

**GLEN ROCK SHOOTING STARS SOCCER CLUB, INC.
OPERATING POLICIES**

1. **NAME:** The Glen Rock Shooting Stars Soccer Club, Inc. (hereinafter referred to as the “Club”) is a nonprofit corporation organized under the laws of the State of New Jersey and based in the Borough of Glen Rock, County of Bergen, State of New Jersey. No coach, person, team, or organization shall use the Club name or logo to procure funds, players, fields, facilities, equipment or functions without the express authorization of the Club. A coach or non-coach who assembles a group for any reason that does not consist of Club members/players and uses the Club name without the approval of the President will face immediate expulsion from the Club.
2. **PURPOSE:** The purpose of the Club is to develop youth soccer teams and sportsmanship and promote the game of soccer generally. The Club’s teams shall compete in a highly competitive environment to allow young players to develop and improve their soccer skills. Further, the Club shall strive at all times to promote the game in the Borough of Glen Rock and strive to develop talent for the Middle, and High School Soccer Teams.
3. **INTENT:** It is the intent of the Club to have all of its teams compete on a club team basis in the Northern Counties Soccer Association or a league that can provide a comparable competitive environment. In addition, it is intended that the Club be affiliated with the New Jersey State Youth Soccer Association and the United States Youth Soccer Association.
4. **OPERATING POLICIES:** These policies are established by the Executive Committee of the Club, in accordance with paragraph 7.1 of the Club Bylaws. They remain in effect until updated and republished.
5. **GLEN ROCK SOCCER CLUB:** Because the purpose of the Club is to promote the game of soccer generally, the club recognizes the unique importance of the Glen Rock Soccer Club in promoting recreational soccer within the community and its ongoing contribution to player development. The Club supports the Glen Rock Soccer Club by encouraging its players to participate in the programs of the Glen Rock Soccer Club. Without this support, the Glen Rock Soccer Club may be less competitive than the teams of surrounding towns, which may discourage the Glen Rock youth from participating in any soccer programs. It is also recognized that the two clubs will work together whenever possible to promote the game and insure the safety of the players.
6. **ORGANIZATION:** The Club shall be governed by its Board of Trustees, officers and Executive Committee. The officers shall consist of a President, Vice President, Secretary, Treasurer, Registrar, Director of Fields and Director of Procurement. A Publicity Chairman, Indoor Chairman, and a Fund Raising Chairman shall also be appointed. The election, terms, duties, voting and quorum requirements for the Board of Trustees, officers and Executive Committee are as set forth in the Bylaws of the Club.

7. **RESPONSIBILITIES:** In addition to the duties and obligations set forth in the Bylaws, the following positions shall have the following responsibilities:
- (a) **President** shall oversee all activities of the Club and of the Executive Committee. He or she is also the general representative of the Club.
 - (b) **Vice President:** be responsible for coordination with the league in which the Club plays and for acquiring and disseminating information on NSSSYSA and USYSA sanctioned tournaments, including the New Jersey State Cup Tournament.
 - (c) **Secretary** shall maintain minutes of Club meetings as required and keep records of any important papers, forms, policies, correspondence, etc.
 - (d) **Treasurer** shall maintain appropriate bank accounts in the name of the Club and shall manage all moneys of the Club, receipts and/or written explanations of all expenditures shall be maintained for control and use for audits when necessary. The Treasurer, President and/or Vice President shall be authorized to sign checks on behalf of the Club. All amounts over \$1,000 shall require approval of the Executive Committee and shall require the signature of both the Treasurer and either the President or Vice President. The Treasurer shall provide periodic reports of all disbursements, receipts, balances and other financial information to the Club.
 - (e) **Registrar** shall be familiar with NCSA registration procedures and assist Club coaches with the registration process and maintain all record pertaining to registration. The Registrar will fulfill the duties of NCSA Club Representative (“Club Rep”).
 - (f) **Director of Fields** shall be responsible for the coordination of fields use and scheduling with the league. The Director of Fields is the final authority on field allocation and assignment obtained for Club use.
 - (g) **Director of Procurement** for the Club shall coordinate all purchasing activity for the teams in the Club including uniforms, nets, balls, and items used in fundraising, etc. In general the intent of this Director is to provide for standardization and to purchase in bulk at lower costs therefore benefiting the teams.
 - (h) **Publicity Chairman** (appointed) is responsible to issue press releases about team results to the local news media, publicize results of tournaments, and place advertisements for the general Club meetings and the annual Club tryouts.
 - (i) **Indoor Chairman** (appointed) shall coordinate all Club activities with respect to indoor soccer leagues, games, and/or clinics sponsored by the Club.
 - (j) **Fund Raising Chairman** (appointed – not an Executive Committee position) shall be responsible for developing and coordinating all Club

fundraising efforts and events and shall work with the Treasurer to develop Club budgets.

- (k) **Equipment and Fields Maintenance** (appointed – not an Executive Committee position) shall be responsible for coordinating the work of club volunteers in assembly and maintenance of goals, replacement of goal nets, and additional field care.

8. **COACH SELECTION:** Prior to each season, the Executive Committee shall select head coaches for all Club teams. The assistant coach will be selected by the head coach. The coaches and assistant coaches shall be selected and serve at the discretion of the Executive Committee for each season. No coach or assistant coach may be added without specific approval of the Executive Committee. Coaches will be selected on the basis of their knowledge of the game, their ability to teach skills and team concepts, their rapport with players and parents and their administrative and organizational skills. Professional trainers are not eligible to be appointed head coach. If more than one person expresses interest in the same coaching position, and all other criteria are equal, prior coaching tenure with the Club will be the deciding factor.

All coaches, assistant coaches and substitute coaches as outlined below must have a current F Class License or higher qualification license. Coaches are encouraged to attend clinics and seminars. All, coaches and assistant coaches are required to attend a Safety and Skills Training Program as required to qualify for immunity from liability under applicable State law.

Every team must have an assistant coach. Professional trainers do not qualify as assistant coaches. If the team coach does not select an assistant, the Executive Committee will assign one. If the coach or assistant coach of a team is unable to attend a game, the coach must notify the President at least 48 hours before the game is scheduled to begin. The Executive Committee shall appoint a qualified substitute so that the game is not forfeited. A coach cannot permit a parent to assume the coaching responsibilities.

It shall be a requirement that each team has at least one of its coaches in the Borough of Glen Rock.

9. **PROFESSIONAL TRAINERS:** Use of professional trainers is highly encouraged for all teams in the club. The club has a number of approved trainers, which includes trainers from UK Elite as well as other private trainers. Use of a trainer not currently affiliated with the club requires a review of that trainer's qualifications by the Executive Committee before the trainer will be approved for use by your team. Although use of a trainer is not mandated by the club, prospective coaches who do not plan on using a trainer must notify the Executive Committee prior to being approved as a club coach. Trainers must provide the Club with "Non-Volunteer Disclosure" documentation and be appropriately carded as a Non-Volunteer.

10. **TEAM COMPOSITION:** The Executive Committee shall determine, prior to each seasonal year, the number of teams the Club will register for league competition. Each year every effort to register one new Girls and one new Boys Team, Division V, or under age 8, will be made.

Permanent “playing up” should be discouraged as a general rule. However, it is recognized that there may be situations where “playing up” is appropriate. Coaches should discuss appropriate placement with each other, with the parent, and with the player (as appropriate given age). If coaches cannot agree on proper placement of a player, then the decision will be escalated to the Executive Committee. In keeping with NCSA rules, no player may “play up” more than 1 Division. .

During every seasonal year, it is the intent that at least 75% of the players registered to Club teams shall reside in Glen Rock. Additionally, every team is expected to have at least 75% of its players be residents of Glen Rock. If a team submits a roster composed of players, more than 25% of whom do not live in Glen Rock, the coach of said team must review the situation with the Executive Committee before the Registrar will register the team. No player residing outside of Glen Rock shall be selected to any Club team unless his/her skill level is superior to those of any player residing in Glen Rock who tried out. Notwithstanding the preceding, it is recognized that older teams may find it necessary to use players who do not reside in the Borough of Glen Rock since the availability of skilled players decreases in the older divisions.

If two teams exist in the same age group, the head coach of the more highly flighted team will oversee the distribution of players, teams flighting such as Premier or A, and other matters. Conflicts arising from this policy will be resolved by the Executive Committee.

11. **TEAM SELECTION:** Players for Club teams will be selected on the basis of annual competitive tryouts. Tryout dates and times shall be arranged by the Club, subject to the approval of the Executive Committee. Multiple tryouts may be held if time permits and adequate field space is available. Tryouts shall be announced via newspaper advertisements, letters, postcards, etc. No candidate shall be denied the opportunity to participate based on race, color, creed or religion. Tryouts shall be organized by age level, not by individual team. Tryouts shall be structured to include skill drills, a scrimmage, and other events which adequately test a candidate’s level of soccer skills. Players will be ranked on a scale from 1 - N (“N” being the number of candidates trying out in that age level). The evaluations will be graded by other team coaches or Club-authorized professional trainers to provide an objective grade. The head coach has the final choice of team selection. Player selections or re-selections will be made objectively based on skills, attitude, prior attendance and commitment. The number of players chosen, up to the governing league maximum will be at the discretion of each Coach.

Coaches are required to submit their teams roster to the Registrar for approval and then to the League for registration

12. **MEETINGS:** All efforts will be made to schedule meetings when all parties can attend. All meetings will be conducted on an informal basis, but if necessary, the meetings will be conducted using Robert's Rules of Order. Each team will have one representative at each Club meeting. There will be a \$25 fine levied for those teams failing to have a member present.
13. **INDOOR SOCCER:** Shooting Stars Indoor Soccer will be organized and coordinated by the Indoor Chairman. The indoor program is intended to expose younger children to soccer (grades K-3), to develop skills, and to foster interest in playing with the Club. A portion of profits from Indoor Soccer registration will be equally shared amongst Club teams that assist in running the Indoor Program. The Executive Committee will review and approve the Indoor Chairman's recommendations for allocating profits (ie percentage to Club fundraising vs. percentage to be shared amongst participating teams).
14. **REGISTRATION:** Each coach shall submit rosters, registration fees and other material required for team registration to the Club Registrar no later than two weeks prior to any registration due date.
15. **SEASONAL YEAR:** The seasonal year shall commence August 1 and end July 31.
16. **ANNUAL DUES:** Each player registered to a Club team shall be required to pay annual dues to the Club. The annual dues shall be determined each year by the Board of Trustees and is intended to cover insurance, maintenance, equipment and field upgrades and any other fees which the Club may incur. Cases of financial assistance will be considered on an individual basis upon the review of the situation by the Treasurer in consultation with the President and Vice Presidents.
17. **FINES:** The actions of a player, coach, assistant coach, substitute coach or spectator may result in disciplinary actions and fines being levied against the Club by the league. The Club assumes no responsibility for payment of such fines. It is the coach's responsibility to pay such fines. Failure to do so will result in the termination of his or her coaching position. A coach shall, however, be given an opportunity to present an account of the actions leading up to the fine and the Executive Committee may authorize the Club to reimburse the coach if it feels in its sole discretion that such reimbursement is appropriate.
18. **INSURANCE:** All Club teams shall have in effect a NJSYSA approved medical insurance program covering its player for the Seasonal Year. No player shall compete in any game, scrimmage or practice session who is not covered by such program. No team shall compete in any game, scrimmage, or practice session with or against a team that does not have medical insurance approved by NJSYSA. The Club shall procure insurance coverage for members of the Board of Trustees, the officers, the Executive Committee, coaches and assistant

coaches covering them against personal liability for performing acts and duties related to Club activities.

19. **ACCIDENTS:** Any accident or injury suffered by any player must be reported by the coach to the Registrar within 24 hours of the occurrence. The Registrar shall keep a supply of insurance claim forms and provide proper procedure to the injured player's family for insurance reimbursement
20. **KIDSAFE PROGRAM:** As stated in a memorandum from NJYS, 8/24/95, NJYS will take every effort within the KidSafe program to exclude from program responsibilities (not to be confused with parental responsibilities affecting their own child) any adult with a legally documented history of child molestation or other record that would bring an unnecessary risk to the health and safety of the program's participants. Every person wishing to apply for a position as a coach or program administrator with NJYS must complete an NJYS Employment/Volunteer. Disclosure Statement. In addition, every employee/volunteer of New Jersey Youth Soccer who at any time could be expected, in the performance of his/her duties, to be alone with any registered player for any length of time must have on file a completed Disclosure Statement. Coaches include head coaches, assistant coaches, substitute coaches, team trainers, and team managers.

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