

# Hicksville American Soccer Club

## Operating Rules and Regulations

Rev 2 – July 2005

## **INTRODUCTION**

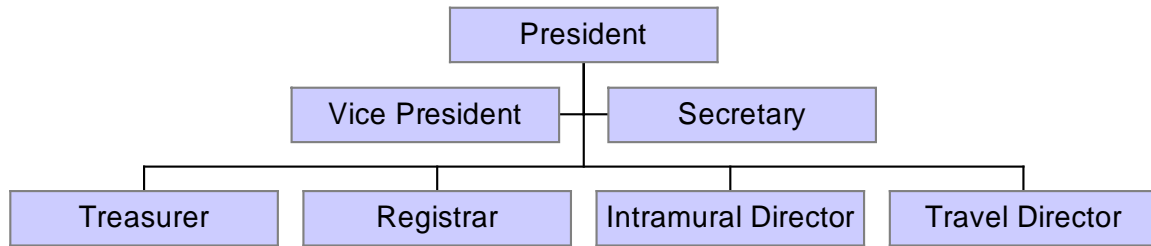
The Hicksville American Soccer Club (HASC) exists to provide an avenue for children to learn the game of soccer in a safe, fun, and competitive environment. This learning is a continual process starting with children defined as U4 (Under 4 as defined by the Long Island Junior Soccer League – LIJSL) and spanning to U19.

## **OVERVIEW**

The club provides its membership with the necessary organization, information, supporting equipment and fields to enable the game to be taught through practices and games for children of the proper ages. As with any volunteer based organization, the membership is expected to supply the necessary executive officers, commissioners, committee members, and coaches (as defined in the constitution) to enable teams to be formed and scheduled for competition and to affect the day-to-day management needs of the organization (league registration, insurance, dispute resolution, etc.). The learning process will be tailored to the capabilities of the children at the various ages and is organized into three distinct efforts, with specific goals commensurate with the abilities of the children. The first step in the learning process is the intramural program. The intramural program is available for ages U4 thru U9 and is primarily focused on developing a sound foundation of fundamental soccer skills. Children enrolled in this program will be sorted on to teams with-in our club that will be able to play other teams with-in our club at various points through the year.

The next step in the learning process is the travel program which spans the age group following the intramural program (U10) and continues thru the oldest age group of our parent league, the Long Island Junior Soccer League (LIJSL). LIJSL organizes competition between its member clubs, and as such, stresses winning by tracking a teams progress and crowning division champions in two multi-game seasons each year (fall and spring). By tracking each teams progress LIJSL is able to group teams of like ability together to promote close (exciting) competition and avoid discouragement from continual lack of success and/or lop-sided games. The transition from the intramural program (competition inside our club with its focus on developing skills) and the travel program with its emphasis on winning is sometimes difficult. To help ease the transition, the club will provide (pending enrollment) a developmental program (for ages 6-9) that will help intramural age children compete in a travel like environment at various tournaments throughout the year. Like the travel program, the club's developmental teams will be in competition with other clubs teams at these events where winning, not skill development, will be stressed. Each of these programs will be described in detail in the following sections.

The top-level management of the club, including their responsibilities, is dictated by the constitution (appendix A). An overview chart is provided below



All club decisions are the responsibility of the Board of Directors (BoD). All authority to commit the club resources resides with the BoD. The BoD may at times delegate this authority to individuals or committees for various tasks. These tasks will be short-lived with definitive objectives and time constraints. Further, the BoD may establish, at their desire, lower level commissioner positions that are tasked with handling aspects of the club actions. At any time when a commissioner position is created a written set of responsibilities will be provided to the candidate to help ensure smooth operation of the club.

### **CHANGES, UPDATES, MODIFICATIONS AND ADDITIONS TO THIS HANDBOOK**

This handbook contains all the necessary information to operate the club. Any future changes to this manual must be presented to the public for at least two BoD meetings prior to a vote to include them as part of the clubs operating approach.

# INTRAMURAL PROGRAM

## **OVERVIEW**

The focus of this program is teaching the children. The program is organized to provide a solid foundation of soccer skills to each club member, commensurate with their age and own abilities. Unlike the other two programs offered by the club, the intramural program is NOT focused on winning, but rather on learning. Equal playtime, at all positions, is a must. Children are encouraged to play all positions on the field to experience them. Placing children in the same position for an entire game, even if desired by the players family will not be allowed in the intramural program. For this type of play, the families will be directed to the developmental program, but while in the intramural program, all children must be able to play all positions on the field – equally.

There will be no standings kept, and every child receives the same trophy at the end of the season. All situations in the intramural program, from practices thru weekend scrimmage games, are to be treated as a teaching/learning opportunity. The commissioners, referees and coaches dealing with this age group are directed to maximize the opportunities to ensure that all involved are aware that success in this program is NOT measured by any wins a team might have, but rather a team of children that all have achieved the same level of proficiency in soccer, with every player playing the same amount of time – at all positions on the field. A successful season is then defined as every child on the team playing all the positions on the field equally, and for an equal amount of time (note: no child will be forced to play a position they are unable to – or to play for more time than they are physically able to). The objective for the coaches is to develop all the children equally, at all positions, and to achieve the minimum set of soccer skills for the age of the children (summarized in the following table).

Division	Ages Involved	Maximum # of players on field/on team	Specific Goals or Abilities for Every Player on the Field
Little Squirt	U4 & U5	4/7 [playing one defense and two offense (R&L) with one goalie]	<ul style="list-style-type: none"> <li>• To understand the differences (positioning and responsibilities) between the goalie, defense, and offense – triangle alignment</li> <li>• Understand when &amp; where a goalie can use their hands and when they must kick the ball.</li> <li>• To understand the difference between the right and left side of the field.</li> <li>• To perform the basic elements of a throw-in.</li> <li>• To understand the difference between a goalie save &amp; throw-in and a goal kick</li> </ul>
Giant Squirt	U6 & U7	5/9 [playing one defense, two midfield (R&L), and one forward with one goalie]	<ul style="list-style-type: none"> <li>• Every ability of the younger age group division.</li> <li>• To understand the differences (positioning and responsibilities) between the goalie, defense, midfield and forward – diamond alignment.</li> <li>• To reliably perform a throw-in, properly.</li> <li>• To understand when, and how, a corner kick is to be performed – both kicking player and the remaining players on the field</li> <li>• To properly shield the ball from an opposing player.</li> <li>• To understand the difference in foot positions between a pass and a shot – be able to perform skill better than 50% of the time</li> <li>• To properly receive a ball and have it stay at their feet</li> <li>• To understand when a defensive “wall” is necessary to counter an indirect kick</li> </ul>
Pee Wee	U8 & U9	7/13 [playing one sweeper, two defense (R & L), one midfielder and two forwards (R & L) with one goalie]	<ul style="list-style-type: none"> <li>• Every ability of the younger two age divisions.</li> <li>• To be able to perform left and right footed roll-overs, side to side control of the ball, repetitive toe-touches, and to be able to juggle their age with the ball using their feet and thighs</li> <li>• To understand the differences (positioning and responsibilities) between the goalie, sweeper, defense, midfield and forward – triangle &amp; diamond alignment.</li> <li>• To understand the importance of staying in a certain “shape” when on the field.</li> <li>• To be able to perform the proper tackling technique (with either their R &amp; L foot)</li> <li>• To be able to understand the concept of support, and when to perform a support pass</li> </ul>

<h1>Little Squirt Division</h1>	
<b>General Comments</b>	It is the responsibility of the coaches to play all children as equally as possible in both time and field positions (with-in the child's physical limitations). Problems should be brought to the attention of the appropriate commissioner, and if not resolved, the Intramural Director.
<b>Game Duration</b>	2- 20 minute running time halves separated by a 10-minute rest period. Both coaches will act as referees, as well as on field coaches. No impartial referees.
<b>General Game Play</b>	<p>The coaches will meet before the start of the game and decide who will have the first kickoff (the other team gets the ball at the start of the second half). Play will start with a forward touch and continue. The following instances must be adhered to by all coaches – no exceptions.</p> <ol style="list-style-type: none"> <li>1. A ball played over the side line (touch line) - a player from the team who didn't play the ball over the line will attempt a throw in. The focus is to be working on developing a good throw-in so each player attempting a throw-in will be given three tries to get it correct. If unsuccessful, another player from the same team will have a chance. In any case the ball will NOT be turned over to the opposing team</li> <li>2. No corner kicks – if the defense plays a ball over the end line – the attacking team is awarded a throw-in from the corner (to continue working on their throw-in ability). All guidelines above apply to this throw-in</li> <li>3. Attacking team plays the ball over the end line – results in a goal kick for the defending team taken from the top of the goal box.</li> <li>4. When the goalie makes a save – the ball is in play – and the goalie should be urged to throw it back in play. If the goalie chooses to place the ball on the ground (like a goal kick) the other team is urged to try to score. The children should understand the difference between a goal kick and a goalie throw-in</li> <li>5. Parents ARE allowed on the field to help support their child as they learn – but they must never become involved in the play themselves (by kicking a ball – or by picking up their child and placing them in the path of an opposing player)</li> </ol>
<b>Penalties and Consequences</b>	<p>There are no direct kicks, or penalty kicks, at this level – only indirect kicks.</p> <ol style="list-style-type: none"> <li>1. Intentional rough play (i.e., pushing/shoving) will not be tolerated and must be addressed when it happens. The child will receive three consecutive warnings before being sent off the field so that the coach &amp; parent can explain the situation to the player – the other coach continues with the match</li> <li>2. No slide tackles of any sort will be allowed – the situation is to be handled like rough play. If play is stopped to instruct, then a free indirect kick is awarded to restart play.</li> <li>3. Offsides will not be used in this division</li> <li>4. Three goal rule – if a player scores more than three goals in a game they will not be allowed to score any more. They should be urged to work on passing to teammates. Any continued scoring by someone with three goals will not be counted, and play will restart with a goal kick.</li> </ol>

<h1>Giant Squirt Division</h1>	
<b>General Comments</b>	It is the responsibility of the coaches to play all children as equally as possible in both time and field positions (with-in the child's physical limitations). Problems should be brought to the attention of the appropriate commissioner, and if not resolved, the Intramural Director.
<b>Game Duration</b>	2- 20 minute running time halves separated by a 10-minute rest period. Both coaches will act as referees, as well as on field coaches. No impartial referees.
<b>General Game Play</b>	<p>The coaches will meet before the start of the game and decide who will have the first kickoff (the other team gets the ball at the start of the second half). Play will start with a forward touch and continue. The following instances must be adhered to by all coaches – no exceptions.</p> <ol style="list-style-type: none"> <li>1. A ball played over the side line (touch line) - a player from the team who didn't play the ball over the line will attempt a throw in. The focus is to be working on developing a good throw-in so each player attempting a throw-in will be given three tries to get it correct. If unsuccessful, the ball will be turned over to the opposing team</li> <li>2. If the defense plays a ball over the end line, a corner kick will be awarded to the attacking team at the corner closest to the spot the ball went out at.</li> <li>3. Attacking team plays the ball over the end line – results in a goal kick for the defending team taken from the top of the goal box.</li> <li>4. When the goalie makes a save – the ball is in play – and the goalie should be urged to throw it back in play and avoid placing it on the ground as if it were a goal kick.</li> <li>5. Parents are NOT allowed on the field to help support their child - they must offer all support from the sidelines.</li> </ol>
<b>Penalties and Consequences</b>	<p>There are no direct kicks, or penalty kicks, at this level – only indirect kicks.</p> <ol style="list-style-type: none"> <li>1. Intentional rough play (i.e.,pushing/shoving) will not be tolerated and must be addressed when it happens. The child will receive three consecutive warnings before being sent off the field so that the coach &amp; parent can explain the situation to the player – the other coach continues with the match</li> <li>2. No slide tackles of any sort will be allowed – the situation is to be handled like rough play. If play is stopped to instruct, then a free indirect kick is awarded to restart play.</li> <li>3. Offsides will not be used in this division</li> <li>4. Three goal rule – if a player scores more than three goals in a game they will not be allowed to score any more. They should be urged to work on passing to teammates. Any continued scoring by someone with three goals will not be counted, and play will restart with a goal kick.</li> </ol>

<h1>Pee Wee Division</h1>	
<b>General Comments</b>	It is the responsibility of the coaches to play all children as equally as possible in both time and field positions (with-in the child's physical limitations). Problems should be brought to the attention of the appropriate commissioner, and if not resolved, the Intramural Director.
<b>Game Duration</b>	2- 25 minute running time halves separated by a 10-minute rest period. The club will supply an impartial referee who will aid in the teaching process.
<b>General Game Play</b>	<p>Each team will designate a captain who will meet the ref at midfield for a coin toss to decide first half possession. Play <b>MUST</b> start with a forward touch and continue. The following instances must be adhered to by all coaches – no exceptions.</p> <ol style="list-style-type: none"> <li>1. A ball played over the side line (touch line) - a player from the team who didn't play the ball over the line will attempt a throw in. The focus is to be working on developing a good throw-in so each player attempting a throw-in will be given two tries to get it correct. If unsuccessful, the ball will be turned over to the opposing team</li> <li>2. If the defense plays a ball over the end line, a corner kick will be awarded to the attacking team at the corner closest to the spot the ball went out at.</li> <li>3. Attacking team plays the ball over the end line – results in a goal kick for the defending team taken from the top of the goal box.</li> <li>4. When the goalie makes a save – the ball is in play – and the goalie should be urged to throw or kick it back in play. The goalie is free to use their hands with-in the larger penalty box (18 yard line) and not just the goal box. Goalies are urged to pick the ball up off the ground.</li> <li>5. Parents are <b>NOT</b> allowed on the field to help support their child - they must offer all support from the sidelines.</li> </ol>
<b>Penalties and Consequences</b>	<p>There are both indirect AND direct kicks (penalty) in this division.</p> <ol style="list-style-type: none"> <li>1. Intentional rough play (i.e.,pushing/shoving) will not be tolerated and must be addressed when it happens. The child will receive one warning before being sent off the field so that the coach &amp; parent can explain the situation to the player. They can rejoin play after speaking to the coach. A free indirect kick is awarded to restart play.</li> <li>2. No slide tackles of any sort will be allowed – the situation is to be handled like rough play. A free indirect kick is awarded to restart play.</li> <li>3. Offsides <b>WILL</b> be enforced in this division. A free indirect kick is awarded to restart play.</li> <li>4. Three goal rule – if a player scores more than three goals in a game they will not be allowed to score any more. They should be urged to work on passing to teammates. Any continued scoring by someone with three goals will not be counted, and play will restart with a goal kick.</li> <li>5. Infractions committed inside the penalty box (18 yard line) will result in a direct penalty kick from a spot 8 yards from the middle of the goal.</li> </ol>

## **GUIDELINES ON FORMING TEAMS**

The purpose of the intramural program is to develop children's skills through practice and competitive games. As a result, intramural teams in ALL division will be formed with a focus on providing equally capable teams at the start of the season. To support this, the commissioners for each age group will form teams that roughly spread the developmental children equally, as well as, the appropriate age groups with-in the division. As a result, commissioners will consider requests when forming teams, but will not be held responsible for guaranteeing the requests if they violate the goal of competitive teams. During the formation of teams, the appropriate commissioner will be supported by the developmental commissioner and the Intramural Director.

1. Teams must be competitive.
2. Target a 50% breakout between age groups (other ratios are permissible)
3. Keep developmental program kids spread out among teams
4. Request will be considered, not guaranteed

## **GUIDELINES FOR PEE WEE REFEREES**

Referees must be from the U-14 (or older) Age Group.

A collective meeting of referees should be held with all referees to go over rules, expectations and questions. This should be held at the beginning of each season (fall & spring).

Club will supply whistles, clocks, shirts. As such, Referee Commissioner must supply Board with a Roster of Referees (please try to have list to Board at least one meeting prior to season open).

Travel coordinator should provide a list of eligible members. Club members should be considered first [Note: Immediate family members of current club players are members (if in good standing)]. Older travel players should be given preference.

Efforts should be made to provide a schedule to the Board to cover all games, when possible. This can be weekly, monthly or seasonal. Changes can be made as necessary to accommodate individual referee needs and replacements should be made from the list of referees.

### **INTRAMURAL REGISTRATION REFUND POLICY:**

1. All refund requests must be made in writing.
2. Requests postmarked prior to the start of the fall season will be made in full. A uniform fee will be deducted if a uniform has been issued and is not returned unused. LIJSL travel registration fees will be deducted from refund as applicable.
3. If a child is registered for the spring season only a full refund will be made if the request is postmarked prior to the start of the spring season. A uniform fee will be deducted if a uniform has been issued and is not returned unused. LIJSL travel registration fees will be deducted from refund as applicable.
4. After the season starts refunds will be made for medical reasons only. Documentation required. The total refund will be equal to the registration fees paid minus the cost of insurance and uniform and will be prorated based on the number of games remaining in the season.
5. A child who has registered for both the fall and spring seasons but who does not wish to play in the spring will be issued a refund if the request is postmarked prior to the start of the spring season. The amount of the refund will be equal to ½ of the Fall/Spring registration fees paid minus the cost of the uniform and insurance.

Any exceptions to the above stated policy are subject to Board approval.

# DEVELOPMENTAL PROGRAM

## **OBJECTIVE:**

The HASC developmental program is designed to provide additional training and experience for ANY AND ALL players, ages 6-9, interested in advancing his/her soccer skills. The program is excellent for preparing anyone wishing to try out for a travel team when they reach the U-10 level. The program will run from September through June in addition to the regular intramural season. Beyond teaching and polishing fundamental skills, techniques, and tactics of soccer, this program gives the players a chance to compete in leagues and tournaments against similar teams from other clubs. The program is open to any player who is willing to make the commitment to attend a majority of the practices. To avoid conflicts with intramural practice, a separate developmental practice night will be established for this program and no intramural team will allowed to practice on the designated developmental night.

## **OVERVIEW:**

Each year a developmental commissioner will be appointed by the board during the spring season to take office for the following fall season (allowing the old and new commissioners to ensure a smooth transition). The developmental commissioner's term is for one year. He/she will be responsible for coordinating developmental activities for the boys and girls program (U6 – U9). Throughout the spring season, the commissioner is responsible for soliciting Head Coaches for each age bracket for the following season. The commissioner will coordinate a mailing to the membership (in late July/early August, approximately two weeks after the close of the annual club renewal) announcing the development program opportunity and soliciting candidate players to enroll. Each player must continue to play on his/her intramural team. Further, children enrolling just for the spring season will be given the opportunity to join.

The developmental program will be self-supporting. Each parent will be responsible for all costs incurred, including but not limited to, uniform costs (same for all players in an age group), tournament entry fees, indoor league play and in some instances, professional training. Because of changing costs from year to year, a letter with the estimated cost for the entire year will be handed out at registration so that each family may budget for the year.

Each team may enter as many tournaments as it wishes as long as the parents are willing to support it. It is the recommendation of HASC that each team enter two (2) tournaments in both the Fall and Spring seasons. Additionally, tournaments or indoor league play throughout the winter is encouraged. To facilitate success, the commissioner will also be responsible for coordinating with the Travel Director to assign practice gym time throughout the winter season (travel teams practice requirements take precedence). Children wishing to practice, but not participate in tournaments/leagues, will be allowed at the discretion of the head coach.

Rosters will be submitted to the commissioner prior to any tournament or league play for his/her approval. Tournament evaluations shall be submitted to the commissioner after

each tournament and will be used to determine if HASC will recommend that particular tournament in the future to its developmental teams.

In instances where there are enough players to have more than one squad enter a tournament, the **Head Coach** will pick his/her team first from the available players, then the one of the approved assistant coach's will pick his/her team from the remaining available players, etc. until the pool of available players is exhausted. All rosters must be approved by the developmental commissioner.

If there are more players than coaches, the coaching staff will approach the parents of the remaining children to solicit a coach for the squad. If no one steps forward, the remaining children will not participate in that tournament. During the course of the season, the coaching staff may move players from one team to another based on their performance and attendance at practices and tournaments. In addition, all children of a particular age and gender group must practice together; segregating into A & B teams at practice (or even on different nights) will be discouraged. Practicing together will help to promote unity and a "one team" atmosphere. Any disagreements or grievances with this procedure shall follow the guidelines in the grievance section of the rules.

#### **COACH SELECTION PROCESS:**

Each age and gender group shall have one **Head Coach**, who will oversee the entire group. The Head Coach must be an intramural coach (within the particular age/gender group for which they are applying), in good standing with club and must have coached for one (1) full year. If more than one coach wishes to be the Head Coach, each will submit a letter listing their qualifications to the developmental commissioner and the travel director and they will make the final decision. In instances where no intramural coach is available, the commissioner shall solicit a coach from the parents of eligible players in that particular age/gender group. The Head Coach may pick his/her assistants. These must be approved by the developmental commissioner. These assistant coaches have two major responsibilities. First, to assist the head coach in practice and second to manage part of the developmental team when they break into squads for a particular tournament or league. Having all assistant coaches consistently helping only a small squad of the developmental team will not be allowed. After the coaches approval or selection he/she will be asked to obtain, at their earliest convenience, "C" level LIJSL coaching certificate. As with all members who obtain LIJSL coaching certification, upon successful course completion the coach will have their license fee reimbursed by the club.

The head coach together with the assistant coaches will be asked to evaluate each child at least four times throughout the year (at the beginning and end of fall and spring seasons) using a specific evaluation format supplied by the club. The evaluation forms will be handed out by the developmental commissioner, filled in by the head coach and his staff, and will be given back to the commissioner. These evaluations are for the commissioners use only to understand the progress of the players and in **NO WAY** should dictate which players go to certain tournaments. This rule will **STRICLY** be enforced.

## **PLAYER SELECTION PROCESS:**

All club members in good standing with the club and playing on an intramural team are able to register (a separate registration form will be filled out) and become part of the developmental program.

1. **AGE RANGE:** shall be consistent with LIJSL age ranges U6 thru U9.
2. **GENDER:** players are required to play for the appropriate age and gender team. If the proper gender team does not exist at their LIJSL age bracket, they may request permission from the developmental commissioner to be considered for the proper gender team one LIJSL age bracket ahead.
  - a. **EXCEPTION:** If there is no established correct girl's team at this age bracket, the player may request permission to be considered for the boys team (according to LIJSL guidelines). The head coach will make a recommendation to the developmental commissioner. This rule is **NOT** reciprocal for boys wishing to play on a girl's team. In all cases the developmental commissioner will present the request to the travel director and his/her decision shall be final.
3. **PLAYING UP IN THE DEVELOPMENTAL PROGRAM:** will not be allowed unless one of the following scenarios are encountered OR the child has successfully applied and received permission to play-up utilizing the rules and regulations in the following section entitled "Intramural & Developmental Program Playing-up":
  - a. **Scenario 1:** There is no team at his/her age group.
  - b. **Scenario 3:** The child was given permission the year before.

NOTE: Playing up in the developmental process in NO WAY GUARANTEES the ability to continue playing with the group once travel is reached. The TRAVEL RULES AND REGULATIONS clearly govern this situation.

## **GRIEVANCES:**

All grievances should try to be worked out in private away from the game. If the grievance cannot be resolved, it will then be submitted to the developmental commissioner in writing. He/she will investigate the matter and bring a recommendation to the travel director for final approval.

**A GRIEVANCE SHOULD NEVER BE AIRED WITHIN EARSHOT OF THE CHILDREN. THAT PRACTICE WILL NOT BE TOLERATED.**

## **INTRAMURAL & DEVELOPMENTAL PROGRAM PLAYING UP**

### **Overview:**

To address the needs of club members who believe their skills to be well in advance of their peers and, as such, are experiencing a degradation in their soccer development by being forced thru are restriction to play at a certain level) the board will consider the recommendation of a “Player Evaluation Committee” to allow the children to play in age brackets one LIJSL advanced age of where their birthday determines. The goal is to have children of like ability playing together. Please note skill is the criteria for playing up. **Unacceptable requests** to play up are car-pooling, to be with friends and family, to play for a “good Coach”, or the lack of an appropriate developmental team. These unacceptable requests place children in a situation where their skill hampers their ability to perform, and quite possibly might present a dangerous situation where the child may become hurt by playing with physically superior players. Playing up is limited to one age bracket not a club division.

The process to achieve this is:

1. The club member who wishes to advance the child must petition the board (along with a \$50.00 bond) to evaluate the individual situation. Financial Aid requests will be considered.
2. The Board will consider the petition and vote to either pursue or not pursue the situation. Once the Board decides to pursue a request, an investigation will be initiated. The board will direct the Intramural Director or the Commissioner of the age group to poll the intramural coaches involved as to the player in question’s ability. If this polling indicates a 70% consent that the child has the skill and physical make up, then the Intramural Director will convene the “Player Evaluation Committee” to evaluate, over a series of games and practices, the viability of the child playing up.
3. The Committee members will evaluate the child in question and will deliver a written recommendation. The board will consider the recommendation of the evaluation committee and render a final decision. Then and only then, will the child in question be allowed to play up.
4. If the child is granted permission to play up, the \$50.00 bond will be returned to the parents. If the child is not granted permission, the \$50.00 bond will go into the HASC scholarship fund.

**Purpose:** To provide an objective evaluation of a player’s capabilities, in relation to their age group peers, for the purpose of providing the board with a recommendation concerning the viability of that player playing up.

**Organization and Term:** The committee is to be appointed by the board immediately after a general election and be comprised of a minimum of three and a maximum of seven people. Their appointment is to be ratified by board vote. The

committee's term will be for two years, or unless the board determines a change is required.

**Function:** The committee exists to determine the viability of a player participating in competition in advance of where their birthday warrants. To arrive at their decision, the evaluation committee is free to use whatever evaluation means necessary to determine whether it is safe and practical for the child to "play up". As with all things, timely attention to the request is valued, and will be strived for. The committee **MUST** view the player in at least 2 games and 1 practice.

# TRAVEL PROGRAM

## **OBJECTIVE:**

The HASC travel program is focused toward fielding a team comprised of the best players possible in each age category recognized by LIJSL. The club recognizes that LIJSL has many skill divisions and encourages as many teams in each age group to participate. In each one of these skill division the objective is to win, and advance to more difficult skill divisions.

## **SELECTION OF COACH:**

Each year the HASC will select coaches for travel teams based upon the properly filled out coaching applications submitted to the travel director by April 1<sup>st</sup>. Coaching applications will be available from the travel director or from the clubs website. . Verbal requests, or incomplete applications, will not be considered.

Since many players do not register until the coaches have been selected, coaching applications will be available starting January 1<sup>st</sup> of each year and must be returned by April 1<sup>st</sup> in order to be considered.

In the event that (2) or more coaches apply for a team, a committee will be formed to interview each applicant before making final selections. This committee will have the Travel Director as chairman and two neutral members. This committee will submit the name of the coach to the Board of Directors for final approval.

## **PLAYER SELECTION – GENERAL GUIDELINES**

The travel process renews each year. Children playing on a prior years team do NOT automatically make the team the following year, they must tryout again. Failure to participate in an open tryout excludes a player from being considered. Families with extenuating circumstances must contact the travel director prior to the last day of open tryouts. The travel director will decide on the validity of the request to consider the extenuation circumstance and contact the appropriate coach prior to the end of open tryouts.

The identified coach(es) for an age group is/are responsible for holding an open tryout (for any eligible child) that will allow formal player ranking. The formal ranking will be prepared by two independent impartial evaluators approved by the travel director prior to the tryout. At the U10 Level the majority of the Board of Directors will select the 2 independent objective evaluators. The coach (es) must organize and perform the workout allowing the evaluators free movement around the evolving tryout. The evaluators may request specific drills, but are NOT responsible for performing the tryout.

The coach(es) are urged to provide suitable candidates to the travel director for authorization prior to the tryout. If the coach(es) cannot provide two independent impartial evaluators the travel director will provide them. When complete the rankings must be submitted to the travel director with the roster of the team.

These ranking will form the basis for selection of A, B, C,.... level teams in each age group. The coach identified for the A team will then select his/her team first from the available children at a tryout. The B team coach will then selects his/her team from the remaining pool of players, and the process continues until all teams are filled per LIJSL requirements. The coaches do not necessarily need to adhere to the strict ordering provided by the evaluators, but they are urged to provide clear justification for their selections in respect to the rankings. The travel director will approve the selection of each team and any exceptions to the rankings. Once ratified by the travel director the coach's decisions are final.

If the player or parents do not agree with the Coach's decision, the parents must contact the travel director and the head of the grievance committee for a hearing. The grievance committee will discuss the situation with all parties concerned and at its discretion may hold an individual tryout for the player. The committee will then make a recommendation to the Board. The Board will then discuss the issue and make a final determination and notify those involved. All Board decisions will be **FINAL AND BINDING ON ALL PARTIES.**

#### **PLAYER SELECTION – SPECIFIC GUIDELINES**

1. All players and coaches (A, B, C, level...) **MUST** attend a **COMMON** tryouts. The coaches of the respective teams, based upon the independent reviewers direction, have three days to agree collectively their rosters and notify the travel director of the player selection for authorization. The notification process entails delivering a written list of the children contact information and a copy of the final rating sheets to the travel director, who then will match the teams with the rating sheets. Once satisfied the travel director will authorize the roster. Once the rosters are authorized the coaches may contact their teams. . Prompt notification is essential in order for a player to select his/her options. Notification of additional non-selected players, while difficult, is imperative. The coaches at an age group will decide upon which coach will contact the non-selected players. This contact point **MUST** be identified to the travel director when the draft rosters are delivered.
2. After the parents/children are notified of the selections they have three days to contact the travel director with requests to change a child down a skill level. The travel director will be responsible for coordinating with the affected teams and brokering a solution. Requests to move up a skill level must be submitted through the travel director and grievance committee as detailed above.
3. **AGE RANGE** for travel players shall be consistent with LIJSL age ranges.
4. **GENDER:** Players are required to tryout for the appropriate gender team. If the proper gender team does not exist at their LIJSL age bracket, they may request permission from the travel director to tryout for the proper gender team one LIJSL age bracket ahead. If there is no established correct girl's team at this age bracket, the player

may request permission to tryout for the boy's team (according to LIJSL guidelines). In all cases the decision of the travel director is final.

5. **PLAYING UP:** It is the purpose of the travel program to field the best players eligible at an age group. The club will adopt all LIJSL guidelines in the makeup of travel teams age ranges. The maximum range for playing up is one LIJSL age bracket, NO player will be allowed to play up two LIJSL age brackets.

U10 Specific Additional Guidelines:

Candidates who are underage for the U10 travel team may be allowed to tryout once they satisfy the following conditions.

1. In order to be eligible to request to play up the child **MUST** be born between August 1 through December 31 of the year that puts them in the U8 category.
2. Obtain written support from 70% or more of the coaches at the appropriate intramural age group. The parents/child will be responsible for contacting the Intramural Director. The Intramural director will contact the appropriate PeeWee Commissioner, who will in turn, obtain written certification from the intramural coaches that the child has the skills necessary to compete at the U10 level. This request must be made to the Intramural Director by May 1 and the Intramural Director must respond with a decision by June 1.
3. If positive, the intramural director will contact the travel director and deliver the written certification. If negative the intramural director must contact the family with the bad news.
4. The travel director will inform the affected parent of the positive results, and inform of them concerning the appropriate tryout
5. The intramural & Travel Directors may not share the details of the evaluation with the affected parent/child, only the results.
6. Once at the tryout, the child must end up being rated in the top five of the team by the independent raters. If not, the child will be directed to play at his/her proper age level.

U11 and up: No child may be allowed to play up at this point unless:

1. The child was give permission the prior year
2. In order to form a team at an age group the Board of Directors may allow, up to the LIJSL limits, underage players to tryout for a travel team.
3. A player will be permitted to play up if there is no travel team for them to play on, at his/her own age level.

At any time, if a child has been playing up decides to rejoin their age group they forfeit the privilege of playing up FOREVER.

6. **DATE, PLACE AND TIME TRYOUTS:** The travel director will provide a window of tryout dates based upon LIJSL guideline to the perspective coaches. The coaches at any particular age group must then respond to the Travel Director with preferred dates for tryouts when all affected coaches are available (to support a **COMMON** tryout). The travel director will then accept and authorize the specific

date(s), time(s), and location(s) for each tryout, prior before mailing any notices. The Travel Director will ensure that a valid field permit and insurance liability certificate are in effect. The Travel Director will then inform the Club Registrar to send tryout notices to eligible players.

7. **NOTIFICATION OF TRYOUTS:** Notification will be accomplished in multiple manners that might include:

1. direct mailing to registered club participants (incoming U10 candidates)
2. website
3. handout provided by coaches
4. Hicksville illustrated.

Instructions will be sent at least five (5) days prior to the first tryout date to all eligible club players registered for the previous season (in the correct age group), and who are eligible for Travel Team participation per the Club By-Laws.

The notice will detail at least the following:

- A. Eligible age group
- B. Player's name
- C. Date, time and location of tryout
- D. Coaches name(s)
- E. Coaches phone number

Instructions should also be given to bring a ball, shin guards and cleats. Players are required to bring tryout notice and give to coach(es) as proof of eligibility and attendance. Coaches and the Travel Director are to receive a listing of the players invited to tryouts, and any excused absentees.

8. **TRYOUT PROCEDURE:** The content, method and procedures for tryouts shall be at discretion of the team coach, within the following minimum set of guidelines:

1. a series of drills that provide an avenue to assess individual ball handling skills
2. game situations (small sided & full field)
3. position specific assessment (striker, defense, goalie, etc.)
4. general soccer knowledge (rules and situational play)
5. athletic & soccer potential

Cooperation and courtesy by the "A" coach to the "B" and "C" coaches is expected. All players shall receive fair and equal opportunity to demonstrate their abilities.

9. **SPRING ADD-ONS/TRANSFERS:** Changes to previously established rosters, between the Fall and Spring seasons, will be handled on an individual team basis, per LIJSL guidelines. Coaches requiring or considering roster changes should notify the Travel Director. Inter-Travel Team movements should be discussed between the involved coaches prior to notifying any players. All conflicts regarding this matter will be resolved by the Travel Director.

10. **PLAYING TIME:** There are no established guidelines for playing time in travel soccer.

### **REGISTRAION OF TRAVEL TEAM**

Players who are not registered, and in good financial standing, with the Club may not receive passes from LIJSL, and play for Hicksville Americans Soccer Club. The Travel Director or his/her designee will be the only people to enroll a player with the LIJSL after verifying their current Club membership.

### **DROPPING OF A PLAYER**

A player who is on a Travel Team cannot be dropped unless they have:

1. Moved far enough away making playing impossible
2. Violated the rules of either the LIJSL or Hicksville Americans Soccer Club
3. Health of the player makes it impossible for him/her to play the season

### **PROFESSIONAL TRAINING REIMBURSEMENT**

The Hicksville American Soccer Club shall provide monetary funds each season (fall and spring) to its travel teams in support ONE objective: professional training. Each summer, prior to the start of the travel year, the board of directors will vote on the maximum level of funds available per team each season (based upon enrollment/registration). Travel teams will make requests for these funds through the travel director who will in turn **authorize** the request before submitting it to the treasurer for payment. Proof of the training expense (such as cancelled check or invoice marked paid) must be presented by the travel team for re-imbusement of the training funds. No funds will be paid in advance of the travel team incurring the expense. Travel team professional training reimbursement will done at the close of each season, not in advance of the season.

#### Acceptable Trainers:

The board will restrict the payment for professional trainers on each team to those individuals who are either:

- a) part of a recognized insured commercial soccer training organization, or
- b) not affiliated with a recognized insured commercial soccer training organization, but can supply a resume that demonstrates to the boards satisfaction that the funds are justified.

#### Unacceptable Trainers:

To avoid a conflict of interest, a teams' carded coaches, or parents of players on an individual team will not be eligible to receive payment as professional trainers for that travel team.

### Abuse:

The funds are being provided for the improvement of the players. If a team is found to be abusing the purpose of these funds, the team and individuals involved will receive a written warning from the board on the first offense, and on the second, forfeit future funds until a meeting is held between the board and affected individuals at which time the affected individuals agree to adhere to these rules.

### **ADDING PLAYERS TO EXISTING TRAVEL TEAMS**

The purpose of the clubs travel program is to provide an avenue for our club children to play. To support this the club requires that all candidate children attend a common tryout for all teams with-in an age group (see travel rules “Player Selection – General Guidelines”). Travel coaches are required to select their teams from the group trying out. Once the travel rosters are submitted to LIJSL in July, add-ons will only be allowed in ***select instances (listed below), and must be coordinated through the Travel Director who is responsible for coordinating a board discussion & vote.*** The Travel Director is responsible for notifying the coach of the decision prior to any official changes.

#### **Permissible Add-on instances:**

1. **FILLING OUT OF ROSTER:** If all children who attended tryouts for a team were selected and additional roster spots are available (per LIJSL guidelines on roster size) players may be added as they become available from other clubs.
2. **FALL SEASON PREPARATION:** Before the start of the fall season, if the coach desires to add players (per LIJSL rules) the coach must first select from children who attended the common tryout. An additional step required in this instance it to first ***justify*** to the Travel Director the rationale for leaving a spot open in the official LIJSL roster submittal. Once the Travel Director is in agreement (and this reasoning **MUST** be communicated to the board and voted upon), the coach may begin contacting the remaining candidates from the tryout. If none of these candidates accept, a coach may request a player who did not attend the tryout be considered.
3. **SPRING SEASON PREPARATION:** Between the fall and spring season, if the coach desires to add players (per LIJSL rules) the coach must contact the Travel Director and make a request, explaining the requirement, to justify the addition. Upon suitable explanation the travel director will authorize the addition. If the Travel Director is not satisfied, the coach is encouraged to pursue the matter using the grievance committee described in Appendix B.

### **CLUB SUPPORT FOR REGIONAL & NATIONAL LEVEL INVITATIONAL TOURNAMENTS**

The Board of Directors encourages the participation of our club teams in state, regional and national level **Invitational** Tournaments. **Invitational** Tournaments are over and above the normal level of tournaments that teams participate in. **Invitational** Tournaments are identified by their desire to attract a special caliber of team, and if one of the club’s teams has reached this level of recognition, it is in the clubs best interest to

see the children participate. Travel teams are encouraged to submit details of their invitation to the Travel Director. The Travel Director will bring the request to the boards attention for a vote on providing support (at which time the board will also determine the level of support). The travel team will be notified of the boards' decision through the Travel Director. If approved, the travel team must agree to display a club provided banner during **Invitational** Tournament practices, warm-ups, and games.

# Appendix A – Constitution



## **SOCCER CLUB HICKSVILLE AMERICAN SOCCER CLUB CONSTITUTION**

Approved by the membership on December 10, 2001

P.O. BOX 114 HICKSVILLE, N.Y. 11802

### ARTICLE I NAME

The name of the organization shall be the Hicksville American Soccer Club, Inc. hereinafter referred to as the Club.

### ARTICLE II STRUCTURE

#### 2.1 Purpose

The purpose of the Club is to build character by teaching and developing skills and sportsmanship through the sport of soccer among the youth under nineteen (19) years of age. To operate an intramural program and to set up teams to play in organized amateur soccer leagues, such as The Long Island Junior Soccer League.

2.2 Colors: The Club colors shall be red, white and blue.

#### 2.3 Headquarters

The official headquarters of this club shall be located in Hicksville, New York. The location of all meetings will be at the discretion of the Board of Directors. It will be the responsibility of the Board of Directors to find and establish a permanent location for the operations and functions of the Club.

2.4 Affiliation: This Club shall maintain its affiliation with the Long Island Junior Soccer League.

2.5 Duration: The duration of this club shall be perpetual.

#### 2.6 Dissolution

In the event that this Corporation dissolves all of the remaining assets and property of the corporation shall after necessary expenses thereof be donated to the soccer program at the Hicksville Middle School and High School.

## ARTICLE III MEMBERSHIP

### 3.1 Definition

Membership in the Club shall be open to all parents or guardians of all youth under Nineteen (19) years of age who participate in either our intramural or travel program and to all non-paying participating adults nineteen (19) years of age or older as recognized by the Board.

### 3.2 Participation/Registration

Annual membership must be renewed each year during the spring registration period. The registration fee for any youth enrolling in the Club shall be determined yearly by the Board of Directors. A deadline date will be designated by the Board of Directors. A late fee and waiting list can be imposed at the discretion of the Board of Directors.

### 3.3 Suspension from Membership

#### (A) Reasons

The Board of Directors in its discretion may suspend from membership or expel any individual who:

- (1) Willfully violates any of the provisions of the Constitution or Rules and Regulations of the Club.
- (2) Has committed an act which was inconsistent with the principles and standards of good sportsmanship and fair play. (Principles and Standards).
- (3) Length of suspension will be determined by the Board of Directors.

#### (B) Actions

Such action shall require a two-thirds majority vote of the Board of Directors. A member shall have an opportunity to show cause why such action should not be taken.

#### (C) Reinstatement to Membership

The board of Directors at its discretion may reinstate a member who has been suspended from the Club by a two-thirds majority.

## ARTICLE IV MANAGEMENT

#### 4.1 Board of Directors

The business of the Club shall be conducted and managed by the Board of Directors, which shall consist of seven (7) Directors, The Directors shall serve for a term of two (2) years, and shall be elected at the November annual meeting and take office on January 1 of the following year.

#### 4.2 Election of Members to the Board of Directors

The Directors shall be elected by the general membership at the November annual meeting. The election of Directors shall be for specific positions shall be President, Vice President, Secretary, Treasurer, Registrar, Intramural Director and Travel Director.

#### 4.3 Vacant Director Seat

Any member of the Board of Directors through death or disability, or who is absent from three (3) consecutive meetings without adequate reason to, or permission from the President, or who has failed to discharge his/her office as Director, declared vacant by the majority vote of the Board of Directors. In the event of a vacancy the Board of Directors may appoint a person to occupy the position until the next scheduled November annual Meeting.

### ARTICLE V MEETINGS

#### 5.1 Board of Directors Meeting

The business of the Club shall be transacted at the Board of Directors meetings which shall be held at least nine (9) times a year of which two (2) must be the November and January meetings. A quorum shall exist when a majority of the Board of Directors are present. Each Board member shall have one (1) vote. A majority of those voting, a quorum being present, shall be required for passage of motions at a Board of Directors meeting, or a two-thirds majority when expected by Parliamentary Law.

#### 5.2 Open Meetings

All Board of Directors meetings shall be open to all members and interested parties. All members in good standing may request a chance to speak and can be called on by the chair to participate. The Board of Directors can call for a closed meeting when the business at hand involves a particular issue of personal or any matter that the Board might deem sensitive, or which can and might involve litigation.

#### 5.3 Call for Meeting

The President or a majority of the Board of Directors may call for a Special Board of Directors meeting. The President may or when so requested shall hold a meeting within ten (10) days, but no longer.

## ARTICLE VI AMENDMENTS

### 6.1 Amendments to the Constitution

The Constitution may be amended at any Club meeting by a majority vote of the members present, a quorum being present, provided that notice of the change was sent out to the membership fourteen (14) days prior to the said meeting.

### 6.2 Implementation of Amendments to the Constitution

All amendments will take affect immediately upon being accepted or noted by said amendment.

### 6.3 Voting

For purposes of voting in amendments, each member in good standing shall have (1) vote.

## ARTICLE VII DIRECTORS AND OFFICERS

### 7.1 Elections of members to the Board of Directors

The Board of Directors shall be elected by either a hand or closed ballot by the membership at the December annual meeting. A prospective candidate must either be present at the meeting or have sent a signed acceptance letter which can be read at the meeting.

### 7.2 Duties and Powers of Directors

#### (A) President

The President shall be the Chief executive officer of the Club, preside over all meeting and with the approval of the Board of Directors form committees and appoint members to those committees and be exofficio, a member of all committees. He/She shall have the responsibility for the general management of the affairs of the Club and shall see that all orders and resolutions of the Board are carried into effect. The President is responsible for all agendas for all meeting of the Board of Directors.

(B) Vice President

During the absence or disability of the President, The Vice President shall have all the powers and function of the President. In addition the Vice President shall be responsible for obtaining permits and insurance documents for yearly functions and operations of the Club.

(C) Secretary - The secretary shall have the following responsibilities:

- (1) To record the minutes of all meetings and prepare copies for the Board of Directors
- (2) To attend to all received correspondence, and to draft communications as directed by the Board of Directors
- (3) To maintain the historical records of minutes, certificates, Constitutions, Bylaws, Rules and Regulations and the Seal of Incorporation unless a permanent residence is found for the Club.
- (4) To draft and prepare for distribution to the membership any and all written materials and notices as directed by the Board of Directors.
- (5) To keep a complete list of all members.
- (6) To keep a complete list of the Board of Directors, coaches, and contact people.
- (7) To keep the key to the post office and regularly pick up the mail.
- (8) To count and certify the ballots at the election.

(D) Treasurer - The treasurer shall have the following responsibilities:

- (1) To deposit and disburse Moines as directed by the Board of Directors.
- (2) To keep accurate and complete financial records.
- (3) To maintain one or more bank accounts on Long Island.
- (4) To prepare monthly financial reports in writing.
- (5) To prepare an annual financial report of the Club's fiscal year in writing.
- (6) To administer all the checking and saving account.
- (7) To prepare and submit annual Internal Revenue forms by 08/15 each year.
- (8) To prepare financial reports as directed by the State and or Federal regulations.
- (9) To insure that all out-going checks carry the signature of two (2) Officers of the Club.

(E) Registrar - The Registrar is responsible for the following:

- (1) To collect and receive all applications.
- (2) To give and collect all checks at application time to the Treasurer.
- (3) To maintain an accurate list of all paid club members.
- (4) To break down all applicants into the various categories and make copies for said commissioner.
- (5) To be responsible for all financial aid requests.
- (6) To prepare and submit insurance rosters by September 1 of each year.
- (7) To keep a key to the post office and regularly pick up the mail.

(F) Intramural Director The responsibilities of the Intramural Director are the following:

- (1) To run and over see the entire Intramural Program.

- (2) With the Boards approval, to appoint the Boy's Little Squirt and Giant Squirt, Girl's Little Squirt and Giant Squirt, Boy's Pee Wee, Girls Pee Wee and 135 Commissioners
- (3) To set up calendars in relation to the beginning and end of the Fall and Spring Seasons.
- (4) To be responsible for all referees and for the painting of the intramural fields with the Boards approval to appoint a Field Maintenance and Referee coordinator.
- (5) To maintain and be responsible for a training manual and/or guide lines to provide to all coaches at the beginning of each season

(G) Travel CommissionerThe Travel Commissioner is responsible for the following:

- (1) To over see the Travel Program
- (2) To appoint with the Boards Approval a Tournament Director
- (3) To be the Club's Registrar with the Long Island Junior Soccer League.
- (4) To be responsible for the painting of all travel fields.
- (5) To maintain and be responsible for a training manual and /or guidelines to provide to all coaches at the beginning of each season.

## ARTICLE VIII APPOINTMENTS

### 8.1 Commissioners

It will be the responsibility of the Board of Directors to approve the following appointments.

- (1) Boy's and Girls Little Squirt Commissioners
- (2) Boy's and Girl's Giant Squirt Commissioners
- (3) Boy's Pee Wee Commissioner
- (4) Girls Pee Wee and 135 Commissioner
- (5) Tournament Commissioner
- (6) Field and Maintenance Commissioner
- (7) Referee Commissioner
- (8) Purchaser
- (9) Any future appointments that the board might deem necessary

# Appendix A – Grievances

## **Grievances Committee Operating Guidelines**

### **Purpose:**

The Hicksville American Soccer Club (HASC) Board of Directors (BOD) to ensure smooth operation will establish a committee to address all grievances, protests, disputes and behavioral incidents stemming from the daily operation of the HASC. The Grievance Committee shall be responsible for any discussion/arbitration that pertains to activities of club members on matters inside (Player, Coach, Team, Team Official, Club Official) and outside of the club (Team and/or Club Supporter). Decisions rendered by the Grievance Committee will be submitted to the BOD for final approval prior to any action.

### **Grievance Process Overview:**

The grievance process is open to all club members in good standing. Any club member with a grievance must submit a typewritten summary of the incident to the Grievance Committee Chairperson (proper format is described below in section 12). The Chairperson will evaluate the submission to make sure it is properly formatted. Once the grievance is properly formatted the chairperson will deliver copies to all Grievance Committee members. The committee members will have three (3) calendar days to respond to the committee secretary with their decision on whether the issue should be heard by the entire committee (if a committee member fails to respond, it will be considered a vote to NOT hear the grievance before the entire committee). The committee secretary is responsible to gather the votes and inform the Chairperson of the results. In all cases, the grievance will be judged in regard to the published club guidelines and “spirit” of the club to determine what, if any, action should be taken. If the vote is to not hear the grievance in full committee, the Chairperson is responsible to provide a written summary of the vote and a copy of the original grievance to the BOD through its secretary, who will in turn provide copies to the entire BOD. The Board will then vote on the recommendations and contact the affected individuals with a final decision.

If the Grievance Committee vote indicates the grievance is worthy of a hearing, the Chairperson is responsible to arrange a meeting of the majority of the committee at which time each person affected in the grievance will be asked to appear to relate the situation from their perspective (this affected persons shall include, as a minimum, the person submitting the grievance, and the opposing party as named in the grievance). The Chairperson is responsible to decide whether other parties are allowed to address the committee. Each party will be given 15 minutes to present their case to the committee in private, with the grieving party going first, to allow the opposing party to respond to the issue. Once complete the committee may ask for clarification on any point prior to dismissing all parties. In all instances, there will be NO legal representation allowed, only the affected individuals as deemed by the Grievance Committee when forming the meeting. After all testimony is heard, the Chairperson is responsible to dismiss the participants, and then lead the committee in a private meeting to discuss the grievance

and reach a conclusion and recommendation. This conclusion and recommendation will then be submitted in writing to the secretary of the HASC BOD who will distribute it to the balance of the BOD. The HASC BOD will then vote on the recommendation and inform the affected parties in writing of the results. The process from original receipt of grievance to resolution should be executed to take no longer than 15 calendar days (subject to volume of grievances). The club will retain a copy of all findings in its permanent files for a period of three years.

### **Detailed Guidelines:**

1. ***Committee Composition, Formation, and Chairperson Selection*** - The Grievance Committee shall be comprised of the same number of individuals as the BOD, with each BOD member responsible for nominating an individual. Once nominated the individual must receive a majority of the Boards' approval through a vote at any open meeting. Once each board member has supplied a suitable candidate (as evidenced by a majority BOD vote) the Club president will elect an interim chairperson. The interim chairperson will be responsible for organizing a initial meeting at which time the Grievance Committee individuals will select a permanent chairperson from their rank by a majority vote. Once elected the chairperson will serve their term as long as they maintain a majority vote of the Grievance Committee members. The Chairperson will then select a recording secretary from the remaining committee members who will be responsible for a written summary of all proceedings.

2. ***Chairperson Responsibilities:*** - The Grievance Committee Chairperson responsibilities are:

1. Ensure submitted grievance requests are properly formatted.
2. Convene Grievance Committee to review a request.
3. Lead committee in a quick concise evaluation of the situation with input from all parties affected.
  - a. Ensure all affected parties are represented at the hearing stemming from the request.
4. Lead a discussion period to arrive at a majority opinion on the situation (done in private) in accordance with the clubs' written guidelines and "spirit" of the club.
5. Ensure that written results are provided to the BOD for their approval and implementation.

3. ***Voting*** of this committee shall be one (1) vote for each member of the committee including the Chairperson. A minimum of three (3) voting members, which includes the Chairperson, will be required to hear a case and render a decision.

4. ***Participants at a Grievance Committee Meeting*** - The Chairperson of the Grievance Committee reserves the right to determine the participants and number of participants that may attend a Grievance Committee meeting.

5. ***Ignorance of the Rules*** - A plea of ignorance of the rules and regulations of the club is not sufficient grounds for the filing of a grievance, protest, or dispute.

6. ***Conflicts of Interest*** - The members of the Grievance Committee shall avoid both apparent and actual conflicts of interest. In the event that a member of the committee may be considered on any basis by a reasonable individual to have a bias for or against any interested party in a grievance, protest, or dispute, that member shall excuse himself/herself from the deliberations concerning that grievance, protest or dispute.

7. ***Forfeiture of Rights*** – The Chairperson is responsible for selecting a date that all affected parties can reasonably attend. Once selected and communicated to the affected parties, it shall not be changed unless deemed practical by the Chairperson. An involved party failing to appear before the committee on the selected date and time, after having received notice, shall forfeit all rights to present a case or response.

8. ***Basis of Decision*** - The Grievance Committee shall render a decision on any grievance, protest, or dispute on the basis of any information, from any source, that it deems appropriate under the circumstances.

9. ***Timeliness of Decision*** - The Grievance Committee shall render a decision to proceed with an investigation, or not, within fifteen (15) days of receipt by the Chairperson of a grievance, protest, or dispute.

10. ***Notification of Decision*** - All parties to a grievance, protest or dispute shall be notified in writing within (10) days of the HASC BOD vote on the Grievance Committee findings and recommendations.

11. ***Appeal of a Grievance Committee Decision*** - A Club member may appeal a decision of the Grievance Committee by submitting a written response the BOD secretary with-in (10) calendar days of the receipt of the BOD decision on the Grievance Committee findings. Once received, the BOD will evaluate the response and either direct another Grievance Committee hearing, or notify the affect individual that the response was found to not substantively change the original decision.

12. ***Format of Grievance Submission*** – The Grievance Committee will only consider properly formatted submission written in English that include:

1. Time, Date, Location of incident.
2. Clear statement of involved club guideline, rule, or “spirit”.
3. Identification of grieving party including contact information (post address & phone number)
4. Clear indication of the opposing party, with first and last names.
5. Concise statement of the response or action requested

13. ***Retention of Grievances and Results*** – The BOD secretary will be responsible for retaining in the club files for a period of three calendar years a copy of all relevant grievance material.

14. *Term of Grievance Committee Members* – A particular Grievance Committee will serve the identical period to the HASC BOD that elected it. Members can be removed from the Grievance committee with a majority vote of the HASC BOD. After each HASC board election the Grievance Committee must be reformed even if the new BOD desires the same members to serve again on the committee.

# **Appendix C - Eligibility and Guidelines for a HASC Scholarship**

**HICKSVILLE AMERICAN SOCCER CLUB**  
**HICKSVILLE HIGH SCHOOL SCHOLARSHIP**

**AMOUNT (2) \$500.00 (one male and one female)**

**CRITERIA:**

- >Student must be a graduating Hicksville High School senior the year of the application
- >Have a minimum overall high school average of 80%
- >Plan on attending a university, college, or trade school in the fall following graduation
- >Must be playing soccer either for the Hicksville High School, Hicksville American Soccer Club, or other certified soccer organization, in their senior year
- >Must have participated in the Hicksville American Soccer Club. (Must have played at least 2 years in the Travel Division)

Students **MUST** include the following with the application:

1. Two (2) letters of recommendation
2. Official transcript
3. Brief resume
4. An essay of 250 to 500 words on “ How Soccer has Influenced My Life. “

**HICKSVILLE AMERICAN SOCCER CLUB**  
**NON-HICKSVILLE HIGH SCHOOL SCHOLARSHIP**

**AMOUNT (2) \$500.00 (one male and one female)**

**CRITERIA:**

- Student must be a graduating high school (other than Hicksville High School) senior the year of the application
- Have a minimum overall high school average of 80%
- Plan on attending a university, college, or trade school in the fall following graduation
- Must be playing soccer either for the high school he/she attends, Hicksville American Soccer Club, or other certified soccer organization in their senior year
- Must have participated in the Hicksville American Soccer Club (must have played at least 5 years with at least 2 years in the Travel division)

Students **MUST** include the following with the application:

1. Two (2) letters of recommendation
2. Official Transcript
3. Brief resume
4. An essay of 250 to 500 words on “ How Hicksville Soccer has Influenced My Life”