

# ORANGE COUNTY SOCCER LEAGUE

## BOOK OF PROCEDURES

AUGUST  
2005

All procedures are subject to final interpretation by the Executive Board of the Orange County Soccer League.

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# **CHAPTER 1**

## UNIFORMS AND EQUIPMENT

### **1.1 AUTHORIZED WEARING OF TRAVEL UNIFORM**

All team players must wear the club authorized uniform. Uniforms must be worn to, from, and during games, tournaments, and other authorized League activities, such as team pictures, parades, etc.

## **CHAPTER 2**

### TRAVEL TEAM REGISTRATION & COACHES

#### **2.1 PROCEDURE FOR OBTAINING COACHES**

1. Notification will be sent to past coaches.
2. When necessary, articles in local paper seeking volunteers.

#### **2.2 ANNUAL SELECTION OF COACHES**

Criteria, Candidate History, & References:

1. Coaches must be at least 22 years of age.
2. Coach who previously had team will have priority over anyone else who wants to coach that team.
3. Assistant coaches for the team have priority over everyone but the head coach for that particular team.
4. Coaches with previous experience coaching traveling teams.
5. If more than one person applies for open coaching position and all have no coaching experience, selection will be at the discretion of the Board.
6. All coaches and assistants (selected by coach) are subject to Board approval. Family members of players may not be considered for coaching positions on travel teams.
7. Minimum F level license after 1 year of coaching. Club will reimburse licensing fee up to \$50 after completion of course.
8. Feedback on prior coaching activities.
9. Participation in games and practices.

#### **2.3 PROTEST PROCEDURE**

All game protests must be according to respective league rules.

## **2.4 REGISTRATION OF TRAVELING TEAMS**

Player registration requirements:

- Birth Certificate
- Recent photo
- Medical Release Form
- Insurance Release Form
- Field Maintenance / Buyout
- Uniform size
- League forms
- Fundraiser Form
- Team Commitment Form
- Fees

All player registration fees and paperwork are to be collected by the Registration Coordinator and submitted to the League Treasurer with an accompanying roster noting all paid players. No partial payments will be accepted. Deadline for turning in registration packets is August 1<sup>st</sup> and December 1<sup>st</sup>, for those teams not playing a fall season.

## **2.5 NEWSPAPER ARTICLES & PUBLIC RELATIONS STATEMENTS**

Any news articles or other publicity pertaining to the Club, including individual game scores, must be submitted to the newspaper through the Publicity Coordinator.

## **2.6 MEETING ATTENDANCE**

All coaches, captains, or their representatives must attend at least 4 General meetings of the Club during the year to be kept informed of Club activities.

All coaches, captains, assistants, or representatives must attend all coaches/captains meetings.

## **2.7 COACHES / CAPTAINS PACKETS**

All coaches/captains shall receive at the beginning of their season a packet containing:

1. Guideline for coaches/captains.
2. Referee Coordinator's phone number.
3. Medical release Forms.
4. Advanced notification of injury forms.
5. Club insurance info/Claim filing procedure.
6. Directory of Club Officers and responsibilities.
7. Emergency phone numbers.
8. League forms and rules.
9. Field Coordinator's phone number.
10. Inclement weather procedure.
11. First aid kits.
12. Club complaint procedures.
13. FIFA rulebook.
14. Fund raising forms.
15. Registration Forms.
16. Team Management Form.

## **2.8 LINESPERSON**

Coaches/captains must designate one linesperson for the game when, and if, requested to do so by the referee.

## **2.9 ADDING OR REMOVING PLAYERS**

The Registration Coordinator will be responsible for adding or deleting players from the season's roster. The Registration Coordinator must be notified by the coach/captain if any player is being transferred to or from their team. A reason must be given as to why this action is occurring. The coach/captain is further responsible for obtaining the required paperwork and/or fees for this change.

## **2.10 ROSTER SIZE**

The minimum roster size for all traveling teams is 14 players per team. Minimum roster sizes are determined by the Board and are subject to modification.

## **2.11 PLAYER ELIGIBILITY**

Players are eligible to play on only one travel league scheduled team. To be eligible for selection to that team a player must have tried out for that specific team.

Any player trying out for more than one team must notify each coach at the try-outs of their intention to do so.

## **2.12 AGE APPROPRIATE**

All attempts should be made to keep the all teams age appropriate.

## **2.13 TRYOUTS**

A minimum of three tryouts must be held for all teams in June & July. Tryouts must be advertised in advance in the designated local newspaper. Final selections are governed by the registration deadlines imposed by the respective leagues.

Player must attend at least one tryout to make the team.

## **2.14 NON-DISCRIMINATION CLAUSE**

The **Orange County Soccer League** is an equal opportunity club and does not discriminate for race, color, creed, or sex.

## **2.15 PLAYING TIME**

For travel teams, a fair and equitable amount of playing time shall be given to all players based upon their skill and ability.

## **2.16 NO REFUND OF REGISTRATION FEE**

If a player quits a team, the registration fee will not be refunded.

## **2.17 PERMISSION TO TRAVEL FORMS**

All teams traveling to tournaments out of state must comply with State mandated Regulations, which can include getting permission before registering. (See Registration Coordinator for details.)

## **2.18 INCLEMENT WEATHER PROCEDURE**

As outlined in travel playing rules:

### **HOME TEAM**

1. Field Coordinator decides if field is playable.
2. Field Coordinator calls Scheduling Coordinator and Referee Coordinator to inform them whether or not the game is to be played.
3. Scheduling Coordinator will call home coach to inform of field playability.
4. Away coach calls home coach to determine whether game will be played.
5. Referee has sole authority at game time to cancel or allow game to be played.

# **CHAPTER 3**

## RECREATIONAL PROGRAM

### **3.1 SELECTION OF RECREATIONAL TEAM CAPTAINS**

Selection criteria:  
Prior experience  
Coaching history  
Application timeliness

Registration Coordinator will submit all volunteers to the Board for review prior to captains' notification.

### **3.2 CAPTAINS/COACHES MEETING REQUIREMENTS**

Captains, coaches, or their representatives should attend League general meetings during the summer season to be kept informed of League activities.

### **3.3 CAPTAINS/COACHES PACKET**

All recreational captains/coaches will receive, prior to the season, a packet containing the following:

1. Registration Coordinator's phone number.
2. Completed roster with emergency numbers.
3. Club insurance information & Claim forms.
4. Directory of Club officers and their responsibilities.
5. Captains/coaches instruction sheet.
6. Inclement weather procedure.
7. Recreational soccer rules.
8. Complaint procedure.
9. Emergency procedures.

### **3.4 LINESPERSON**

Captains/coaches must designate one linesperson for each game as requested by the referee.

### **3.5 REFEREES – RECREATIONAL PROGRAM**

#### **A. Minimum Age Requirement**

The minimum age to referee in the recreational program is 22 years old.

#### **B. Referee Pool**

A pool of referees will be formed and an organizational meeting will be held prior to the start of the season with the Referee Coordinator.

### **3.6 REGISTRATION PROCESS**

The Registration Coordinator shall be responsible for all registration and roster matters pertaining to the Recreational program. The Publicity Coordinator will run newspaper ads early in the new year announcing the dates, location, and fees for registration. All fees will be discussed and approved by the Board. At the completion of registration, teams will be organized and a schedule will be compiled by the Scheduling Coordinator. Availability of fields, coaching assignments, and referee coordination will be determined before the start of play. The quantity, sizes, and colors of shirts for the season will be determined and ordered.

### **3.7 ACCOUNTABILITY OF FUNDS**

The League Treasurer will be accountable for issuing a final balance sheet at the conclusion of each season. All fees, expenses, and income will be filed with the League Treasurer by the end of the season.

### **3.8 CAPTAINS/COACHES MEETING**

A meeting of all captains/coaches will be held prior to the start of the season to go over League rules and procedures with the Captain Coordinator.

### **3.9 RECREATIONAL PROGRAM PROCEDURES**

1. Registration Coordinator shall establish number of teams and registering of players.
2. Field Coordinator shall work on assignment of fields and keeping fields playable.
3. Scheduling Coordinator shall work on scheduling of games.
4. Any complaints received shall be relayed to the Vice President, who in turn will review with the Executive Board.
5. Captain Coordinator shall work on scheduling preseason captains/coaches meetings to review playing rules and distribute packets to captains/coaches.
6. Purchasing Coordinator shall work with furnishing amounts and sizes of uniform shirts.

### **3.10 TEAM SIZES**

The minimum number of players to field a team is 7.

### **3.11 PLAYING WITH INSUFFICIENT PLAYERS AND SUBSTITUTES**

When playing a team that does not have enough players, the opponent may play with only one more player. The team with insufficient players may utilize players from other teams within the League as substitutes.

For playoff games, substitutes may be used, but only enough to field a team of seven. If you are using substitutes from other teams and you have more than 7 players at the game, you must send the additional substitutes home. Also, you should have a majority of players that are registered on the team, so for a team of 7, you would need to have at least 4 players from your team.

### **3.12 CARPOOL REQUESTS**

Carpool requests will be accepted and honored where feasible.

### **3.13 RULES GOVERNING RECREATIONAL SOCCER**

There will be a minimum of 8 scheduled games per team for the recreational program.

The minimum number of players to field a team is 7.

All players should be allowed to play one-half of game.

Teach good sportsmanship—have players shake hands after the game with their opponents.

Referees will be instructed to explain their calls to the **captains/coaches only** if requested.

If a game is getting out of hand and dangerous, the captain/coach should suggest to the referee that both teams be cautioned.

Every player must wear shin guards. All players with glasses must wear safety straps, goggles, or some other protection for the eye. Socks must cover shin guards.

No jewelry can be worn during games or practices.

Players must wear supplied team shirts at all games.

Players must bring a picture id to all games so that the referee may verify their eligibility.

When an opponent does not have the required number of players, it is strongly recommended that the full team play with only a one player advantage.

Individual games scores are to be submitted by the captains/coaches to the Publicity Coordinator.

All coaches should carry bagged ice in the event of injuries.

FIFA Rules apply except where specifically noted.

### **3.14 INCLEMENT WEATHER**

1. Field Coordinator decides if field is playable.
2. Field Coordinator calls Scheduling Coordinator and Referee Coordinator to inform them whether or not the game is to be played.
3. Scheduling Coordinator will call the captains to inform of field playability.
4. Captains will notify players to inform them whether or not the game is to be played.
5. If both captains/coaches decide not to play, they must contact the Scheduling Coordinator at least two hours before game time.
6. Referee has sole authority at game time to cancel or allow game to be played.

# **CHAPTER 4**

## EXECUTIVE BOARD PROCEDURES

### **4.1 GENERAL PROCEDURES**

The Board must approve all expenditures.

All activities in League's name must be submitted to the Board for majority approval, except that the President and officer responsible (or Vice President if no officer is in charge or officer responsible is not available) is authorized to spend up to \$100 without holding a Board meeting for approval and will account for money at the next Board meeting and, also, make any decision necessary to operate day-to-day activities of the League.

The Scheduling Coordinator shall provide all Board members with complete schedules of league games which the Captains Coordinator will provide in the captains/coaches packet. For travel teams, League Representatives shall provide all Board members with complete schedules of league games.

The League Treasurer will be the recipient of all Club monies. A receipt, invoice, and/or a written explanation must accompany any funds turned into the Treasurer.

The Registration Coordinator shall provide the rosters for each team prior to the Executive Board prior to the start of each season for their review.

Executive Board minutes will be kept in one book. Executive Board minutes will be kept strictly confidential to Executive Board members. Executive Board meetings will be limited to Board members unless person is invited by the Board.

The Executive Board shall review the Book of Procedures annually. The Executive Board shall appoint an independent individual to audit the finances of the Club on an annual basis at the conclusion of the fiscal year.

## **4.2 PRESIDENT**

- ❑ Shall supervise all activities of the League as well as the work of the officers and committee chairpersons.
- ❑ Is the general representative of the League on all matters.
- ❑ Will serve as chairman of all meetings.
- ❑ Will be responsible for obtaining proper insurance coverage for all Club players and coaches.
- ❑ Will serve as a member on all committees.
- ❑ Will insure that a budget be prepared for the upcoming year.
- ❑ Will inform Purchasing Coordinator of items that need to be purchased.

## **4.3 VICE-PRESIDENT**

- ❑ Shall automatically become President if the current President cannot complete the term of office.
- ❑ Shall preside at meetings of the League in the President's absence.
- ❑ Shall coordinate referee problems with the Referee Coordinator.
- ❑ Shall assist the President in all matters to insure full knowledge of the administration of the League.
- ❑ Shall keep separate records on complaints and their resolutions.
- ❑ Shall maintain all files, mailing lists, and other necessary records.
- ❑ Shall be the official repository of both the Constitution and Book of Procedures, and shall amend changes in same as approved.
- ❑ Shall act as central clearing for all published news articles related to the League, with the exception of individual game scores.

## **4.4 SECRETARY**

- ❑ Records the activities of the League.
- ❑ Shall keep copies of all documents.
- ❑ Shall perform such duties as are herein specifically set forth in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Executive Board.
- ❑ Shall maintain a list of officers and committee members and give notice of all meetings of the Club's Executive Board.
- ❑ Shall keep the minutes of the meetings of the Executive Board and cause them to be recorded in a book kept for that purpose.
- ❑ Shall have copies available of the minutes of both the Executive Board and general meetings for each officer.
- ❑ Shall send copies of general meetings minutes to all Board Members not in attendance.

#### **4.5 TREASURER**

- ❑ Shall perform such duties as are herein specifically set forth and such other duties as are customarily incident to the office of Treasurer or may be assigned by the Executive Board.
- ❑ Shall file annually or as often as is required by law, a statement of nonprofit corporation with the Internal Revenue.
- ❑ Shall file a complete financial statement at the meetings of the Executive Board and the general meetings each month and keep records for the receipt and disbursement of all monies and securities of the League, disburse all payments for allotted funds and draw checks therefore.
- ❑ Shall give a receipt for all monies, which shall be deposited or disbursed in a chartered bank in the name of the League.
- ❑ Shall prepare the annual budget.

#### **4.6 PURCHASING COORDINATOR**

- ❑ Shall be responsible for purchasing all necessary equipment and supplies for the use of the League.
- ❑ Shall purchase uniforms (shirts, shorts, and socks) for the travel teams in the spring for the beginning of the fall season.
- ❑ Shall coordinate sizes for all league travel teams.
- ❑ Shall be responsible for printing of jerseys.
- ❑ Shall purchase trophies and patches for use in the indoor tournament.
- ❑ Shall be responsible for purchasing balls, goalie shirts, and first aid kits for all teams.
- ❑ Shall be the primary contact for all purchasing and may allocate other people for this task as necessary.
- ❑ Shall discuss the budget with the Treasurer to determine purchases.

#### **4.7 REGISTRATION COORDINATOR**

- ❑ Shall be the custodian of all the teams and the player's information and shall have the authority to check the credentials of any player, for any cause.
- ❑ Shall collect fees and forward them to the Treasurer and register all players.
- ❑ Shall collect all league registration forms from players, coaches, and captains together with amount paid.
- ❑ Will not collect partial payments on team registration.
- ❑ Is the primary collector of registration payments and may allocate other people for this task as necessary.
- ❑ Shall provide Publicity Coordinator with press release for registration.

- ❑ Shall review team rosters with Executive Board in meeting for final approval of teams prior to the start of each season.
- ❑ Will inform Purchasing Coordinator of uniforms that need to be purchased.

#### **4.8 FIELD COORDINATOR**

- ❑ Shall be responsible for coordinating fields for all scheduled games and for maintaining all fields.
- ❑ Shall assume responsibility for lining, goal maintenance, and necessary field equipment to be provided for every game.
- ❑ Shall coordinate all future site development at fields.
- ❑ Shall have the final say for game cancellations due to field conditions and will notify Scheduling Coordinator of decision.
- ❑ Will coordinate and serve as liaison to all school boards and other facilities to secure indoor practice facilities and times.

#### **4.9 FUNDRAISING COORDINATOR**

- ❑ Shall be responsible for all fundraising activities of the Club, to select members of the fund raising committee and to report to the Executive Board on said activities.
- ❑ Shall submit detailed reports to the Board for approval of all fundraisers.
- ❑ Shall be responsible for tracking all team fundraised monies.

#### **4.10 SCHEDULING COORDINATOR**

- ❑ Shall be responsible for scheduling all recreational league games.
- ❑ Shall coordinate schedule with Field Coordinator.
- ❑ Shall contact appropriate captains/coaches on game cancellations and/or rescheduling.
- ❑ Shall be the contact point for all captains/coaches for game rescheduling.
- ❑ Shall be responsible for acquiring and maintaining copies of game schedules for all travel leagues.

#### **4.11 REFEREE COORDINATOR**

- ❑ Shall be responsible for scheduling referees for all recreational league games.
- ❑ Shall be responsible for payment of all referees.
- ❑ Shall coordinate referee problems for travel games with appropriate referee association.

#### **4.12 SPECIAL EVENTS COORDINATOR**

- ❑ Shall coordinate all tournament information.
- ❑ Shall be responsible for planning end of season events.
- ❑ Shall coordinate training clinics for the start of each season.

#### **4.13 CAPTAINS/COACHES COORDINATOR**

- ❑ Shall be responsible for communicating all information from the Executive Board to all captains/coaches.
- ❑ Shall develop information packets for all captains/coaches for each season.
- ❑ Shall contact captains/coaches and hold informational meeting before the start of each season, distributing packets and equipment.

#### **4.14 PUBLICITY COORDINATOR**

- ❑ Shall be responsible for reporting weekly scores and highlights to newspaper
- ❑ Shall handle advertising of registration in newspapers in conjunction with Registration Coordinator
- ❑ Shall handle advertising of fundraisers with Fundraising Coordinator
- ❑ Shall forward all reported scores to the Web Site Coordinator in order to maintain the web site.

#### **4.15 TRAVEL LEAGUE COORDINATOR (WHEN TRAVEL TEAM ACTIVE)**

- ❑ Shall attend all Travel League meetings and report all activities to Board.
- ❑ Shall be the coordinator the travel team for all games and activities.
- ❑ Shall furnish the Scheduling Coordinator and Field Coordinator with all Travel League schedules.
- ❑ Shall supply the Special Events Coordinator with all tournament information.
- ❑ Shall report team scores to respective travel leagues.

#### **4.16 WEB SITE COORDINATOR**

- ❑ Shall provide and maintain e-mail addresses to all necessary personnel.
- ❑ Shall update and maintain web site as appropriate.

#### **4.15 SOCCER MOMS LEAGUE COORDINATOR**

- ❑ Shall be the coordinator of the soccer moms league for all games.
- ❑ Shall report scores to the Publicity Coordinator.
- ❑ Shall determine scheduling and field availability with the Scheduling Coordinator and Field Coordinator.

- Shall provide Executive Board members with team rosters prior to the start of each season.
- Shall determine registration fees and budget with the Treasurer.
- Shall discuss registration dates with the Registration Coordinator.
- Shall provide Publicity Coordinator with press release for registration.

## **CHAPTER 5**

### ITEMS SUBJECT TO VOTE

#### **5.1 ITEMS SUBJECT TO BOARD VOTE**

1. Additions and /or modifications of traveling teams playing rules (bylaws).
2. Additions and/or modifications to Book of Procedures (bylaws).
3. Appointing committees and delegating authority to committees (bylaws).
4. Board sets rules and regulations for conduct of meetings (bylaws).
5. Board sets rules and regulations for management of Club, including, but not limited to:
  - (a) any disbursement of Club funds
  - (b) rostering of teams
  - (c) selection of captains/coaches and referees
  - (d) registration process and fees
  - (e) approval of fund raisers
6. Discipline and/or suspension of Club member includes coaches, players, and trainers (bylaws).
7. Fill any Board vacancy (bylaws).

## **CHAPTER 6**

### COMPLAINT PROCEDURE

All complaints regarding any aspects of the Club (conduct or decisions of players, coaches, referees, spectators, etc.) should be brought to the attention of either the President or Vice-President. If neither of these individuals is available, the concern should be brought to the attention of any Board member, who will convey this issue to the Vice President. The complainant will be contacted by the Vice President and asked to reduce the complaint to writing or appear before the Executive Board.

All complaints will be brought before the Executive Board and will be kept confidential to Board members only, except where the required action to resolve the complaint would, by this action, directly or indirectly implicate the complainant. The decision to pursue a solution to any complaint brought to the Board's attention will reside solely with the Board. All parties involved in the complaint will be notified as to the Board's decision or action in writing.

# **CHAPTER 7**

## HOSTED TOURNAMENTS

### **7.1 TOURNAMENT DIRECTOR**

The Board shall approve a tournament Director for all hosted tournaments. The Director is responsible for all activities of the tournament and must report status to the Special Events Coordinator on a biweekly basis or more often as needed. The Director shall also report to the Board at each General Meeting.

#### Duties & Responsibilities:

1. Formation of a tournament committee which must include the Special Events Coordinator.
2. Maintain a mailing list of all potential participants in any tournaments sponsored by the Club and submits list to Secretary and League Delegate. Mailing lists should include all eligible clubs and should be updated annually with addresses, contact names, and telephone, fax, and e-mail information where available.
3. Accounting for all registration monies collected and all related expenses as they are submitted to the Treasurer.
4. Responsible for obtaining permission to host tournament through State organization. (forms & procedures)

All tournament related expenses must be pre-approved by the Board.

All monies collected during the course of the tournament (i.e. food, shirts, radar etc.) are the responsibility of the Board Treasurer or appointed representative.

## **CHAPTER 8**

### FUNDRAISERS

#### **8.1 CLUB FUNDRAISERS**

The League will decide on major fundraisers and schedule them annually.

#### **8.2 INDIVIDUAL TRAVEL TEAM FUNDRAISERS**

Travel teams are allowed to hold individual fundraisers as long as they are not in conflict with Club fundraisers. Each travel team is restricted to one town-impacted fundraiser per year (i.e. coin drop). All travel team fundraisers are subject to the Board's approval.

Procedure for travel team fundraisers:

1. All requests for approval of fundraisers must be submitted in writing:
  - (a) Name of coach and division.
  - (b) Type of fundraiser.
  - (c) Time period of fundraiser.
  - (d) Approximate amount planning to raise.
  - (e) The travel team's fundraising representative will be responsible for collecting and turning over to the Fundraising Coordinator all monies raised for subsequent withdrawal.
2. Monies received from travel team fundraisers will be deposited in the Club checking account under each travel team's name. No interest will be accrued.
3. Travel team fundraising representative will be responsible for submitting proper documentation to the Club's fundraising chairman.
  - (a) deposits
  - (b) withdrawal for travel team expenses
  - (c) receipts

## **CHAPTER 9**

### **GUIDELINES FOR CONDUCT, DISCIPLINE PROCEDURES, & SAFETY EQUIPMENT**

#### **9.1 ALCOHOLIC BEVERAGES & ILLEGAL SUBSTANCES**

Alcoholic beverages and illegal substances are forbidden at soccer games, practices, or places where it is outlawed or when children are present.

No interaction with players shall take place while under the influence of drugs or alcoholic beverages.

#### **9.2 COMPLAINTS**

Please refer to chapter 6. **Complaint Procedure**

#### **9.3 DISCIPLINE PROCEDURES**

Any conduct or action by a player, coach, or spectator, which reflects negatively on the **ORANGE COUNTRY SOCCER LEAGUE**, will be subject to the appropriate disciplinary action. The following list is for illustrative purposes only and does not limit the offenses to those listed:

Abusive language, fighting, obscene gestures, inappropriate behavior, use of illegal drugs or alcohol where forbidden, interaction with players while under the influence of illegal drugs or alcohol, and vandalism in relation to any League activity will result in the following minimum penalties:

**First Instance** - player, spectator, captain, or coach suspended for minimum of two games and team activities during said time frame.

**Second Instance** - player, spectator, captain, or coach expelled from League for the remainder of the season. If necessary, the captain, coach, or referee shall be responsible for directing the offender to leave the field immediately, or the game will be suspended.

The Executive Board will conduct a hearing with coach, spectators, and/or player involved in a disciplinary problem.

Minutes must be kept of both the hearing and the decision.

All parties to the disciplinary hearing shall be notified by registered mail of the decision of the Board.

#### **9.4 SAFETY EQUIPMENT**

All players are required to wear shin guards at all practices and games.

Safety straps or goggles must be worn by all players requiring glasses when playing or practicing.

Socks must cover shin guards, turf shoes (no metal cleats) for outdoors, and gym type shoes for indoors.

All referees and coaches will enforce safety equipment rules.

#### **9.5 JEWELRY**

The wearing of all jewelry (watches, rings, bracelets, & earrings) is prohibited. All coaches, captains, and referees will enforce this rule.