the rec and intramural soccer programs, cancellations should be reported immediately to the respective WT Soccer Board director.
- iii) No refunds will be honored after the rec and intramural sports program has completed its second week of practice unless approved by the respective WT Soccer Director in addition to the WT Soccer President.

- iv) No refunds will be honored for a club soccer player who accepts a roster invitation and completes the registration and pays the club registration fee.

**e) Age Requirements**

- i) Birth Certificate or comparable documentation must be provided when required and/or requested.
- ii) League age is based on United States Youth Soccer (USYS)
- iii) The WT Soccer Board reserves the right to allow players to play up an age group in order to maintain a balance of roster size and/or competitive league talent.
- iv) The player's parent/guardian must submit the request in writing to the respective director in order for consideration to be made.

**Program Formation and Structure**

**a) Rec Program**

- i) Fall Rec Team Age Groups
  - 1) U5 (boys and girls together), 3v3
  - 2) U6 (boys and girls separate, if numbers permit), 3v3
  - 3) U7 (boys and girls separate, if numbers permit), 4v4
- ii) Rec teams will have a 10 game schedule, weather permitting.
- iii) Spring Rec Team Age Groups
  - 1) U5/U6 (boys and girls together)
  - 2) U7/U8 (boys and girls together)

**b) Intramural Program**

- i) Intramural Team Age Groups
  - 1) U8 (boys and girls separate), 7v7
  - 2) U9/U10 (boys and girls separate), 7v7
  - 3) U11/U12 (boys and girls separate), 9v9
  - 4) U13/U15 (boys and girls separate), 11v11
- ii) The Intramural Director shall restructure the game format if player numbers allow.
- iii) Intramural teams will receive an 8 game regular season schedule, weather permitting.
- iv) Intramural Playoffs/All-Stars
  - 1) U9 - U15 boys and girls teams will participate in playoffs.
  - 2) U8 is not eligible for the end of season playoffs.
  - 3) The WT All Star game will be held for U9/U10 boys and girls, U11/U12 boys and girls, U13/U15 boys and girls.
  - 4) One all-star game per league.
  - 5) All Star shirts will be provided to the participants.

**c) Rec and Intramural Team Formation and Structure**

- i) Fall teams shall be formed by a player draft organized by the respective director.
- ii) All fall rec and fall intramural teams will be drafted new each year.
- iii) Rec will not utilize previous season player ratings.
- iv) Intramural boys and girls draft will have access to the previous seasons ratings.
- v) The Rec and Intramural Directors will provide the appropriate draft list, including player name, age, total rating and individual rating, if applicable, to the coaches within 24 hours of the scheduled draft.
- vi) Coaches will randomly select a number unless their child is rated in the first round.
- vii) Each coach will draft players in the order of the draft number selected.
- viii) Order for selection will be reversed for each succeeding round.
- ix) Siblings will be placed on the same team when appropriate.
- x) Teams are final at the conclusion of the draft. No trading of players.
- xi) The Rec and Intramural Director will have final say regarding player placement.
- xii) Special requests by a parent/guardian and/or coach for a specific intramural team will not be accommodated.
- xiii) Requests by parent/guardian to exclude a specific coach must be designated on the registration form or provided in writing to the WT Soccer director of the age group prior to the draft.
- xiv) Late registrants will be assigned to the team with the lowest roster number.
- xv) All games must be played as per league rules outlined on the [wtsoccer.net](http://wtsoccer.net) website.
- xvi) U5 and U6 coaches may be on the field during games for the purpose of providing assistance to players but only in a limited role and must not impact the play.
- xvii) U7 games, coaches may not be on the field at all during game play.
- xviii) U7 coaches may only enter the field to tend to a player injury.
- xix) The Intramural Director reserves the right to play 8v8 on small sided fields to suit field availability and/or registration numbers.
- xx) Rec and Intramural players will be required to play at least half of a regulation game (2 quarters or equivalent).
- xxi) If the rec or intramural player arrives to the game late, each quarter missed may constitute a quarter played.

- xxii) Notify the Rec Director, Intramural Director, or any WT Soccer Board member immediately upon discovering or being notified of an unanchored goal on any practice or game field.
- xxiii) Under NO circumstance is a practice or game to take place on a field with unanchored goals.
- xxiv) All players within the WTPR rec and intramural program will be registered with WTPR program's designated insurance carrier.
- xxv) Insurance coverage for players will be provided for injuries that may occur during official practices, training sessions or sanctioned league games/tournaments.
- xxvi) Types and extent of insurance provided will be per WTPR guidelines.
- xxvii) The team coach/manager must report all injuries to the appropriate WT Soccer Advisory Board member within 24 hours.
- xxviii) The team coach/manager along with the parent of the injured player will be required to complete medical claim forms or any other documents as per WTPR guidelines.
- xxix) 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 future training sessions and/or games.

**d) Washington TWP Club Team Formation and Structure**

- i) Club team selection will be determined by tryout ratings and coach evaluation forms.
  - 1) A team shall be Washington United
    - (a) This team shall consist of the highest rated players.
    - (b) The A team shall strive to play at the highest level appropriate to the team.
  - 2) B team shall be Washington Premier
    - (a) The B team is considered a feeder team to the A team.
  - 3) C team shall be Washington Select
    - (a) The C team is considered a feeder team to the B and A team.
    - (b) Select players are strongly encouraged to also participate in the Club Plus program.
  - 4) D team shall be Washington Legacy
    - (a) The D team is considered a feeder team to the A, B, and C team.
    - (b) Legacy players are strongly encouraged to also participate in the Club Plus program.

5) Futures

- (a) The Futures program is designed to introduce U7 rec players to club soccer.
- (b) U7 players must be registered for fall rec in order to maintain eligibility for Futures.
- (c) Futures will train one (1) time a week and participate in the SJDL (South Jersey Development League) which consists of up to 6 fall games and up to 6 spring games.
- (d) Futures will participate in a minimum of 1 fall tournament and 1 spring tournament.
- (e) Tryouts will be held at the end of summer/early fall.

6) Playing Time

- (a) United 7v7 and 9v9 teams must play at least 25% of a regulation game. This applies to players who attend 100% of the scheduled practices for the preceding week.
- (b) Premier, Select, and Legacy 7v7 and 9v9 teams must play at least 40% of a regulation game. This applies to players who attend 100% of the scheduled practices for the preceding week.
- (c) United 11v11 teams playing time is determined by coach discretion. This applies to players who attend 100% of the scheduled practices for the preceding week.
- (d) Premier, Select, and Legacy 11v11 teams must play at least 25% of a regulation game. This applies to players who attend 100% of the scheduled practices for the preceding week.
- (e) If a player arrives at a game late, the time missed will constitute time played.
- (f) Coaches who fail to adhere to this are subject to suspension.

7) Uncoachable Player

- (a) A player who consistently fights and/or disrupts practices or games must be reported to the appropriate director immediately.
- (b) The WT Soccer Board reserves the right to remove an uncoachable player from their team if they consistently fight and/or disrupt practices and games.
- (c) The WT Soccer Board shall inform WTPR and the Sports Advisory Board of the decision to remove a player.

8) Player/Coach Passes for United, Premier, Select, Legacy Teams

- (a) All sideline coaches and eligible players will be carded with the player pass of the governing body of the league ie: NJYS, US Club
- (b) WT Soccer will cover the pass fee for 2 coaches per club team.
- (c) Parent/Guardian will be required to upload or provide all necessary documents required to complete a player pass.
- (d) Insurance coverage is provided to players via this player pass and will serve as his/her secondary insurance.
- (e) The team coach/manager must report all injuries to the appropriate WT Soccer Board member within 24 hours.
- (f) The team coach/manager along with the parent of the injured player will be required to complete medical claim forms or any other documents as per US Club and NJYS Soccer guidelines.
- (g) 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 future training sessions and/or games.

**e) Club Plus**

- i) United, Premier, Select, Legacy players are eligible to participate in the Intramural program under the following conditions.
  - 1) Club players are permitted to register for the intramural program after August 15 and pending there is no wait list for the eligible age group the club player seeks to play.
  - 2) The cost for club plus shall be 50% of the designated intramural registration fee for that age group.
  - 3) In order to receive the discount, the player must be registered and paid in full for club and registered and paid in full for intramural. Once confirmed, the 50% off intramural registration will be refunded to the participant.
  - 4) If/when a conflict with intramural and club arises, the club practice and/or game must take precedence.
  - 5) Club plus players are not eligible for selection to any Intramural All Star game.

**f) Club Pass**

- i) Club players are permitted to "club pass" per participating league rules.
- ii) Club pass is intended to support a team within the age group who are shorthanded players due to illness, injury, spring sport conflict.
- iii) Club pass must be approved using the following procedure.

- 1) The team requesting a player must seek the approval of the head coach.
- 2) The requesting team must email the Club director the reason for the request.
- 3) The Club Director will approve or deny the request.
- iv) Club pass is not intended for teams with more than 1 sub.
- v) Club pass is intended to supplement players to higher flighted teams. I.e: Select to Premier – Premier to United.

### **Team Staff Selection**

#### **a) Requirements**

- i) All Rec/Intramural/Club head coaches and assistant coaches are subject to approval of the WT Soccer Advisory Board and Sports Advisory Board.
- ii) All Rec/Intramural/Club head coaches, assistant coaches, team managers, and trainers are required to submit a background check and are required to have a current WTPR issued ID Badge in their possession at ALL practices, games, and any other soccer activity that takes place on Washington Township fields.
- iii) All Rec/Intramural/Club head coaches and assistant coaches are required to complete the Rutgers Safety Course as specified by the WT Sports Advisory Board.
- iv) All Rec, Intramural, Club coaches must be at least 18 years old.
- v) Coaching positions may not be offered if the Sports Advisory Board deems the coach has not successfully fulfilled their coach requirements.

#### **b) Rec/Intramural coaches**

- i) Rec and Intramural coaches will have the option to select their interest in coaching at the time of player registration.
- ii) The Rec and/or Intramural Directors reserve the right to postpone the draft for a specific age group if they do not have enough coaches to appropriately roster a team.

#### **c) Club Coaches**

- i) Club coaches must possess or obtain the minimum license required by the respective participating league for which their team is registered.
- ii) Coaches are encouraged to further their coaching education.
- iii) Coach selection for club teams will be determined at the completion of tryouts.
- iv) Coach selection will be based on the player tryout results, coach resumes, and club director input.
- v) Players will not be placed on teams to follow parents who are coaches.

- vi) Club coaching positions may not be offered if the Sports Advisory Board deems the coach has not successfully fulfilled their coach responsibilities the previous season.
- vii) Club assistant coaches will be selected by the head coach with approval from the Club Director and the WT Soccer Board with final approval from the Sports Advisory Board.
- viii) As recommended by the Club Director and with the approval of the WT Soccer Advisory Board, head or assistant coaches may be removed anytime during the season for just cause.
- ix) Coaches submitting their coach resume for a coaching position with any team does not guarantee a coaching position with any team. The WT Soccer Advisory Board has final approval of all rec, intramural, and club coaches.

**d) Coach Responsibilities**

- i) Rec/Intramural coaches shall efficiently and effectively communicate all information pertaining to the season including but not limited to the soccer program fundraisers, mite night, all star games, team/individual photos, etc.
- ii) Club head coaches shall efficiently and effectively communicate all information pertaining to the season including but not limited to, team budget, league information, tournament information, soccer program fundraisers as well as individual team fundraiser, etc.
- iii) Rec/Intramural/Club head and/or assistant coaches will make every effort to support and communicate the WT Soccer program fundraiser, easter tournament, and spirit stores.
- iv) Rec/Intramural/Club head and/or assistant coaches shall participate in program fundraisers including the distribution and collection of money to be returned by the posted deadline.
- v) Rec/Intramural/Club head and/or assistant coaches shall support and encourage all players to reach the next soccer level. Ie: encourage/promote Select players to Premier, encourage/promote Premier players to United, and/or encourage/promote intramural players to club, etc
- vi) Rec/Intramural/Club head and assistant coaches shall display good sportsmanship and maintain a positive team environment at all times.
- vii) Rec/Intramural/Club head and/or assistant coaches shall oversee all team members at practices and games and provide adult supervision.
- viii) Rec/Intramural/Club head and/or assistant coaches shall attend all mandatory coach meetings.



- ix) The penalty for breach of the bylaws shall be determined by the Grievance Committee. This penalty may include immediate suspension of the offending individual from participation in the soccer program.
- x) WT Soccer reserves the right to deny future soccer coaching positions in the program for failing to support the program.

1) Club Coaches

- (a) Head and/or assistant coaches shall support our program and cannot have their children rostered with another club without WT Soccer Advisory Board approval.
- (b) Head and/or assistant coaches shall not discourage or prevent a player from advancing teams within the program.
- (c) Enforce rules as set forth by the league and the bylaws of the WT Soccer Advisory Board.  
Head and/or assistant coaches shall pay fines assessed by appropriate league guidelines and upon review of the WT Soccer Board. The coach, assistant coach, and/or trainer are responsible for 100% of the imposed penalty from the league.
- (d) Shall serve suspensions handed down by governing leagues and/or the WT Soccer Advisory Board.
  - (i) The WT Soccer Board may also choose to impose additional penalties at their discretion, if warranted.
  - (ii) Any coach may not be approved for future seasons due to repeated offenses or suspensions by the leagues or governing associations in which their team plays.
- (e) Required to provide the Club Director(s) with the season plans to be outlined in a team budget including a proposed payment plan.
- (f) Required to provide the team parents with the season plans and budget including a proposed payment plan.
- (g) Required to have a separate team bank account at Fulton Bank of NJ, Ganttown Road, Sewell, NJ 08080.
- (h) Team staff family members are ineligible to serve as treasurer on the team bank account.
- (i) Coaches with multiple teams are required to have separate accounts for each team.
- (j) WT Soccer Board reserves the right to replace any person on a team bank account due to team finances not being

accurately recorded, reported or team invoices are in arrears.

- (k) Monies fundraised throughout the season from approved events are to be deposited into the team bank account within one week of receipt.
- (l) Unless otherwise approved by the WT Soccer Board, club teams are expected to train with a WT Soccer approved trainer throughout each 10 week league season, minimally once a week during a regularly scheduled session and must budget for this cost accordingly.
- (m) Any team more than 30 days delinquent on any invoice will be required to attend the next scheduled board meeting. The head coach may also face additional action determined by the WT Soccer Board up to and including removal from team responsibilities.
- (n) Coaches are to report any issues with collecting team fees to the appropriate director.
- (o) Players with an outstanding balance at the conclusion of the fall and/or spring playing season will be ineligible for participation in WT Soccer until the balance is fulfilled.
- (p) If the head coach and assistant coach(es) are unavailable for a scheduled game, then the head coach is required to alert the respective club director. Every effort will be made by the WT Soccer Board to have a board approved carded coach attend the game on their behalf to avoid a forfeit.

### **Club Tryout Structure**

- a) WT Soccer will hold tryouts for U8 - U14 boys and girls using board approved Evaluators.
- b) Tryouts for U15 and up will be held separately at a later date.
- c) Injured players are required to check in and observe the tryout to be considered.
- d) Additional tryout dates may be added if warranted.
- e) Additionally, current coaches will be required to complete a coach evaluation form for their current team.
- f) At the conclusion of tryouts, the Directors and appropriate board members will meet to review and form rosters using the evaluation results and current coach evaluation forms. Once rosters are established, the coaches will be reviewed and assigned to the teams.

- g) Selected players are rostered to the team for the full playing season. August 1 - July 31.
- h) Players may not be selected if they are unable to demonstrate the commitment level required to play the entire playing year which includes both fall and spring seasons.
- i) WT Soccer is expected to be a club players primary team and a decline of a club team may result in the player being ineligible for another club team.
- j) Spring Season: Coach has the option to fill any vacancies for the spring based on recommendations from the Intramural or Club Director. Every effort will be made to promote from within the program.

### **Fields**

- a) Use of school fields will be coordinated through the Director of Facilities, the Board of Education, and WTPR.
  - b) The WT Soccer President, in consultation with the director of facilities, has the authority to close any fields necessary due to weather related conditions, unsafe playing conditions, or to make in season repairs.
  - c) All field schedules will be set by the WT Soccer President, in consultation with the director of facilities and in partnership with the WT Soccer Board, Rec, Intramural, Club Directors, WTPR, and WTPS.
- I believe Roger suggested adding WTBOE here to cover 9-10 and turf

### **Uniforms**

- a) WT Soccer is responsible for uniform ordering for the fall rec and intramural programs, fall intramural all star game and spring intramural season.
- b) Rec/Intramural uniform fees will be included with the WTPR registration fees.
- c) All club uniforms will be purchased separately by the parent/guardian and will be coordinated by the WT Soccer Advisory Board.
- d) All participants in all soccer programs must wear shin guards and soccer cleats at all tryouts, practices, and games.
- e) It is the responsibility of the parent/guardian to provide shin guards and approved footwear for the player.
  - i) Baseball, softball, lacrosse, or football cleats are not approved for any soccer related activity.

### **Awards and Trophies**

- a) WT Soccer Board will award the following programs with awards.
  - i) Rec program and U8 intramural will receive participation awards.
  - ii) U9/U10, U11/U12, U13/U15 boys and girls first and second place teams will receive an award of recognition
  - iii) Teams who did not advance to the championship game of playoffs will not receive an award.

### **Program Fundraisers**

- a) As specified by WTPR and WT Soccer Board restrictions, coin drops, games of chance, or lotteries are not permissible.
- b) All advertising, signs, and sales information describing the fundraiser may not include or imply that the fundraiser is part of the parks and rec and Soccer Advisory Board fundraising activities.
- c) Team coaches/managers are responsible to coordinate, communicate, and distribute the soccer program fundraiser.
- d) Team coaches/managers are responsible to distribute all fundraising products to players, collect money, and forward required material (money, unused product, etc) to the respective league director.
- e) It is strongly recommended that all funds collected by the coach/manager be turned back into the Fundraising Director in the form of a check or money order.
- f) The league director will collect all funds and unsold products for return to the Fundraising Director.

### **Team Fundraiser**

- a) Club teams may hold individual team fundraisers at the approval of the WT Soccer Board.
- b) The head coach/manager is responsible for notifying the respective director in writing by way of fundraiser form. Must include the purpose of the fundraiser and the use of the money earned.
- c) Club teams not participating or supporting the WT Soccer annual fundraiser campaign will be ineligible to receive the WT Easter Classic Tournament registration discount offered to Washington Twp teams.
- d) Failure to comply with individual team fundraising rules and policies may result in suspension or disapproval of the coach and assistant coach(es) for future seasons.
- e) Funds collected must be spent during the registered layering year (inclusive of fall and spring seasons) that the fundraiser is held as specified in the approved request.

- f) All funds that are collected through the approved fundraiser shall be deposited into the team's bank account within one week of receipt.

### **Program Sponsors**

- a) Washington Township Soccer Program Sponsorship
  - i) Web Site Sponsor: \$100
  - ii) Field Sign Sponsor: (2' x 3' vinyl sign): \$ 350
  - iii) Platinum Sponsor: (2' x 3' aluminum sign) – \$ 1,000 (renews at \$ 500) and listed on wtsoccer.net
- b) United, Premier, Select, Legacy Sponsors
  - i) Teams shall report the team sponsor and amount of sponsorship on their team budget.
  - ii) The money collected shall be applied to the team's needs ie: training tees, warm ups, etc
  - iii) The sponsor money collected is team money and may not be applied to individual team payments.

### **Referee Assignors**

- a) Rec/Intramural Games
  - i) Assigned by the WT Soccer Board approved Referee Assignor
  - ii) Intramural referees in the U9/U10, U11/U12, U13/U15 divisions must have a minimum USSF Grass Roots Certification.
  - iii) Minimum age requirements (subject to referee availability)
    - 1) Rec Games: 12 yrs. old
    - 2) U9/U10 Intramural: 14 yrs. old
    - 3) U11/U12 Intramural: 16 yrs. old
    - 4) U13/U15 Intramural: 18 yrs. old
  - iv) Shall ensure all referees are approved to officiate Intramural games.
  - v) Shall provide the intramural referees with laws of the game as they apply to the intramural program.
  - vi) Shall review all intramural referee vouchers and authorize WTPR for the process of payment.
- b) Club
  - i) Assigned by league officials (SJSL, SJGSL, EDP)

### **WT Soccer Advisory Board**

WT Soccer President: 1 vote (as required for tiebreaker)

Past President: 1 vote

Financial Director: 1 vote

Secretary: 1 vote

Director of Operations: 1 vote

Program Manager: 1 vote

Fundraising Director: 1 vote

Director of Facilities: 1 vote

Director of Development: 1 vote

Boys Director: 1 vote

Girls Director: 1 vote

Girls Intramural Director: 1 vote

Boys Intramural Director: 1 vote

Recreation Director: 1 vote

Members at Large: No vote

- a) All board position appointments and reappointments require the approval of the WT Soccer Board and the Sports Advisory Board.
- b) All Board Members must attend 70% of all board meetings and sponsored events.
- c) A majority of the voting members shall constitute a quorum.
- d) A simple majority of the voting members is required to approve all motions (except bylaw changes which require  $\frac{2}{3}$  approval of the voting members.
- e) Due to extraneous circumstances, voting board members may occasionally attend the scheduled board meeting virtually ie: phone, google meet, zoom)
- f) In the event that the WT Soccer Board needs to act on time-sensitive matters prior to the next scheduled board meeting, the board is permitted to conduct official business and take necessary action via email. A simple majority of the voting members is still required to approve all motions.
- g) The details of any motions, votes, and/or board actions via email shall be captured in the minutes of the next scheduled board meeting.
- h) Any problem concerning the soccer league will be presented in a 3 member grievance committee which will be comprised of members of the WT Soccer board appointed by the WT Soccer President.
- i) The President's vote will only be cast in the event of a tie.
- j) WT Soccer board members missing two consecutive meetings, without prior approval of the President will receive a warning regarding attendance. A third consecutive absence may require dismissal and appointment of a replacement.
- k) All vacant positions will be filled as needed by the WT Soccer Board.

### **WT Soccer Board President Official Term**

- a) Two (2) year term with additional one (1) year extension not to exceed four (4) years total, at the discretion of the WT Soccer Board.
- b) After the current President's term is completed, he/she will become Past President during the full term of their successor.
- c) At the discretion of the WT Soccer Board, the Past President may be approved to fill an open board position concurrently, but will only have one (1) vote total and not one vote for each position.
- d) Directors have no term limits.

### **President**

- a) Shall oversee all aspects of the club and provide direction and leadership.
- b) Shall represent the club in meetings and events as needed.
- c) Shall mediate internal conflicts and issues within the club.
- d) Shall serve as the liaison between the WT Soccer Board and the Sports Advisory Board.
- e) Shall bring any by-law changes or any other recommendations of the WT Soccer Board and/or coaches to the attention of the WTPR Sports Advisory Board.
- f) Shall attend the scheduled WTPR Sports Advisory Board meetings.
- g) Shall formulate and coordinate volunteer organizations and help promote and support the youth soccer program.
- h) Shall authorize payment of soccer disbursements.
- i) Both the president and treasurer must authorize disbursements/reimbursements greater than \$400.00.
- j) Shall assist with the planning and execution of major WT Soccer program wide fundraisers.
- k) Shall develop the practice schedule for all club teams.
- l) Shall perform other duties as deemed necessary by the WT Soccer Board.

### **Secretary:**

- a) Shall record the minutes and votes of all meetings of the WT Soccer Board.
- b) Shall record attendance of all participants at meetings.
- c) Shall keep a record of all coach, parent, or player conduct issues and suspensions
- d) Shall conduct all correspondence of the WT Soccer Board.
- e) Shall serve as a member of the Grievance Committee
- f) Shall organize and administer the High School Scholarship applications.
- g) Shall assist with the planning and execution of major WT Soccer program wide fundraisers.
- h) Shall perform other duties as deemed necessary by the WT Soccer Board.

**Financial Director:**

- a) Shall manage the clubs finances, including budgets, accounts, financial reports.
- b) Shall ensure transparency and accurate record keeping of financial transactions.
- c) Shall develop and manage the clubs budget including income and expenditure.
- d) Shall keep an itemized account of all receipts and financial activity.
- e) Shall authorize payment for program related expenses .
- f) All disbursements and reimbursements must be authorized by the financial director and the club president.
- g) Shall present monthly financial reports to the WT soccer board including. income/expense reports electronically no later than 24 hours of the meeting.
- h) Shall attend Sports Advisory Board meetings bi-annually.
- i) Shall perform an annual tax return filing with the IRS.
- j) Shall perform annual compliance (PCI Compliance or equivalent) for the right to receive credit card payments.
- k) Shall provide data and details regarding registration increases or decreases.
- l) Shall assist with the planning and execution of major WT Soccer program wide fundraisers.
- m) Shall perform other duties as deemed necessary by the WT Soccer Board.

**Director of Operations:**

- a) Shall organize registration, player/coach pass registration and communicate with the program directors
- b) Shall organize the purchase of player uniforms for all programs.
- c) Shall maintain an inventory of all soccer equipment.
- d) Shall organize required merchandise for eligible programs ie: trophies, all star shirts
- e) Shall maintain the program's website.
- f) Shall organize and assist the EDP teams.
- g) Shall maintain the online platforms that assist the operations of the club.
- h) Shall communicate software updates with program directors and assist them as needed.
- i) Shall assist with the planning and execution of major WT Soccer program wide fundraisers.
- j) Shall perform other duties as deemed necessary by the WT Soccer Board.



**Fundraising Director:**

- a) Shall develop and implement fundraising opportunities to support the club financially
- b) Shall plan and execute major WT Soccer program wide fundraisers.
- c) Shall report progress and results of fundraising activities to the WT Soccer Board.
- d) Shall record and submit proceeds to the Financial Director.
- e) Shall promote the program fundraiser to all programs.
- f) Shall collect, organize, and present all individual team fundraisers to the WT Soccer Board for approval.
- g) Shall communicate fundraiser approvals to the teams.
- h) Shall develop and secure sponsorships for the program.
- i) Shall assist with the planning and execution of major WT Soccer program wide fundraisers.
- i) Shall perform other duties as deemed necessary by the WT Soccer Board.

**Director of Facilities:**

- a) Shall ensure equipment meets safety standards.
- b) Shall ensure playing fields are properly maintained and safe.
- c) Shall replace outdated or damaged items.
- d) Shall implement safety measures on the fields including signage.
- e) Shall seek and secure sponsorships for field signage.
- f) Shall serve as the liaison between the WT Soccer Board and WTPR and WTPS.
- g) Shall communicate field conditions based upon inspection to the WT Soccer Board.
- h) Shall secure quotes for field maintenance and present to the WT Soccer Board.
- i) Shall update the WT Soccer Board of the facilities at the monthly board meetings.
- j) Shall assist with the planning and execution of major WT Soccer program wide fundraisers.
- k) Shall perform other duties as deemed necessary by the WT Soccer Board.

**Program Manager:**

- a) Shall be responsible for developing and implementing events for the club.
- b) Shall be responsible for promoting club information to the public.
- c) Shall be responsible for the social media of the club.
- d) Shall be responsible for communicating program updates with the public.
- e) Shall assist the Director of Operations with administrative duties.

- f) Shall promote and support all teams, players, and events within the program.
- m) Shall assist with the planning and execution of major WT Soccer program wide fundraisers.
- g) Shall perform other duties as deemed necessary by the WT Soccer Board.

**Director of Development:**

- a) Shall promote and support all teams, players, and events within the program.
- b) Shall work to retain players and coaches.
- c) Shall be responsible for player, coach, and trainer recruiting in order to maintain and field competitive teams.
- d) Shall serve as a point of contact for coaches seeking training or coaching advice.
- e) Shall assist coaches/managers with tournament selection as needed.
- f) Shall assist with the planning and execution of major WT Soccer program wide fundraisers.
- g) Shall perform other duties as deemed necessary by the WT Soccer Board.

**Club Directors:**

- a) Shall have overall responsibility for the boys and girls club teams.
- b) Shall promote and support all teams, players, and events within the program.
- c) Shall work to retain players and coaches.
- d) Shall be responsible for player/coach recruiting in order to maintain and field competitive teams.
- e) Shall attend league meetings and report back to the WT Soccer Board.
- f) Shall distribute equipment to the club teams as needed.
- g) Shall ensure club team staff have met all requirements and have been submitted to the WT Soccer Board for approval.
- h) Shall ensure and enforce that 2 coaches per club team are paid for by the WT Soccer program.
- i) Shall Communicate effectively and efficiently the roles of the coach/manager.
- j) Shall ensure all teams have submitted their team budget.
- k) Shall distribute to each team the TWP Code of Conduct Policy and the youth sport code of conduct policy.
- l) Shall distribute to coaches and managers weather related training requirements as provided and recommended by US Youth Soccer.
- m) Shall assist with the planning and execution of major WT Soccer program wide fundraisers.
- n) Shall perform other duties as deemed necessary by the WT Soccer Board.

**Boys and Girls Intramural Director:**

- a) Shall organize and facilitate the intramural boys/girls program.
- b) Shall recruit division directors for the U9/10 - U13/15 leagues.
- c) Shall recruit coaches for each league with the assistance of the division directors.
- d) Shall review and revise the intramural rules as needed and report to the WT Soccer Board for approval.
- e) Shall provide a list of candidate coaches to the WT Soccer Board prior to scheduled drafts.
- f) Shall organize and communicate the drafts to the coaches.
- g) Shall assist in the distribution of equipment.
- h) Shall communicate any needs of the program to the appropriate director
- i) Shall oversee the intramural practice schedule.
- j) Shall submit the referee voucher and payment process for approval by the WT Soccer Board.
- k) Shall distribute to each team the TWP Code of Conduct Policy and the youth sport code of conduct policy.
- l) Shall distribute to coaches and managers weather related training requirements as provided and recommended by US Youth Soccer.
- m) Shall update the WT Soccer Board of the intramural program at the monthly board meetings.
- n) Shall assist with the planning and execution of major WT Soccer program wide fundraisers.
- o) Shall perform other duties as deemed necessary by the WT Soccer Board.

**Recreation Director:**

- a) Shall organize and facilitate the recreation program.
- b) Shall recruit division directors for the U5 - U7 leagues.
- c) Shall recruit coaches for each league with the assistance of the division directors.
- d) Shall provide a list of candidate coaches to the WT Soccer Board prior to the drafts.
- e) Shall review and revise the rec rules of play as needed and report to the WT Soccer Board for approval.
- f) Shall organize and communicate the drafts for U5 - U7.
- g) Shall thoroughly review the rec rules and program fundraiser with the teams.
- h) Shall assist in the distribution of equipment.
- i) Shall communicate any needs of the program to the appropriate director ie: fields, uniforms.
- j) Shall oversee the rec practice schedule.

- k) Shall distribute to each team the TWP Code of Conduct Policy and the youth sport code of conduct policy.
- l) Shall distribute to coaches and managers weather related training requirements as provided and recommended by US Youth Soccer.
- m) Shall assist with the planning and execution of major WT Soccer program wide fundraisers.
- n) Shall perform other duties as deemed necessary by the WT Soccer Board.

**Member at Large:**

- a) Shall assist with the planning and execution of major WT Soccer program wide fundraisers.
- b) Shall perform other duties as deemed necessary by the WT Soccer Board.

[Township of Washington Code of Conduct](#)

[Youth Sports Code of Conduct](#)

[Sports Advisory Board Bylaws](#)