

Lebanon Soccer Club, Inc.

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Constitution and Bylaws

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Section I. Constitution

A. Name

The name of this organization shall be Lebanon Soccer Club henceforth shown as LSC.

B. Philosophy and Purpose

The philosophy of the Lebanon Soccer Club is founded on the principles of player development and sportsmanship. Each and every individual player, regardless of ability, shall be given an equal opportunity to succeed in our program. Our goal is to improve the playing ability of every player in the LSC; at no time will this be compromised to the benefit of the few. Proper conduct by all members of the LSC during practices and games is expected regardless of the conduct of others. Respect for each other, the opposition, the referees and spectators, shall be exhibited at all times.

This philosophy shall serve as the basis upon which decisions regarding the functions of the Lebanon Soccer Club are made.

The primary purpose of the Lebanon Soccer Club is to provide supervised recreational soccer to large numbers of children, through which the values of fair play and sportsmanship must be promoted.

Secondly, to provide organized training leading to the acquisition of fundamental skills for both adults and players necessary to the game of soccer.

Thirdly, to provide opportunities for inter-town games subsequent to in-house competition, whereby both technique and knowledge of the game will be enhanced through games in an atmosphere of fair play and without undue pressure from and upon players and coaches. The nature of these games is purely recreational. We value player development above winning games.

Fourthly, to provide competition appropriate to the skill and mental maturity of the athletes.

C. Officers

The Board of Directors shall be composed of the following Fourteen (14) members: President, Vice President, Treasurer, Secretary, Registrar, Referee Assignor/Field Schedule Coordinator, Equipment Director, Field Maintenance Director, Coaching Director, Uniforms Director, Fundraising Director, Event Director, Soccer Liaison and Communications Director.

If members want to share a position, then one must officially hold the voting right and the other may only assist in fulfilling the duties and responsibilities.

Any member in good standing with the LSC may be elected to the LSC Board of Directors. To be nominated for President, the member must have served at least one year in another board position.

In the event of a vacancy on the LSC Board of Directors, the LSC Board of Directors may elect an officer to fill the vacancy by a simple majority vote of the members present at the LSC Board of Directors meeting at which a nominee is proposed by any member in good standing with the LSC.

An officer may be removed by a two-thirds vote of all the people currently holding LSC Board of Directors offices. Such a vote must be warned in the monthly meeting prior to the vote and recorded in the minutes.

The Board of Directors shall be responsible for the operation of the LSC and shall adopt such rules, policies, and procedures, conforming to the Constitution and Bylaws, as they deem necessary and appropriate.

New Officers and Directors take office upon being installed into office during the meeting of their election by vote of those present.

Each incumbent and outgoing board member is also responsible to train their successor sufficiently to ensure that the club's business is continued without disruption.

In addition to participating in board meetings and assisting in the overall operation of the LSC, each board member shall have the following duties and responsibilities:

1. President

- a. Chairs LSC Board of Directors meetings and the LSC Annual General Meeting, but shall vote only to break a tie.
- b. Establishes meeting agendas in advance for LSC Board of Directors meetings and the LSC Annual General Meeting and provides for distribution of the agenda to the board members.
- c. Serves ex-officio on all committees.
- d. Appoints subcommittees as necessary.
- e. Represents the LSC at meetings with the town and other groups and organizations.
- f. Resolves step three grievances in cooperation with the Vice President and Coaching Director.
- g. Obtains permission to use town and private fields for practices, games, and summer clinics.
- h. Attends CJSA District and CJSA Annual General Meetings.

2. Vice President

- a. Assumes the LSC President's duties and responsibilities in absence of President.
- b. Assists President in completion of his duties.
- c. Is part of the Coaching Committee.
- d. Recommends, establishes, and completes special projects as deemed appropriate by the Board of Directors.
- e. Resolves step three grievances in cooperation with the President and Coaching Director.

3. Treasurer

- a. Responsible for all LSC funds.
- b. Prepares a budget in cooperation with the Equipment Director, Coaching Director, Referee Assignor/Field Schedule Coordinator, and Registrar.
- c. Maintains a complete ledger for the checking and other accounts, and balances ledgers with monthly bank statements.
- d. Reports all transactions against each account in the monthly Treasurer's report to the Board of Directors.
- e. Provides the Secretary with a copy of the Treasurer's report prior to the monthly Board of Directors meeting.
- f. Has authorization to sign checks and make deposits and withdrawals from the LJSC accounts.
- g. All funds collected or distributed by the LSC shall flow through the Treasurer and be accounted for.
- h. Maintains a copy of all bills and invoices.
- i. Files an Annual Financial Report presented at the LSC Annual General Meeting.

4. Secretary

- a. Arranges for a meeting place.
- b. Serves as press secretary.
- c. Records the minutes of the LSC Board of Directors meetings and the LSC Annual General Meeting.
- d. Prepare minutes for distribution at the monthly LSC Board of Directors meetings.
- e. Distribute agenda, and a Treasurer's report to all board members at the monthly LSC Board of Directors meetings.
- f. Prepare the official LSC correspondence.
- g. Maintain an official set of LSC Constitution and Bylaws.

5. Registrar

- a. Opens up the registration link within the club website for online registration.
- b. Makes arrangements for a place to conduct registration (if required).
- c. Schedules registration dates and times as approved by the Board of Directors.
- d. Arranges with Communication Director to publicize registrations.
- e. Obtains registration fee schedule from LSC Board of Directors.
- f. Recruits people to assist with registration (if required).
- g. Reports the number of players registered per division (age group and gender) and the total fees collected for each day of registration.
- h. Gives all fees collected along with periodic reports to the Treasurer.
- i. Submits registration information to CJSA as required by CJSA rules.

6. Referee Assignor/Field Schedule Coordinator

- a. Is part of the Coaching Committee.
- b. Sets field schedules for games and practices in cooperation with coaches.
- c. Coordinates with CJSA District Schedulers in scheduling games matching similar age groups and abilities.
- d. Coordinates with the Events Director to use LSC fields for tournaments.
- e. Directs qualified people to CJSA Class 8 certification classes.
- f. Recommends referee's pay scale to the LSC Board of Directors for approval.
- g. Ensures that referees receive yearly certification, and are fully aware of LSC policies and procedures.
- h. Schedules all referees for home games.
- i. Reports referee pay expenditures to Treasurer on a weekly basis.
- j. Monitors referee's performance and makes recommendations regarding such satisfactory or unsatisfactory performance.
- k. Schedules and monitors all referees for club sanctioned tournaments.

7. Equipment Director

- a. Maintains an inventory of all LSC soccer equipment other than uniforms.
- b. Prepares a budget for purchasing soccer equipment to meet the club's needs, and presents proposed budget to the LSC Board of Directors for approval.
- c. Purchases soccer equipment for the LSC as provided in the approved budget.
- d. Arranges for the distribution and return of equipment in cooperation with team coaches.

8. Field Maintenance Director

- a. Appoints field setup committee.
- b. Arranges for initial field setup before each playing season begins.
- c. Ensures fields are properly setup for game play each week of the playing season.
- d. Arranges for field mowing and lining as needed throughout each playing season.

- e. Arranges for removal of goal posts as soon after the last day of each playing season as possible.

9. Coaching Director

- a. Acts as Chairperson of the Coaching Committee which:
- b. Estimates number of teams and coaching positions, and the need for recruiting and training coaches.
- c. Recommends a coaches training program for the year.
- d. Collects nominations for and coordinates selection of coaches for competition teams.
- e. Evaluates coach's performance.
- f. Prepares a budget for executing the training program, and presents proposed budget to the LSC Board of Directors for approval.
- g. Purchases coach training materials for the LSC as provided in the approved budget.
- h. Arranges for coach training programs and clinics for the LSC as provided in the approved budget
- i. Informs Team Coaches of the availability of coach training materials and clinics.
- j. Arranges for advertising of coach training clinics.
- k. Resolves step 3 grievances in cooperation with President and Vice President.

10. Uniforms Director

- a. Takes and fills orders for players and coach uniforms.
- b. Works with suppliers to ensure value and satisfaction with all LSC clothing merchandise.
- c. Issues uniform numbers.
- d. Recommends LSC uniform and clothing styles, designs, logos, and vendors to the LSC Board of Directors for approval.
- e. Arranges for the sale of LSC clothing as deemed necessary.
- f. Reports the sales of uniforms and clothing to the LSC Board of Directors.
- g. Gives all fees collected along with the selling reports to the Treasurer.

11. Fundraising Director

- a. Coordinates LSC fund-raisers and sale of club merchandise.
- b. Recommends fundraisers and suppliers to the LSC Board of Directors for approval.
- c. Works with suppliers to ensure value and satisfaction with all LSC resale merchandise.
- d. Recruits people to assist with fundraising.
- e. Reports the number of players participating and the total and net sales for the fund-raiser to the LSC Board of Directors.
- f. Gives all fees collected along with the selling reports to the Treasurer.

12. Event Director

- a. Coordinates all in town LSC event & tournament activities.
- b. Ensures compliance with CJSA requirements for hosting tournaments.
- c. Schedules LSC tournaments, and recruit's teams to play.
- d. Coordinates with Coaching Director and Referee Assignor to recruit people to staff the tournaments.
- e. Coordinates with Field Maintenance Director to ensure fields are ready for tournament play, especially in inclement weather.
- f. Coordinates with external tournament operators who use our fields to ensure they are adequately prepared at our sites.
- g. Negotiates fees and conditions for using our fields with external tournament operators.
- h. Gives all moneys collected along with the income and expense reports to the Treasurer.

13. Soccer Liaison

The individual in this position will be responsible for coordinating and interacting with other town boards on behalf of the LSC. Duties will include but will not be limited to the following:

- a. Attend meetings of, or initiate discussions with the Town Recreation Commission, Lions Club, baseball organizations, and Board of Education and school principals.
- b. Complete and submit necessary paperwork for LSC use of Lebanon fields and buildings for the purpose of games, practices, meetings, and special events.
- c. Assure that activities of the LSC – registration, tournaments, spring soccer – are publicized for the general population.

14. Communications Director

- a. Coordinates and manages all website activities.
- b. In conjunction with Secretary, helps distribute information to LSC members and to general public.
- c. Provides a monthly report of website activity.
- d. Manages all social media accounts.
- e. Provides email communication for all board members through the club's website system.

D. Membership

Registration fees shall be paid, or waived by the LSC Board of Directors in cases of financial hardship, and registration will be fully completed for a child to become registered as a player. Eligibility is described in Section II. Bylaws under Registration.

The adult parents and legal guardians of the children registered by the LSC as players shall be eligible for membership. Each family may have no more than two adults.

A member may be removed for failing to abide by LSC policies and procedures by a two-thirds vote of all the people currently holding LSC Board of Directors offices.

E. Annual General Meeting and Election of Officers

The LSC Annual General Meeting of the membership for the election of officers and directors, and for the transaction of such business as LSC policy amendments, supplements or new policy shall be held each year in December.

All LSC members are eligible to participate in the Annual General Meeting, and those members present shall constitute a quorum.

Nominations for election of officers may be made orally at the LSC Board of Directors meeting in November and/or during the Annual General Meeting. Nominations may be made by any member in good standing with the LSC.

Elections are to be decided by a simple majority vote of the membership. Each member gets one vote. It is permissible to accept a motion to vote on a proposed slate of officers and, if passed, to vote on the slate of officers in its entirety. Votes are to be taken first by a voice vote, and secondly, if the decision is unclear or ambiguous, by a secret paper ballot.

F. Finances

Registration fees shall be set each year by the LSC Board of Directors.

Registration fees shall be paid and collected annually at the time each child is registered as a player.

The Treasurer is responsible for the collection and disbursement of funds.

All disbursements require budget approval by the LSC Board of Directors. After budget approval, each officer with budget responsibility is authorized to make transactions up to five hundred dollars (\$500), as described in their budget, as they deem necessary and appropriate. Disbursements over five hundred dollars (\$500) require explicit approval by the LSC Board of Directors in the form of a passed motion prior to committing the funds. Disbursements over one thousand dollars (\$1000) shall be warned at a LSC Board of Directors meeting at least one month prior to approval to disburse.

In the event that the LSC disbands or ceases to continue operating, all remaining assets shall be given to the Recreation Department of the Town of Lebanon, Connecticut.

At the January meeting, the Treasurer shall report on the previous year's normal operating expenses. Based on the Treasurer's report, a President-appointed Finance subcommittee shall recommend an amount of funds to be held in reserve to cover normal operating expenses. Any funds in excess of those set aside should be designated for other needs that the Finance sub-committee deems appropriate to enhance the quality of the soccer sponsored by the club (field upgrades, new equipment, special events, etc.)

G. LSC Board of Directors Meetings

Meetings shall be held at 7:00 PM on a regular day and at a regular place in the Town of Lebanon, Connecticut. The President who was elected in December shall select the normal meeting place before the January meeting. In the event that a meeting will be held at a place other than the normal meeting place, or a time other than 7:00 PM on the normal day of each month, the President shall notify each of the officers at least twenty-four (24) hours in advance of the rescheduled meeting.

Those officers present at a regularly scheduled LSC Board of Directors meeting shall constitute a quorum for the conduct of business and the adoption of rules, policies, and procedures.

The conduct of such business and the adoption of such rules, policies, and procedures shall be by a majority vote of the officers present and voting at the LSC Board of Directors meeting.

Each officer on the LSC Board of Directors is allowed one and only one vote regardless of the number of offices they hold and no proxy voting shall be allowed. The President shall vote only in the case of a tied vote. No other persons shall vote at LSC Board of Directors meetings.

H. Amendments to the Constitution and Bylaws

Any change or amendments to the LSC Constitution and Bylaws must be submitted in writing in the form of a motion at a LSC Board of Directors meeting a minimum of two (2) months prior to the June or Annual General Meeting. A copy of the written motion shall be distributed to every officer at the Board of Directors meeting for discussion. Discussion of such changes and amendments may take place at any Board of Directors meeting as well as the Annual General Meeting.

Voting on such changes or amendments to Constitution and Bylaws will be taken at the June and Annual General Meeting. Passage of such amendments or changes for incorporation into the Constitution and Bylaws shall be by a two-thirds vote of those members present and voting.

I. Parliamentary Procedure

Robert's Rules of Order shall be used in parliamentary instances not specifically covered by the Constitution and Bylaws.

J. Affiliations

Lebanon Soccer Club, Inc. is an affiliate of The Connecticut Junior Soccer Association, Inc. By virtue of affiliation with CJSA, LSC is also affiliated with the United States Youth Soccer Association.

Section II. Bylaws (Soccer Operations)

A. Registration

1. Fees:

- a. Subject to Board of Directors review and approval.

2. Eligibility:

- a. To be eligible to play in the LSC, a child must be a resident of the Town of Lebanon or one of its neighboring towns and meet the age requirements. Full sided (11 v 11) Competitive Teams may accept no more than three non-resident players. Small sided Competitive Teams cannot accept nonresident players.
- b. To be considered a resident, a person must reside within the Town of Lebanon or the towns of Franklin & Bozrah on a year round basis.
- c. The board may allow additional nonresident eligibility on an individual basis as approved by the board.
- d. Age Requirements: A child must be at least four years old and no more than nineteen years old as of July 31 before the seasonal year. Any exceptions must be approved by the Board of Directors.
- e. The seasonal year is defined by CJSA as September 1 to August 31.

3. Registration Period:

- a. Players will be placed on teams on a "first come - first served" basis according to their age level. In the event that an age group does not have enough players to field a team, the Board of Directors will either recruit players from another nearby club, or try to place the player(s) in another appropriate team within the LSC.
- b. The LSC may accept registrations for a waiting list after the close of the formal registration period.
- c. No registrations may be accepted after the second Saturday of the scheduled team play.

4. Refunds:

- a. A full refund will be provided (less insurance fees) if requested before the opening day of the season.
- b. No full or partial refunds will be provided on, or after, the opening day of the season. If there is reason to support needing a refund after the afore mentioned time period, correspondence must be submitted to the LSC Board of Directors for review and approval.

B. Coaching Committee:

The Coaching Committee, which is compromised of the Coaching Director, Vice President, & Referee Assignor, evaluates and develops coaches. All members of the Coaching Committee should meet once a season at the Coaching Directors discretion to evaluate each Division's program, progress, and coaches.

1. Coach Evaluations:

As best possible, the Coaching Committee should have continually had personal knowledge of the individual players and coaches within the age groups. This is essential in making sure that the appropriate coaches are selected and developed and that the teams in the Division maintain

a competitive balance from season to season. Win/loss records are unimportant. The only records that are important are those of the progress of the individual players within the league, whether the coaches were responsible and effective, and most of all, whether the league was enjoyable for the kids concerned.

The Coaching Director will prepare and update a dossier on each coach for the Coaching Committee. Content will include efficacy in completing Player Evaluation Cards, licenses held, experience coaching at LSC, player retention record, clinics attended and utilization of coach development resources, previous evaluations by the Coaching Committee, personal playing experience, and experience working with children.

2. Coaching Operation:

Coaches develop and evaluate players; the Coaching Director facilitates this. Each Coach must meet at least twice per season with a member of the Coaching Committee to evaluate their league's program and individual players. These meetings are to be held immediately before and after each season.

3. Beginning of Season Division Meeting:

Each Coach should hold a meeting with the Coaching Director at which time the teams will be distributed to the coaches along with the equipment and schedule for league play. The Coaching Director will distribute Player Evaluation Cards to each coach.

4. Player Evaluations and Record keeping:

Player and program evaluation is the key to player development. At the beginning and end of each season, at the Coaching Directors discretion, each coach will be required to fill out an evaluation card on each player on the team and this data should be collected and evaluated by the Coaching Director in preparation for next season.

5. End of Season Division Meeting:

It is essential that all coaches meet with the Coaching Director at the end of the season to evaluate the strengths and shortcomings of the Division and evaluate players. The Coaching Director will collect Player Evaluation Cards from each coach.

C. Team Formation:

1. Assignment of Players to Divisions:

The registrar will assign children to a Division based on the players age by soccer year, unless the parents request a "play down." Players are eligible to try out for their age level and/or next level competitive team. The next level team play will require written permission from a parent/guardian. Players not making the cut to "play up" shall be allowed to try out for their age level competitive team. Competitive tryouts shall be scheduled to permit players to try out for their age level and/or next age level of play.

2. Assignment of Player to Teams:

The registrar will assign a player to a team based on gender of the player and availability of a team for that same gender. If there is not a team formed for a certain gender than that player can be moved to another team with the approval of the board.

D. Competitive Team Formation:

LSC is first and foremost a recreational soccer club. Never field a competitive team at the expense of the recreational players, however, competitive teams are formed first. If there are not enough players

to field both a Competitive Team and a Recreational Team, there are three options (not in order of priority):

- Field only a Recreational team,
- Allow some players to play both Rec. and Comp, and/or
- Allow players from another CJSA club to join us (within CJSA rules).
(These rules do not apply for spring season teams.)

The Competitive Teams objective is to provide a more competitive level of play for the young soccer player who seeks to obtain a higher level of soccer skill.

Competitive Teams require a major commitment of both time and effort on the part of each player and his/her family. Only those persons willing to make this commitment should consider participating in the Competitive Team Program.

1. Competitive Team Coach Selection:

The Coaching Committee selects Competitive Team Coaches and announces them at the Board of Directors meeting before the first registration session for discussion and approval.

Competitive Team Coaches represent the highest level of coaching skill available in Lebanon. The Coaching Committee selects Competitive Team Coaches and Assistant Coaches based on their ability to develop the players. The selection criteria are Coaching Licenses held, experience coaching at LSC, player retention record, clinics attended and utilization of coach development resources, previous evaluations by the Coaching Committee, personal playing experience, and experience working with children.

2. Competitive Team Player Selection:

Competitive Team Coaches will hold at least two open tryouts starting after scheduled fall registration and be completed by the end of June. Players will be evaluated based on criteria approved by the Coaching Committee. One member of the Coaching Committee who is not personally affiliated with the team being selected shall attend all tryouts. No players will be cut at field, and the coach must notify all kids of their status within 7 days of the last tryout. If at all possible, team selection shall proceed from oldest to youngest (i.e. U14 to U12 to U10 and so on) in case of age overlap between divisions.

E. Recreational Team Formation:

1. Recreational Team Coach Selection:

The Coaching Director will select the Recreational Team coaches after the Competitive Team players are selected and notified. The Coaching Committee will select head coaches using the same criteria as Competitive Team Coach selection. This selection will be brought to the Board of Directors meeting before the first registration session for discussion and approval. The head coach will recruit assistant coaches or managers as needed from the parents and guardians of the players assigned to the team.

2. Assignment of Players to Recreational Teams:

This will only be done by the Registrar. As often as possible, parental requests for specific placement of kids with other kids for car-pooling are honored. However, players from different locations in town are mixed together as much as possible. The primary consideration is that all teams have an equal complement of skill and ability, from the highest to the lowest.

The total player pool in each Division will be evenly divided up into balanced teams as follows:

- a. Based upon the prior years rating, the registrations will be divided into the two age groups and each age group will be subdivided into the rating categories plus a category for un-rated players.
- b. Based upon the number of teams that are going to be formed, the number of players to be drawn from the category will be determined.
- c. The children of the assigned head coach and one assistant coach will be assigned to the team first. These players will be deducted from the appropriate category assignment to the team.
- d. The appropriate number of players in each category will be assigned, at random, to each team to complete their rosters.
- e. Trading and/or drafting among coaches is not allowed.

3. Assignment of Late Registrations or Players from the waiting list:

- a. This will only be done by the Registrar.
- b. The Registrar will attempt to maintain team balance when making such assignments.
- c. A coach may not sign-up a player for his/ her team.

F. Coaches' Responsibilities:

1. The Coach's primary responsibility is to create an atmosphere of learning which includes:
 - a. Fundamentals and rules of the game.
 - b. Competitive spirit within the bounds of good sportsmanship, fair play and mutual respect.
2. The Coach is directly responsible for the well being of all players at practices and games. Players should never be left without supervision during or after games or practice.
3. Everyone, (parents, coaches, players) should be aware of the LSC's Philosophy:
Our program is primarily recreational. Our purpose is to provide the youth of the town with the opportunity to learn, play and to enjoy the game of soccer.
4. All Team Coaches must ensure that all players in attendance at a game will play at least half of that game. Competitive Team Coaches are encouraged to play every player in every game. In keeping with the philosophy of the LSC, all players should be given equal play time

There may be four exceptions to this rule:

- a. If in the judgment of the coach, a player should not play because of possible aggravation to an existing injury or physical condition.
- b. Player who did not attend a scheduled practice during the week before the game. Such players may be afforded a half game of play at the discretion of the coach.
- c. Improper behavior in accordance with LSC philosophy.
- d. Improper dress code. (Players must wear the complete LSC uniform.)

5. The Coach should strive to teach the basic fundamentals of team soccer, allowing players to play different positions during the course of the season. At the beginning and end of each season the Coach may complete a Player Evaluation Card for each player on the team.

6. The coach should recognize that while winning is the competitive goal in sports, its importance should not be overemphasized. In the LSC program, *participation and instruction are much more important goals. It is the coach's responsibility to lead by example.*
7. Referees are responsible for conduct of the game. They should not be subjected to abusive behavior or language by players, parents or coaches. It is essential to the development of sportsmanship that coaches teach their players this rule of respect for the officials. They should also inform the parents of it. **LEAD BY EXAMPLE**
8. The younger the player the more patient the coach must be. Coaches should encourage, rather than berate. A positive lesson can be learned from any game situation. Coaches should highlight these positives rather than dwell on negatives.
9. The coach is responsible for maintaining adequate records, including:
 - a. Player attendance at games and practices.
 - b. Up-to-date rosters with player phone numbers
 - c. Game plan with positional assignments to ensure that all players participate in the required half-game minimum.
 - d. Team statistics such as game scores.
 - e. Equipment: which would include all balls, cones, pennies, first aid kit, and other assigned material. Coaches will be required to sign the equipment issue form and will also be held accountable for all equipment supplied to them.
10. Each coach should recruit one or more Assistants, so that adequate supervision and instruction can be given to the players. (Most parents are willing to help, but they have to be asked.) The coach must inform the Coaching Director who will in turn notify the Registrar to ensure that all coaches are registered with CJSA for insurance and have an approved background check.
11. A coach should have a notification system established so that their players can be informed quickly of any schedule changes or cancellations. (Team Connect)
12. Prior to a game, the coach should meet with the officials and the opposing coach to discuss and mutually agree upon specific rules, variations or compromises brought about by field conditions, weather, time or any other extenuating circumstances.
13. Coaches are responsible for the discipline and control of their teams during games and practices, including player's parents and/or guardians.
14. In the event that a player is injured during a game or practice session, the player's coach should provide first-aid to minor injuries. If a more serious injury occurs, the parents should be contacted, and arrangements made for competent medical care.
15. All head coaches and as many assistants as possible should attend the coaches' clinics, which may be scheduled prior to the soccer season. This clinic will cover the LJSC program and philosophy, first aid, and emergency procedures, as well as provide tips on coaching fundamentals and recommended fitness programs for the players.
16. For the out-of-town games, "visiting coaches" will be responsible for contacting "host" coaches prior to the day of the game to confirm time and location of the game, and team colors.
17. Coaches may hold team practices a maximum of three (3) times a week, before the season starts and

a maximum of two (2) times a week during the season.

18. Coaches serve under the direction and jurisdiction of the Coaching Committee. If a coach does not fulfill the responsibilities of the position, as interpreted by the committee, that body may revoke his/her right to coach.

G. Referees:

1. Pay scale: (subject to yearly Board of Directors review)

- a. Referees
- b. Assistant Referees
- c. Club Linesmen

2. System:

- a. U10 recreational and below: Single referee.
- b. U10 Competitive and up: Single referee with two assistant referees.
- c. If possible, center referees should be at least three years older than the age group they are refereeing for.

3. Game Start:

- a. The referee is responsible for insuring that the game starts promptly at the scheduled start time.
- c. No on-fields warm-up time will be provided if such will interfere with the game starting on time.
- d. If a game is still in progress at the scheduled start time, the next game will start immediately upon completion of the game in progress.

H. Grievance Procedure

A grievance is defined as a dispute between any interested parties with regard to activities of the LSC. The following is a sequence of resolution steps that are to be followed. The exception shall be cases of alleged verbal and/or physical abuse, which is immediately moved to Step 3.

Step 1: To be resolved between individuals

Talk directly with the individual with whom you are aggrieved. Seek the agreement of all parties, reach agreement, and consider the issue resolved. If unable to reach agreement of all parties, then go to Step 2.

Step 2: To be resolved with the most appropriate club officer (see below)

If it cannot be resolved to the agreement of all parties, then go to the next level of officer or to Step 3. All grievances sent to an officer will be summarized for the President.

Appropriate Club Officers for a Step 2 grievance:

- Issue involving a coach: Coaching Director
- Issues involving a referee: Referee Assignor/Field Schedule Coordinator
- Issues involving money: Treasurer.
- Issues involving club equipment: Equipment Director
- Issues involving playing fields: Field Maintenance Director.

Step 3: To be resolved with by Board or Grievance

Upon notification of an alleged verbal or physical assault, the President, Vice President, and Coaching Director, further referred to as the Grievance Board, shall meet as soon as possible to assess the allegation. At the discretion of the Grievance Board, such an assault may result in immediate suspension and review by the Board of Directors at the next scheduled Board meeting. Such review will follow the procedure below.

1. The Grievance Board will determine the situation and circumstances relating to the issue by talking to all relevant parties and will recommend a resolution to the Board of Directors.
2. The Board of Directors will act upon said resolution within two meetings by accepting, or by rejecting with recommendations. Acceptance of a resolution shall require a two-thirds majority vote.
3. The Board will vote in executive session by ballot to ensure confidentiality.

I. Guidelines on Discipline For Verbal Assaults

1. First offense - Immediate suspension for the rest of the season with possible reinstatement in 60 days from the infraction.
2. Second offense - Immediate suspension for the rest of the season with possible reinstatement as an assistant coach in 60 days.
3. Third offense - Immediate suspension with no reinstatement.

(Note: The Board of Directors may impose longer time limits if the situation warrants and a verbal assault that is not reported will imply association with the said offense by witness coaches or parents, who may be considered involved, as determined by a two-thirds vote of the Grievance Board.)

J. Website Operation

The LSC website content shall be determined by Board of Directors. All website activities shall be managed and coordinated by the Communication Director.

As a minimum, the website shall provide LSC members and general public the following information:

1. Monthly Board Meeting Minutes
2. Club Bylaws
3. Team Rosters
4. Game Schedules
5. Field Directions

Names shall not be displayed next to any photos or videos posted on the website. Team names are acceptable. Registration form shall have option for parents to not have their child's picture/video posted on the website.

K. Season Start Date

The fall season shall start the first, non-holiday weekend after school starts. As soon as teams (recreation or competitive) are formed and the coaches have all necessary equipment, practices can be started before the official "Season Start Date".

L. Code of Conduct

In accordance with the philosophy of the LSC, all coaches will be required to sign and abide by the Coaches Agreement (see Section III) to ensure appropriate conduct by every LSC coach. Coaches, assistant coaches, and parents are obligated to report any offense that is perceived as un-sportsmanlike immediately to a member of the Grievance Board (President, Vice President, Coaching Director). Not reporting any offense, which is determined to contradict the coaches' ethics agreement, will immediately require the Level 3 grievance procedure to be implemented.

Section III. Appendices

Appendix A – Privacy Policy

Appendix B – Equipment Usage Agreement

Appendix C – Referee Abuse Policy

Appendix D – Coaching Agreement



Privacy Policy and Operating Procedure

It is the policy of the Lebanon Soccer Club to protect the confidentiality of personal and identifiable information obtained and used during the course of registration and fundraising events from its players, coaches, referees, board members and volunteers. All members of the board are expected to rigorously adhere to this policy.

Any member violating the provisions of this policy and its operating procedures will be disciplined in accordance with association rules.

At the Lebanon Soccer Club, we comply with the Privacy Policies of both the Connecticut Junior Soccer Association (CJSA) as well as the Privacy Policies of our web provider; Stack Sports.

Operating Procedures

1. Collection of Numbers: Social Security numbers will be collected from board members, volunteers, and coaches as required in order to meet federal and/or state reporting requirements. In addition, Social Security numbers may be collected from players, coaches, referees, administrators and volunteers as required for risk management controls. The purpose of this is to conduct background checks to verify eligibility for coaching & volunteering.

Note:

Social Security numbers may also be collected from creditors, suppliers or independent contractors where no tax identification or employer identification number is accessible. Social Security numbers so obtained will be subject to the same provisions of the privacy policy as those for applicants and employees.

2. Use of Numbers: Except for verification and reporting uses for the above-referenced reasons, no Social Security number or portion of a Social Security number will be used in the conduct of the association's business and:
 - No Social Security number or portion of a Social Security number will be permitted to be used for the following purposes: identification badges – including player and coach passes, team rosters, time cards, employee rosters, employee identification records, computer passwords, association account records, licenses, agreements or contracts.
 - No Social Security number or portion of a Social Security number will be used in open computer transmissions, association distributions or through the association intranet except where such transmission of information is by secure connection or is encrypted.

3. Storage of and Access to Numbers:

- Storage: All documents containing Social Security numbers shall be stored in locked secured areas. All computer applications containing Social Security numbers shall be maintained on secured, authorized-access computer stations only.
- Access: Only persons who have a legitimate business reason will have access to Social Security numbers; such access will be granted through department heads responsible for functions with reporting or transporting of such data responsibilities. Department heads granted such access must take all necessary precautions to ensure the integrity of records that include such numbers when the records are not being used.

4. Destruction of Numbers: Records that include Social Security numbers will be maintained in accordance with federal and state laws.

5. State Laws: Where this association policy and operating procedures may conflict with a state law, the state law shall supersede this policy.

Website Privacy

This Privacy Policy explains how we collect, use, share and protect your personal information. It applies to Stack Sports' different platforms and the collection of information through those websites, applications, services and tools (collectively, our "Service" or "Services"). By using our Services, you agree to the terms of this Privacy Policy, Children's Privacy Policy and our Terms of Use. This Privacy Policy applies to all visitors, users, and others who access the Services ("Users").

<https://stacksports.com/legal-privacy/>

<http://stacksports.com/legal-terms/>

<http://stacksports.com/legal-COPPA/>



Lebanon Soccer Club Equipment Use Agreement

LSC Coach requesting Equipment _____

Check Out Date _____ Check in Date _____

Item(s) Loaned

- | | | |
|---|---|---|
| <input type="checkbox"/> (2) Practice Balls | <input type="checkbox"/> Pennies | <input type="checkbox"/> Additional Equipment: (List Below) |
| <input type="checkbox"/> (1) Game Ball | <input type="checkbox"/> Cones | <input type="checkbox"/> |
| <input type="checkbox"/> Ice Packs | <input type="checkbox"/> Goalies Gloves | <input type="checkbox"/> |
| <input type="checkbox"/> First Aid Kit | <input type="checkbox"/> Equipment Bag | <input type="checkbox"/> |

I agree to take responsibility for the use of the afore mentioned equipment during the Fall / Winter / Spring season for Lebanon Soccer Club use only.

1. I understand that I am responsible for maintaining the equipment in a usable condition while it is in my possession.
2. I agree to return the equipment in the same condition that I received it.
3. I agree to clean and wash all pennies before returning them.
4. Additional Requirements: _____

Coaches Signature

LSC Board Member Signature



Lebanon Soccer Club Referee Abuse Policy

Applicability

Each coach is responsible for his/her actions, the actions of his/her players and bench personnel. Each coach, player, and spectator shall at all times support the referee and assistant referees. Failure to do so will undermine the referee's authority, and has the potential of creating a hostile environment for the players, spectators, coaches, and referees alike. No one is to address the referee in a negative manner during or after the game.

Coaches' communications with the referee and assistant referees

Coaches and/or bench personnel may NOT address any member of the referee crew during play except for:

- Responding to a referee initiated communication.
- Making a request for substitutions.
- Pointing out emergencies or safety issues, such as an injured player on the field.
- To request clarification of any call provided the request is courteous and non-argumentative. Violations of this policy during a game will have the below consequences:
- First infraction: Referee may stop the game and remind the coach or bench personnel of the Referee Abuse Policy.
- Second infraction: Caution. The referee may issue a final warning that a third infraction may result in an ejection.
- Third infraction: Ejection. The referee may instruct the coach or bench personnel to leave the field. Thereafter, the ejected person must depart to a distance where he or she can no longer see or hear anything to do with the match. If the ejected person fails to leave the field, the referee may abandon the game.

Nothing in this rule may be construed to limit the referee's discretion as granted by FIFA Laws of the Game.

Spectator communications with the referee and assistant referees

Negative or critical comments directed to any member of the referee crew will not be tolerated.

- First infraction: Referee may stop the game, request the assistance of both coaches.
- Second infraction: Referee may stop the game and issue a final warning that a third infraction may result in an ejection.
- Third infraction: The referee may instruct the coaches to direct the spectator to leave the field and may eject the responsible coach for failing to control the spectator(s). If the ejected coach and the spectator(s) fail to leave the area of the field, the referee may abandon the game.

Nothing in this rule may be construed to limit the referee's discretion as granted by FIFA Laws of the Game.

Notification

Should a referee eject any player, coach, bench personnel or spectator, and/or abandon a game, he/she shall notify the referee scheduler for that game in writing. ***If a game is abandoned prior to completion, the referee will make no determination as to the outcome of the match.***

The Lebanon Soccer Club does not tolerate any abuse of referees, assistant referees, or fourth officials from coaches, players, other team staff, or spectators. This policy ensures that referees and assistant referees can officiate games in a safe, non-threatening environment and will not be subjected to any critical, disparaging, or otherwise abusive remarks. The Lebanon Soccer Club expects all clubs, coaches, and players to assist in maintaining the highest standards in sportsmanship and personal conduct



COACHING AGREEMENT

The LSC philosophy is founded on the highest of standards. Proper conduct by all members of the LSC during practices and games is expected regardless of the conduct of others. Respect for each other, the opposition, the referees and spectators, shall be exhibited at all times.

In accordance with the National Soccer Coaches Association of America Code of Ethics and, adopted by the Northeast District, all coaches will abide by the standards set forth by CJSA.

- Soccer is the player's game. The paramount concern of coaches is the holistic development, welfare, enjoyment and safety of their players.
- Coaches bear responsibility for teaching their players to strive for success while playing fairly, observing the laws of the game and the highest levels of sportsmanship.
- Coaches shall treat officials with respect and dignity, and shall teach their players to do the same.
- Our opponents are worthy of being treated with respect. Coaches will model such respect for opponents and expect their players to do likewise.
- In both victory and defeat, the behavior of a coach shall model grace, dignity and composure.
- Coaches shall adhere to the highest standards and the regulations of the institutions they represent: clubs, schools, sponsoring organizations and sports governing bodies.
- Coaches have a responsibility to promote the interests of soccer, including treating media with courtesy, honesty and respect.
- Coaches shall model inclusive behavior, actively supporting cultural diversity while opposing all types of discrimination, including, but not limited to, racism and sexism, at all levels of soccer.
- Coaches are responsible for taking an active role in education about, and prevention and treatment of drug, alcohol and tobacco abuse, both in their own lives and in the lives of their players.
- Coaches shall refrain from all manner of personal abuse and harassment of others, whether verbal, physical, emotional or sexual, and shall oppose such abuse and harassment at all levels of soccer.
- Coaches shall respect the declared affiliations of all players, and shall adhere to all guidelines and regulations on recruiting established by the governing bodies having oversight of their teams and leagues.
- Coaches shall seek to honor those who uphold the highest standards and principles of soccer and shall use appropriate protocol to oppose and eliminate all behavior that brings disrepute to the sport violence, abuse, dishonesty, disrespect and violations of the laws of the game and rules governing competition.

_____ (initial) I have read and understand the LSC Referee Abuse Policy.

I _____ agree with the above ethical standards and understand that if a coach does not fulfill these responsibilities of the position the Board of Directors will revoke his/her right to coach in accordance with the LSC bylaws.

SIGNED: _____

DATE: _____