

**CONSTITUTION  
and  
BY-LAWS  
of the**

**WOOD-RIDGE RECREATIONAL  
SOCCER PROGRAM  
of  
WOOD-RIDGE, NEW JERSEY**

**ADOPTED FEBRUARY 20, 2003**

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**CONSTITUTION**

**ARTICLE 1  
NAME**

This organization shall be known as the Wood-Ridge Recreational Program, of Wood-Ridge, New Jersey, also referred as “Wood-Ridge Soccer Program” and “Wood-Ridge Soccer”.

**ARTICLE 2  
PURPOSE**

The purpose for which the program is organized is to promote participation in the sport of soccer through the organization, operation, and maintenance of a soccer program based in the town of Wood-Ridge. To promote and instill good sportsmanship and fellowship among all players, coaches, and parents through the principles of honesty, discipline and fair play. To educate the players, parents, and the general public with respect to the game of soccer and the value of the sport to them.

**ARTICLE 3  
SEASONAL YEAR**

The seasonal year for the Wood-Ridge Recreational Program shall begin on April 1<sup>st</sup> and end on March 31<sup>st</sup> of the following calendar year.

**ARTICLE 4  
FINANCES**

The Board of Directors, hereinafter referred to as “the Board”, shall decide on any questions regarding the disbursement of the Programs moneys. The Treasurer shall report

and make available at the annual meeting a review of prior year receipts and disbursements.

## ARTICLE 5 FUND RAISING

Fund raising projects or events or other activities sponsored by the Wood-Ridge Recreational Program or by the member teams must be approved by the board.

Section 1       Proposals for the Program or team member fund raising activities must be presented to the board in writing.

## ARTICLE 6 MEMBERSHIP

The members consist of the enrolled youth, parents/guardians of the enrolled youth, and the volunteering, responsible adults who are in support of this Program. All members shall abide by the Constitution and By-Laws, all the Rules and Regulations, and the Member Code of Conduct.

Section 1       All members are required to attend 75% of the general meetings in order to have voting privileges.

Section 2       Members may be suspended from the Wood-Ridge Recreational Program for reasonable cause by the Board, after a hearing at which they have reasonable opportunity to oppose such action.

Section 3       A suspended member is still a member, that is, suspension does not terminate but rather deprives the member of the exercise of membership privileges until the reason for the suspension are rectified or until the member is expelled.

Section 4       An expelled member is no longer a member of the Program and retains no privileges of membership. Reapplication must be approved by the Board.

## ARTICLE 7 ELIGIBILITY

Any youth residing in the town of Wood-Ridge and/or attends a school in the town of Wood-Ridge and demonstrates an interest in soccer, and meets the age requirements of the Program shall be eligible for membership as a player.

ARTICLE 8  
AGE REQUIREMENTS

Any youth residing in the town of Wood-Ridge who has attained his/her 5<sup>th</sup> birthday on or before October 1<sup>st</sup> of the fall seasonal year in which he/she applies for registration.

ARTICLE 9  
REGISTRATION

Any eligible youth wanting to play within the Wood-Ridge Recreational Program may do so by registering during predetermined times set by the Program.

- Section 1      Any youth registering for the first time must show proof of age (birth certificate) and proof of residency (Parent's driver license or PSE&G bill) if new to the Program.
- Section 2      Any youth registering in the Wood-Ridge Recreational Program must pay the predetermined registration fee within the guidelines established by the Wood-Ridge Recreation Commission.
- Section 3      A parent/guardian must sign the registration form.
- Section 4      A youth who plays in the Wood-Ridge Recreational Program, and then moves out of town, may finish playing the existing season, however he/she will be ineligible to play in the future if he/she is not a resident of Wood-Ridge or attends a school in Wood-Ridge.
- Section 5      A refundable concession stand fee is required upon registration and will be returned when assigned duty is completed

ARTICLE 10  
FALL DIVISION COMPOSITION

The Wood-Ridge Recreational Program is divided into four distinct divisions, each with its own rules and regulations set forth herein and, from time to time, by the Board.

- Section 1      Division 1 is comprised of youth ages 5 and 6 and/or kindergarten and 1<sup>st</sup> grade respectively. Players are only permitted to play two years in Division 1 then must advance to Division 2. Division 1 has its own distinct Rules and Regulation to suit the circumstances of this division, as approved by the Board.
- Section 2      Division 2 is comprised of youth ages 7 and 8 and/or 2<sup>nd</sup>

and 3<sup>rd</sup> grade respectively. Players are only permitted to play two years in Division 2 then must advance to Division 3.

- Section 3 Division 3 is comprised of youth ages 9 and 10 and/or 4<sup>th</sup> and 5<sup>th</sup> grade respectively. Players are only permitted to play two years in Division 3 then must advance to Division 4.
- Section 4 Division 4 is comprised of youth ages 11 through 14 and/or 6<sup>th</sup> through 8<sup>th</sup> grade respectively. Division 4 is comprised of a boy's team and a girl's team. The two teams will compete with opposing towns.
- Section 5 Division 2, 3, and 4 will be governed in most part by the rules of NJYS, this being FIFA rules.

#### ARTICLE 11 FALL TEAM COMPOSITION

The number of teams making up a division will be contingent on the number of players registered in accordance to the age and grade requirements for each division.

Section 1 Division 1 teams shall be picked by coaches through a blind choice system, except for his/her own children, and the children of the assistant coach(es). Registration shall be sorted as evenly as possible according to age and experience. The coaches shall then draw, randomly, to attain the order of choice, and then they will choose the player in order, from registrations that are face down. There shall be no changing of choices, unless approved by the other coaches and the Coordinator of that division. Once the draft is deemed completed and closed by the Coordinator, there shall be no more player transfers.

Section 2 Divisions 2 and 3 teams shall be made up of a player draft system, except for his/her own children, and the children of the assistant coach. One month prior to the draft coaches and division Coordinators will attend a mandatory meeting to rank players, as evenly as possible, according to age and experience. Players ranked as an A player will have a value of 5. Players ranked, as a B player will have a value of 3. Players ranked as a C player will have a value of 1. Coaches and assistant coach's children also will be ranked. There shall be no changing of ranking, unless approved by the other coaches and the Coordinator of that division. Once the ranking is deemed completed and closed by the Coordinator,

there shall be no more changes to player ranking.

Section 3 Division 2 and 3 coaches and Coordinators will attend a mandatory meeting, one month after players have been ranked, to draft players to comprise their team. The number of A picks a coach has is determined by dividing the A players evenly among all coaches in the division. The same for B and C players. Coaches and their assistant will automatically lose a pick if they have children playing on their team. The coach who gets to pick an A player first will be determined by who has the fewest points. The draft will continue allowing the coach with the fewest points to have the next pick until the draft is complete. There shall be no changing of choices, unless approved by the other coaches and the Coordinator of that division. Once the draft is deemed completed and closed by the Coordinator, there shall be no more player transfers.

Section 4 Division 4 will be divided by boys and girls. If enough players are registered to form more than one team and are agreed by the coaches of the division the coaches will choose the teams on a mutual consent.

## ARTICLE 12 INDOOR WINTER PROGRAM

Groups and Divisions will be established by the Indoor Coordinator based upon the enrollment of kindergarten through 3<sup>rd</sup> grade. Teams will be comprised of a minimum of six players and a maximum of two coaches per team.

## ARTICLE 13 PLAYER REGULATIONS

Wood-Ridge Recreational Program Code of Conduct.

Treat opponents with respect

Play within the rules of the game of soccer.

Demonstrate self-control.

Respect the officials and accept their decisions without gesture or argument.

Win without boasting, lose without excuses, and never quit.

Remember it is a privilege to represent the Wood-Ridge Recreational Program.

#### ARTICLE 14 BEHAVIOR

Both players and his/her parents shall represent the Program appropriately by demonstrating good sportsmanship, team spirit, self-discipline, and respect for others and abide by N.J.S.A. 2C: 12-1

#### ARTICLE 15 ATTENDANCE

Each player is expected to attend all games and practice sessions and to work on skill development outside of regular team practice sessions. Players are encouraged to attend off-season soccer camps.

#### ARTICLE 16 COACHING REGULATIONS

Wood-Ridge Recreational Program Coaches Code of Conduct.

Treat own players, parents, and opponents with respect.

Teach and inspire soccer players to love the game, and instill the desire to compete fairly.

Exemplify the type of person he/she wants the players to be.

Set high standards of performance and conduct and maintain control and discipline of the team at all times

Respect the judgment and interpretation of the rules by the officials.

Realize that he/she is a teacher/coach and therefore understands the game and proper soccer behavior at all times.

#### ARTICLE 17 COACHING REQUIREMENTS

Head coaches, assistant coaches, coordinators, and officers must be over eighteen years of age unless approved by the Board.

- Section 1 All coaches must be approved by the Board. Teams shall be comprised of 1 head coach and 2 assistant coaches per team per division. The head coach can select one assist coach, the second will be assigned after the draft. All coaches are evaluated by the Board and the Coordinators upon completing seasonal play.
- Section 2 Any coach may be removed from his/her position for reasonable cause by the Board after a hearing at which he/she has had a reasonable opportunity to oppose such action.
- Section 3 All head coaches in Division 2, 3, and 4 are required to attain an F License and the Program will provide a venue or information to acquire such licenses. Division 1 coaches are required to attend one of the coaching clinics offered and are encouraged to attain an F- license. Any certification expenses up to \$35 will be reimbursed by the Program.
- Section 4 A team may not hold a practice or play a match unless a Board approved certified coach is in attendance and assuming responsibility for coaching the team.
- Section 5 The number of practice seasons each team holds is at the discretion of the coach, subject to the approval of the board. Each divisional coach is required to submit a practice schedule to the Coordinator no later than two weeks of the start of the season.

## ARTICLE 18 SCHEDULING

All scheduling shall be done by the Coordinators.

- Section 1 All games by members of the Program outside of the town of Wood-Ridge must have the approval of the Board.

## ARTICLE 19 REFEREES

The Program will provide referees for Division 2, Division 3, and Division 4. Division 1 will be officiated by divisional coaches.

Section 1 All referees shall have knowledge of FIFA rules, and be under the jurisdiction of the Vice President. The Vice President will be responsible for the scheduling and conduct of the officials. Any objections or complaints, concerning the officiating, should be brought to the attention of the Division Coordinator, and if deemed necessary, the Vice President. On the field the referees shall have the final say, and their decision is to be abided with. Referee abuse, both verbal and physical, will not be tolerated.

## ARTICLE 20 GAMES

All games must be played according to a predetermined schedule presented by each Division Coordinator. The time, the length of the game, and the field where the game will be played, shall be decided upon by the Board, before each season, and shall be in accordance with the enrollment. Division 4 will follow the rules and regulations of the Traveling Recreation Program.

Section 1 Each team must meet the Division's minimum number of players to start a game. A team playing another team that has the minimum number of players shall not have more than a one player advantage.

Section 2 Each player must play a minimum of one half of the game, no less.

Section 3 In an effort to prevent running up the score, after a four goal advantage, a coach is expected to make the following attempts:

Let the players who historically play a half game play the full game and have the players who play a full game play a half.

Pull offensive players into a defensive position.

Pull back or remove your goal scorers from the game or play them in goal.

Concentrate more on a passing game.

No team shall increase a score differential more than six goals.

## ARTICLE 21 BOARD MEMBERS QUALIFICATIONS

Each officer shall be elected by a vote of the voting members.

- Section 1 Candidates for the Wood-Ridge Recreational Program must be over eighteen years of age, and must meet the criteria.
- Section 2 Candidates should be nominated at the January meeting and voted on at the February meeting.
- Section 3 Term of office should be one year commencing on April 1 in the year of election, and expiring on March 31, with no restriction on number of terms one may serve.

## ARTICLE 22 REMOVAL FROM OFFICE

Officers may be removed from his/her position for reasonable cause and by due process by the Board after a hearing at which they have reasonable opportunity to oppose such action.

- Section 1 Any Board Member missing more than three meetings, and not excused, or who does not fulfill his/her obligation as prescribed in these By-Laws may be removed from the position by a majority vote of the Board of Directors.

## ARTICLE 23 GOVERNING AUTHORITY

The Board shall be comprised of 13 voting members, elected from the current membership. The nine positions will consist of the following:

President

Vice President

Secretary

Treasurer

Division 1 Coordinator

Division 2 Coordinator

Division 3 Coordinator



Board.

To serve as the liaison between the Wood-Ridge Recreational Program and other organizations.

To serve as the general representative of the Wood-Ridge Recreational Program in all matters.

To carry out such other and further duties as from time to time are assigned by the Board.

#### ARTICLE 27 VICE-PRESIDENT

The Vice-President will be required to have at least three years membership in the Wood-Ridge Recreational Program including at least two full years as a Coach and at least one year of service on the Board.

Section 1 The duties and responsibilities of the Vice-President shall include the following:

To assist the President as necessary.

To exercise the duties and responsibilities of the President in the absence of the President.

Serve as Coordinator of the referees.

To carry out such other and further duties as from time to time are assigned by the President.

#### ARTICLE 28 SECRETARY

The Secretary will be required to have at least two years membership in the Wood-Ridge Recreational Program including one full year as Coach.

Section 1 The duties and responsibilities of the Secretary shall include the following:

To record and publish minutes of all meetings.

To give proper notice of all membership meetings and other organized events.

To publish and distribute minutes, notice and other communication to the website and newspapers as required.

To carry out such other and further duties as from time to time are assigned by the President.

5. Record all members who attend monthly meetings.

## ARTICLE 29 TREASURER

The Treasurer will be required to have at least two years membership in the Wood-Ridge Recreational Program including one full year as Coach.

Section 1      The duties and responsibilities of the Treasurer shall include the following:

To prepare an annual budget and to present same to the Board for approval.

To keep a detailed account of income and expenses of Wood-Ridge Recreational Program.

To submit appropriate financial statements at the Coaches and Board meetings.

To carry out such other and further duties as from time to time are assigned by the President.

Responsible for all purchases concerning the soccer program.

## ARTICLE 30 DIVISION 1 COORDINATOR

The Division 1 Coordinator will be required to have at least one year membership as a Coach.

Section 1      The duties and responsibilities of the Division 1 Coordinator shall include the following:

Coordinators shall oversee the drafting of teams in his/her division.

Shall make a schedule for his/her division before each season.

Shall be responsible for calling games due to inclement weather.

Shall help with rescheduling of all games not played.

Shall make spot decisions in matters of disputes involving his/her division.

To oversee the selection and operation of Division 1.

To act as liaison between the members of the Division 1 teams and the Board.

To carry out such other and further duties as from time to time are assigned by the President.

ARTICLE 31  
DIVISION 2 COORDINATOR

The Division 2 Coordinator will be required to have at least two year membership as a Coach of a Division 1 or 2 team.

Section 1      The duties and responsibilities of the Division 2 Coordinator shall include the following:

1. Coordinators shall oversee the drafting of teams in his/her division.
2. Shall make a schedule for his/her division before each season.

Shall be responsible for calling games due to inclement weather.

Shall help with rescheduling of all games not played.

Shall make spot decisions in matters of disputes involving his/her division.

To oversee the selection and operation of Division 2.

To act as liaison between the members of the Division 2 teams and the Board.

To carry out such other and further duties as from time to time are assigned by the President.

ARTICLE 32  
DIVISION 3 COORDINATOR

The Division 3 Coordinator will be required to have at least two years membership as Coach of a Division 2 or 3 team.

Section 1 The duties and responsibilities of the Division 3 Coordinator shall include the following:

Coordinators shall oversee the drafting of teams in his/her division.

Shall make a schedule for his/her division before each season.

Shall be responsible for calling games due to inclement weather.

Shall help with rescheduling of all games not played.

Shall make spot decisions in matters of disputes involving his/her division.

To oversee the selection and operation of Division 3.

To act as liaison between the members of the Division 3 teams and the Board.

To carry out such other and further duties as from time to time are assigned by the President.

### ARTICLE 33 DIVISION 4 COORDINATOR

The Division 4 Coordinator will be required to have at least two year membership as a Coach of a Division 3 or 4 team.

Section 1 The duties and responsibilities of the Division 4 Coordinator shall include the following:

Coordinators shall oversee the drafting of teams in his/her division.

Shall help with rescheduling of all games not played.

Shall make spot decisions in matters of disputes involving his/her division.

To oversee the selection and operation of Division 4.

To act as liaison between the members of the Division 4 teams and the Board.

Attend all meetings with other towns for recreational traveling and provide schedules for all tournaments and games.

To carry out such other and further duties as from time to time are assigned by the President.

#### ARTICLE 34 FIELD OPERATIONS COORDINATOR

The Field Operations Coordinator shall be appointed by the Board and will be required to have at least two year membership as a Coach.

Section 1       The duties and responsibilities of the Field Operations Coordinator shall include the following:

To formulate a committee and act as a chairperson.

To represent the Wood-Ridge Recreational Program in dealing with agencies on matters concerning facilities for use by the Wood-Ridge Recreational Program including practices and game fields.

To insure game fields are in proper game condition including field lining.

Coordinate with the Treasurer on matters concerning equipment for use by the Wood-Ridge Recreational Program.

To insure that game fields are equipped with goals, nets, and corner flags.

To handle the procedure and distribution of all necessary Wood-Ridge Recreational Program supplied equipment including balls, medical kits and uniforms.

To carry out other and further duties as from time to time is assigned by the President.

#### ARTICLE 35 BOARD OF DIRECTORS DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Board shall include but not be limited to the following:

To conduct all Wood-Ridge Recreational Program business in accordance with the By-Laws and all other rules and regulations as may be adopted by the Board from time to time.

To hear and pass judgment on all requests, protests and appeals brought forth by any member, officer or committee including any request seeking suspension of any Board member, coach or officer.

To approve the annual head coaches list provided by the Coordinators.

To have full power to deal with any situation not expressly provided for in the By-Laws.

### ARTICLE 36 ACTIONS OF THE BOARD OF DIRECTORS

The presence of no less than four members of the Board shall constitute a quorum and shall be necessary for the transaction of business or of any specified item of business.

Section 1      If a quorum is present, the vote of a majority of the Board present at the time of the vote shall be the act of the Board.

Section 2      Each member of the Board shall have one vote. Each member must be present at the meeting to vote – no proxies are allowed.

Section 3      All action of the Board shall be final.

Section 4      The President of the Wood-Ridge Recreational Program will serve as chair of the Board.

Section 5      The term of each Board member shall be one year.

### ARTICLE 37 EXPENDITURES

The fiscal year of this Program shall begin on the first day of July and end on the thirtieth day of June.

Section 1      Expenditures of Program funds shall be limited to uniforms, equipment and supplies for players and fields, awards or any other expenditure which are deemed appropriate.

Section 8      All expenditures in excess of five hundred dollars must be bided out to a minimum of three vendors. The Board will vote on the vendor deemed appropriate.

### ARTICLE 38 COMMITTEE MEMBERS DUTIES

All Committee Members are responsible to hold their positions for a full term from April 1 through March 31 of the following year.

Section 1       The duties of the Committee may be reassigned between different Committee members at the discretion of the Board. The Committee duties will be as follows:

#### ARTICLE 39 FUND RAISING COMMITTEE

A Fund Raising Committee shall be appointed on a seasonal basis by the Board. This committee shall consist of a Chairperson, appointed by the President, and at least three members of the Program.

The responsibilities of this committee shall include the following:

- Section 1       Organize and oversee fund raising programs and sponsorships established and voted upon by the members.
- Section 2       This Committee shall determine and recommend to the Board the source of such fund raising which will be required of the members.
- Section 3       The Committee shall further recommend the type of award, when appropriate, which will be granted to the members of the Program who fulfill their fund raising obligation and are classified as players in good standing.

#### ARTICLE 40 CONCESSION STAND COMMITTEE

A Concession Stand Committee shall be appointed on a seasonal basis by the Board. This committee shall consist of a chairperson and eight members, two representing each division.

The responsibilities of this committee shall include the following:

- Section 1       Schedule parents to help with the concession stand.
- Section 2       Keep record of parents or volunteers who did not assist with the concession stand.
- Section 3       Refund all checks to parents after completing their assigned concession stand duty.

Section 4      Keep an inventory of food and beverage and restock items needed.

ARTICLE 41  
AWARD CEREMONY COMMITTEE

A Committee composed of a Chairperson, appointed by the President, and one regular member from each team shall plan and develop on a yearly basis, an Award Ceremony at the end of the season.

ARTICLE 42  
MEETINGS

The Wood-Ridge Recreational Program will hold monthly coaches meetings. These meeting are open to all Wood-Ridge Recreational Program members. The order of business shall be as followed:

Section 1      Roll Call

Treasurer report

Acceptance of minutes of last meeting

Board committee reports

Concerns of teams (Coordinators Reports)

Special agenda item

New business

Concerns of members

Adjournment

Section 2      Regular Board meetings shall be held every month and special meetings may be called by the President or by a quorum of the Board.

Section 3      Board meetings shall be held every month and special meetings may be called by the President or by a quorum of the Board.

Section 4      A minimum of three days' notice is required for Board meetings and seven days' notice is required for Coaches meetings.

Section 5 The Wood-Ridge Recreational Program will hold one Annual General Meeting open to all members including players, parents, and coaches.

#### ARTICLE 43 PROTESTS AND APPEALS PROCEDURES

The purpose of the protest and appeals procedure shall be to hear protests and appeals resulting from the game of soccer among players registered to the Wood-Ridge Recreational Program and to hear protests and appeals pertaining to the Wood-Ridge Recreational Program By-Laws, actions, rules, regulations, and policies as may from time to time be in effect.

Section 1 Any individual member, team member, player or coach may present a protest or appeal to the Division Coordinators.

Section 2 The objective of the protest and appeals procedure shall be to provide fair, expedient and just hearing for all protests and appeals. The Wood-Ridge Recreational Program Board shall hear and pass judgment on all protests and appeals and their decision will be final.

Section 3 The protest or appeal must be in writing, must describe in detail the grounds for the protest or appeal, and must be presented to the President a minimum of three days prior to the next scheduled Board meeting.

Section 4 The Board shall review the protest or appeal and shall make a decision within two weeks of the receipt of the protest or appeal and their decision will be final.

#### ARTICLE 44 AMENDMENTS AND CONFLICTS

Proposals to adopt, amend or repeal By-Laws may be made by any member, in writing, at Membership meetings or by any member of the Board at a Board meeting.

Section 1 By-Laws may be adopted, amended or repealed only by a quorum of the Board that is present plus one of the registered members at a regularly scheduled coaches meeting. Each registered team present shall have one vote.

Section 2 The vote will take place no sooner than the monthly meeting following the meeting in which the proposal was presented.

Section 3 These By-Laws are effective as of March 31, 2003 and  
replace and supersede any and all prior By-Laws.

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