

Bellevue Soccer Club

Administrative Policies

November 13, 2008

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Document History

Description of Change	Date of Change	Approved
Document cleanup: Separated Constitution, Administrative Policies, and Game Rules into individual documents Added Table of Contents and Document History General formatting and grammar cleanup		Oct 2008
Add duty of maintaining record of membership cards to Secretary duties	Oct 2008	Oct 2007
Defined and clarified policy on Secondary Players		Jul 2007
Registrar became a paid position	Oct 2008	Mar 2007
Director of Referees only schedule for recreational games at Bellevue and Plattsmouth, rain-outs, and play-off games.		Jun 2002

Position Descriptions

A1 - President

The President shall:

- Call and preside over the annual active membership meeting to be held within the first two weeks of November and any special general membership meetings
- Preside over the Executive Council meetings
- Cast the deciding ballot in case of a tie vote in any membership or Executive Council meeting
- Represent the BSC and vote at interclub meetings
- Designate an elected official to act as the BSC representative and to carry out the club's responsibilities at interclub meetings, should the President not be able to attend
- Appoint special or standing committees, as necessary, to carry out the business of the BSC
- Act as chairperson, ex officio of all special committees created
- Arrange for an annual audit
- Delegate authority as necessary to carry out the responsibilities of this position

A2 - Vice-President

The Vice President shall:

- Assume the duties of an absent President.
- Be responsible for public relations.
- Insure the ordering of supplies, equipment and awards.
- Conduct awards ceremonies as appropriate.
- Establish committees to review and update the BSC constitution.
- Represent the BSC in the absence of the President, except for those functions already delegated to other elected officers by the President.
- Maintain the BSC club history.
- Appoint committees, delegate authority as necessary to carry out the responsibilities of the position.
- Conduct or supervise training programs of coaches, players and others as required.

A3 - Secretary

The Secretary shall:

- Keep a record of the minutes of all Executive Council meetings.
- Notify Executive Council members of the monthly Executive Council meetings and any special Executive Council meetings to include the subject matter of the special meetings.
- Maintain a file of the minutes of all age group directors meetings.
- Type all correspondence, as requested, initiated by the BSC.
- Maintain a file of the BSC correspondence as requested.

- Maintain a file of the names and telephone numbers of all individuals and organizations contacted by the BSC in the conduct of club business.
- Maintain a file of coaches, age group directors and Executive Council members for each season.
- Maintain a record of Membership cards issued.

A4 - Treasurer

The Treasurer shall:

- Have charge of and receive the monies of the BSC.
- Keep a detailed account of the income and expenditures thereof.
- Deposit in the BSC accounts the receipts of the club.
- Pay all debts of the BSC by personally signed check.
- Submit to the Executive Council a full report of the transactions of the BSC for the season, accompanied by a statement of the balance on hand.
- Submit a proposed budget for the coming year.
- Be bonded.

A5 - Registrar

The registrar shall be a paid contract non-voting position. Pay will be as established by a vote of the Executive Council. A copy of this agreement will be kept by the Treasurer and Secretary.

The Registrar shall:

- Keep a record of all youths they registrar in the BSC. The records shall be appropriate to the associations to which we belong. They shall contain as a minimum, the necessary membership information and the registration fees collected. The records will be made available to the BSC and association officials as requested.
- Verify player's age (date of birth) and assign the players to the proper age group.
- Insure that all required releases are appropriately signed on the registration forms before any youth is assigned to a team.
- At the beginning of each playing season the Registrar will coordinate with the age group directors on player assignments to teams according to age and public elementary school nearest the player's residence, using the neighborhood concept, in the recreational soccer program.
- At the beginning of the soccer season the Registrar will coordinate with the Director of Competition and/or age group directors on player assignments to select teams according to age and ability.
- The registrars will coordinate with the President on all rule b3 transfers.
- Provide age group directors with player cards, team rosters, and medical data forms for their respective age groups.
- Provide a volunteer list to the appropriate BSC officers(s).
- Provide the Treasurer with a log of registration fees and refund requests.

A6 - Director of Scheduling

The Director of Scheduling shall:

- Be responsible for the scheduling and/or rescheduling of the recreational soccer games for the BSC.

- Be responsible for the scheduling of practice fields (those fields available and designated as practice fields) for teams playing for the BSC.
- Advise the President of the beginning and end of the soccer season (spring and fall).
- Consult with age group directors as to the make up of leagues and divisions.
- Coordinate referee assignments.
- Reschedule rained out/cancelled games, notify respective age group directors and coaches of the rescheduled times.

A7 - Director of Maintenance

The Director of Maintenance shall:

- Insure all game and practice fields are in playable condition as applicable.
- Schedule teams to line playing fields during the soccer season.
- Coordinate with the Director of Scheduling concerning the most economic use of the BSC fields.
- Monitor and resupply, recommend purchase of field equipment and expendable supplies in coordination with the Vice President.
- Establish, schedule and direct field maintenance day activities.

A8 - Age Group Directors

The age group directors shall;

- Manage the affairs of the teams falling within their age divisions.
- Assist the President of the BSC in the performance of club duties.
- Make recommendations for policies regarding competition, scheduling, awards and team/player conduct in their division.
- Assist the BSC by insuring the timely distribution of all required materials to their respective coaches (e.g. registration material, coach's books).
- Conduct age group meetings prior to the start of each season and at other times as deemed necessary.
- Be responsible for internal division communications.
- Be responsible for equipment distribution and accounting.
- Provide field maintenance support (in coordination with Director of Maintenance).
- Preside over respective division meetings.
- Coordinate with the respective Registrar and appropriate age group directors on coach and team selections and be responsible for obtaining coaches within their respective age groups.
- Monitor, resolve, or forward to the Executive Council complaints and suggestions.
- Designate an active member from the age group to function as the age group's assistant director and advise the BSC Secretary of the assistants name, phone etc.

A9 - Director of Competition

The Director of Competition shall:

- Manage the affairs of the teams falling within his/her division.

- Assist the President of the BSC in the performance of club duties.
- Make recommendations for policies regarding competition, scheduling, awards and team/player conduct in their division.
- Assist the BSC by insuring the timely distribution of all required material to their respective coaches (e.g. registration material, tournament info).
- Conduct meetings prior to the start of each playing season and at other times as deemed necessary.
- Be responsible for the internal division communications.
- Be responsible for equipment distribution and accounting.
- Provide field maintenance support (in coordination with the Director of Maintenance)
- Preside over respective division meetings
- Coordinate with the respective Registrar on coaches and team selections.
- Be responsible for obtaining coaches for teams within his/her division.
- Monitor, resolve, or forward to the Executive Council complaints and suggestions.
- Designate an active member from the age group to function as the age group's assistant director and advise the BSC secretary of the assistants name, phone etc.
- Represent the BSC at league meetings in which the BSC has competitive teams playing.

A10 - Director of Officials

The Directors of Officials shall:

- Schedule referees for all normally scheduled recreational division league games in Bellevue Soccer Club and Plattsmouth Soccer Club Only, rain schedule games, age group play-off games; based upon each referee's skill level and experience.
- Assist the game scheduler in resolving game schedule conflicts.
- Maintain official records of all games.
- Maintain itemized age group standings. Post standings on a regular basis.
- Maintain itemized referee pay records. Provide the club treasurer a itemized list of referee costs.
- Provide the club Treasurer with an itemized list of referee fees for billing associated clubs.
- Provide field training to new officials.
- Evaluate game skills of all referees employed by the club.
- Recruit new officials from a list of volunteers provided by the registrars. Maintain a listing of persons wanting referee training and testing. Provide listing to state youth referee administrator.
- Provide BSC board, coaches, and local referees with information regarding changes to USSF/USYSA/NSSA laws of the game and their official interpretations, and, the BSC rules and their official interpretations.
- Assist grievance committee with USSF/USYSA/NSSA laws of the game and their official interpretations, and, the BSC rules and their official interpretations.
- Recommend changes to the BSC rules regarding player safety, referee administration, conduct of players, coaches, and spectators.
- Other duties as assigned by BSC President and Executive Council.

A11 - Coaches

Coaches shall:

- Abide by the objectives of the BSC.
- Insure that each team member on recreational teams plays in every game, except for disciplinary action or medical reasons. The goal is to play each child a minimum of one half of each game. (Note: players on competitive teams will play according to their skills and the needs of the teams.)
- Conduct at least one team parents meeting; preferably prior to the start of each playing season.
- Attend at least one training session of coaches.
- Attend division meetings.
- Be responsible for pickup, care of, collection and return of all BSC issued equipment.
- Actively seek team parent(s) support to assist with non-coaching functions (e.g. pictures, fund raising, refreshments, field lining).
- Advise age group directors of any problems or conflicts.
- Be responsible for pre/post game field equipment.
- Insure player registration cards, with pictures attached, are available for referee review at each game. Lost player cards will cost the applicable coach \$1.00 each to replace. All cards must be turned in to the BSC age group director and subsequently to the BSC registrar at the end of the each season.
- Maintain player, team, and spectator discipline at scheduled games (e.g. maintain good sportsmanship, spectator line limits are enforced, sideline coaching limits are followed).
- Advise special medical conditions of players to referees and report all serious injuries to club officials.

Policies

B1 - Playing Seasons

The BSC playing year will be from 1 August to 31 July.

The playing year will be divided into two playing seasons; spring and fall.

All registration rules will apply for both seasons.

Depending on age, players will advance to the appropriate age groups during the fall registration period.

At the start of the fall season all teams will be considered as new teams due to the changes caused by advancement in age groups and team realignments necessitated by shifts in the population distribution within age groups.

A team which is added to the BSC during the spring season registration period will be considered an expansion team. A team is considered an expansion team because all the other teams in the expanded age group would have a season of experience over the newly formed team.

B2 - Registration

Any youth 4 ½ years of age or older who is willing to uphold the objectives of this club may become an associate member upon acceptance of this constitution, fulfillment of registration requirements, and payment of fees.

The BSC associate members from preceding seasons will have priority of acceptance at the first regular registration. After the regular registration ends, they will receive no preference over others registering for the first time.

At the time of registration a copy of a birth certificate, military ID card, baptismal paper, passport, alien registration card, or some other official document must be presented for proof of age. It will not be returned.

One current picture of the player is required at the time of registration.

One parent or legal guardian must complete and sign the registration form. The player's social security number is required to be entered on the BSC registration form at the time of registration. The number is used by the Nebraska State Soccer Assn (NSSA) as the player's identification number.

Registration costs for each playing season will be established by the Executive Council prior to the start of registration.

Refunds for players that are not accepted or registered for team assignments shall be at the full registration rate. Refunds for players after they have been registered with the state, who decide not to play in the BSC, will have the state registration fee deducted from the club registration fee being refunded. After the first game of the season has been played, no refunds will be made unless approved by the Executive Council. All refunds will be made as quickly as possible.

A player's age group assignment for the fall season will be determined by the player's age as of 1 August of the current year. A player's age, when joining a team in the spring season, will be determined by that player's age on 1 August of the preceding year. Players will advance in age groups in the fall registration period. The following are age groups in the BSC: under 6, under 8, under 10, under 12, under 14, under 16, under 17, and under 19. Age groups may be further subdivided at the direction of the Executive Council.

Team membership in the recreational soccer program is limited as follows:

- 11 vs. 11 – (U-12 fifteen (15) players), (U-14 and above eighteen (18) players);
- 8 vs. 8, twelve (12) players;
- 7 vs. 7, ten (10) players;
- 3 vs. 3, six (6) players.

These numbers may be adjusted as required by the Executive Council but in no case will exceed eighteen (18) players per team.

Team membership on competitive soccer teams is limited to eighteen (18) players. Players will not be added to competitive teams after the final state roster is received without the consent of the coach and in compliance with USYSA rules. Any additions or transfers must not jeopardize any team's eligibility to play in state competition (e.g. 3-transfer rule).

Brothers/sisters may not necessarily be assigned to the same team. The best interest of the club will prevail.

Responsibility for the medical health and physical condition remains with the parents of each player and will not be assumed or accepted by the BSC. Each club member is assumed to be in good health and physical condition upon application and medical examinations will not be required.

Associate members with special needs will be placed on a team at the discretion of the Registrar in coordination with the appropriate age group director and/or the BSC President.

The Executive Council will determine the total number of teams to be formed and their breakdown by age group. Consideration will be given, but not limited to, the condition and availability of practice/game fields, equipment requirements, the quantity of coaches and officials, and the impact on both recreational and competitive teams within the division.

The respective Registrar will maintain waiting list of players desiring placement on a BSC team. Players will be placed on this waiting list in the order they sign up. Special consideration will be given to those individuals whose parents are coaching a team for the BSC or those individuals whose parents are members of the Executive Council. This list is for the use of the Executive Council and Registrars only.

The Registrar will determine recreational team composition based on the neighborhood concept. Players may be added to non-neighborhood teams if a neighborhood team does not exist or the neighborhood team is full. During the fall registration period, the registrar will review the number and distribution of players for each age group by public elementary school nearest the player's residence. Players previously assigned to non-neighborhood teams will be reassigned to a neighborhood team in so far as possible.

Competitive team composition will be based on age and ability.

At U7 and above, separate boys and girls teams formed for play in separate leagues. Boys will not be placed on a girl's team without specific Executive Council approval. Girls may be placed on a boy's team with the permission of the players parents, as long as the team composition remains predominantly boys.

Recreational players may be assigned to a team above their age group with a written request by a parent/guardian and approval of the request by the Executive Council or by the Registrar for the following reasons:

- To complete a viable team.
- To allow a player to play when their age group is full.

For the Registrar to use their discretion in these circumstances permission must be received from the parent/guardian and the Executive Council must be notified. Select players may be assigned to a team above their birth year age group at the discretion of the Director of Competition when requested by a parent/guardian.

B3 – Secondary Players

Select Teams – Select Teams will be allowed to use secondary players. Select teams must consist of a majority of primary players. Secondary Players shall pay a secondary registration fee as shown in appendix A “Bellevue Soccer Club Fees”

Recreation Teams – Recreational Teams may also use secondary players. No more than two secondary players on a recreational team may be primary players on a select team. A player may not be secondary on a select team if they are primary on a recreational team.

B3 - Transfers

A player will be allowed at the most one transfer per season within the BSC, if the below conditions are met. If a player requests a move to a third team, this transfer will be denied. The alternative is for the player to 'sit out' the remainder of the season.

A parent or guardian of a player can request a transfer of the player by:

- Preparing the request in writing and submitting it to the respective Registrar.
- Not requesting a specific team for the player to be transferred to.
- Citing one of the following as the reason for the transfer request:
 - Irreconcilable differences between the player and other players on the team, with the coach and/or the assistant coach of the team.
 - A household move which will place the child outside of the formation area of the team.
 - The parent/guardian has become a coach of a different team than the player's and that is in the same age group as the player's team.

A coach may request the transfer of a player off of the team by making a request in writing to the respective Registrar citing irreconcilable differences with the player or the player's parent/guardian.

In the process of a transfer, the utmost care and consideration will be shown to the player. Direct contact between the involved player and any other BSC member will be held to the minimum necessary to investigate the facts surrounding the transfer (if required). Other necessary coordination to affect the transfer will be accomplished through the player's parent/guardian. Harassment, team soliciting, etc. will not be tolerated.

All placements will normally be made by the appropriate Registrar. In the event of an appeal by the age group director or the parents/guardians, the Executive Council will decide the issue.

When a transfer is approved due to an irreconcilable differences problem, the affected player will go to the top of the waiting list and will, if possible, be offered a position on the team needing a player, except the previous seasons BSC first place team.

B4 - Referees

The Director of Officials or the referee assigned to the game will decide as to the fitness of the playing fields for all games and will be the only ones that can cancel a game on the calendar day of the game.

In the event that the appointed referee fails to appear for a game and if linesmen have been scheduled, one of the linesmen shall take charge. Where linesmen have not been appointed and the referee fails to appear, the coach/manager of both teams may jointly elect to:

- Agree upon a referee for the game, or
- May cancel and request a reschedule of the game by the Director of Scheduling.

The above procedures will apply in the event of a referee becoming ill during the game.

B5 - Scheduled Games

Any team that fails to play a scheduled game or fails to field at least five (5) players in under 8 age group; six (6) players in the under 10 age group; or, seven (7) players in all other age groups within 15 minutes after the scheduled start time for the game shall forfeit that game to the opposing team with a score zero to two (0-2). In the event both teams fail to field a team of the minimum number required, both teams will be credited with a score of zero and a loss will be recorded for both teams in the standings. No scores will be recorded for under-8. The game will not be rescheduled or played at a later date.

If the referee terminates the game early due to thunder and lightning, tornado warnings or darkness he/she will indicate on the game card the time and the score when the stoppage occurred. The game stands as completed if the whistle has started the second half, otherwise the game will be replayed.

In the event the referee has to terminate a game before its time expires due to causes other than weather, he/she will submit a written report to the Bellevue soccer league within 24 hours detailing the events and reasons, along with the names of those involved that caused the early termination.

There will be no overtime play except for championship and cup games. In these cases when a winner must be named, two (2) overtimes will be played. Should this fail to produce a winner, the rules for knock-out competition specified in FIFA laws of the game will prevail. There will be no overtime or knock-out in the under 8 age group.

Using a player that is not assigned to the team by the Registrar in any game is grounds for forfeiture of the game and all other games played in this league when that player was used.

The referee will inspect the player's equipment and player cards prior to the start of every game.

Pregame practice/warm-up may take place on the game field but not in the penalty box/goal area.

Rule B6 – Make-up Games

The Director of Scheduling will reschedule all weather related cancellations and notify the age group director of the new schedule.

The age group director and coaches must work with the Director of Scheduling on rescheduling make-up games, other than weather cancellations.

The Director of Scheduling will attempt to notify coaches that they will lose their practice field due to rescheduling of make-up games. He/she will offer the coach an alternate practice area if possible.

Rule B7 - Club Equipment

All club equipment (including shirts, goal nets, balls, flags, etc.) issued to players or teams are the property of the BSC and will be returned to the club at the end of each season, as directed, or upon demand of the Executive Council. The Executive Council, by a majority vote, will determine the proper disposition of property no longer required by the club. Players must furnish their own, shin guards, shoes and shorts. No steel cleats or toe or side cleats will be allowed on the playing field.

Club furnished equipment will be worn only for scheduled BSC games or other approved activities.

Competitive division equipment will be turned in after the last game of each season.

B8 - Grievances

Grievances of any nature against a member of the BSC (active, associate, parent of associate members, coaches referees, etc.) must be filed with the Executive Council or the BSC President within seven (7) days of the incident. The grievance must be in writing, preferably in a letter format, addressed to the BSC President, clearly defining the alleged offense, identifying the participants, listing the names of witnesses, to support the grievance and signed by the individual(s) making the complaint.

Upon receipt of a grievance letter, the President of the BSC will forward the grievance letter to the chairperson of the grievance committee for action by the committee within five (5) working days. The grievance committee shall review the situation surrounding the written formal grievance; shall interview witnesses (or written statements) for all parties; shall render a decision on the grievance; and, shall forward a written report to the BSC President recommending the final action necessary to resolve the grievance. This report will be made a part of the next regularly scheduled Executive Council meeting minutes.

The BSC feels that it is unfair that the referees duties and performance should be constantly scrutinized, and that some games are won over the bargaining table. Therefore, once the referee is given his authority, he will be backed up by the BSC.

Any grievance denied or turned down due to improper filing, beyond the time limit for filing a grievance or for being beyond the jurisdiction of the committee or club shall be considered as not sustained by the BSC.

Grievances filed against an individual or body that is not under the jurisdiction of the BSC will be returned to the initiator with explanation. The initiator will be advised of the proper filing procedures.

B9 - Suspensions

All active and associate BSC members, families of associate members or coaches of the BSC (hereafter known as members) shall be subject to suspension by this club for misconduct or unsportsman like behavior on or off the field of play in connection with any BSC related soccer event, including all scheduled league games, non-competitive games, all star games and tournaments.

Duration of all BSC member suspensions shall be in terms of officially scheduled league games or league-sanctioned games. Suspended BSC members shall be ineligible to participate in any of the above-mentioned games for the duration of the suspension.

Suspended players may be used in non-competitive exhibition games (except players suspended for one year to life) but shall not be eligible for any games sponsored by the BSC or the Nebraska State Soccer Association (NSSA).

A BSC member ejected by the acting referee from any game played under the jurisdiction of this club shall automatically be suspended for the next game, unless otherwise notified.

The following variable suspensions shall be issued by the executive council according to the offense

- Unnecessary delay of game. One game
- Challenging a decision or arguing with the referee or coach. Two games.
- Rough play. Two games.
- Unsportsmanlike conduct; profanity or obscenity. Three games
- Striking another player or starting a fight. Six games.
- Fighting back. Two games.
- Striking or attacking the referee. One year to life.

The extent of the disciplinary action in each case shall not exceed the maximum as set forth and will be judged on a case by case basis by the Executive Council. Probationary periods may be assigned as deemed necessary by the Executive Council.

All penalties will be in accordance with the minimum guidelines as set forth by the Nebraska State Soccer Association

B10 - Awards

The awards policy of the BSC is left to the discretion of the age group directors in coordination with the Vice President and chairperson of the awards committee. The BSC will allocate a sum of monies to the age groups for awards each season. In those age groups, which have two or more league/divisions, money will be budgeted for awards in each league. Award monies for competitive teams are paid to the competitive league in which the team plays.

B11 - Team Finances

Individual teams within the BSC may maintain individual team financial accounts. Monies may be raised by donations, sponsorships or fund raising projects. All donations, sponsorships, or fundraising must be coordinated with the Fund Raising Committee.

B12- Elections

SIXTY days prior to the annual meeting, the President shall appoint an Election Committee whose tasks shall be:

- Determine the intentions of every member of the Executive Council and whether he/she wishes to be considered a nominee
- Accept and confirm all nominations submitted
- Identify candidates for all positions of the Executive Council
- Report findings at the Executive Council meeting the month preceding the annual meeting
- Make any changes directed by the Executive Council
- Publish the official ballot and post it at the BSC clubhouse TEN days prior to the scheduled election.

No nominations shall be accepted after the official ballot has been published. This will afford members of the Club adequate time to explore the candidates' position.

At the annual meeting, the Grievance Committee Chairman shall oversee tallying of the ballots by disinterested individuals appointed by the President.

Only votes for names on the published ballot shall be tallied. Election results shall be announced and made official before the annual meeting is adjourned.

B13 – Conflict of Interest

No elected Board Member will receive payment of services provided to the Bellevue Soccer Club without following a 3 bid rule.

B14 - Motions

All motions, whether original or amendments, shall, if the President requests, be reduced to writing, signed by the mover and handed to the Secretary immediately upon being moved.