

JTAA Jupiter Sting Competitive Soccer Manual 2009-2010

Creed

All managers, coaches and officials of the Jupiter Tequesta Athletic Association will help all players to develop strong, healthy bodies and minds; the highest type of sportsmanship; understanding and respect for the rules; courage in defeat, modesty in victory; themselves into becoming good citizens.

Preamble

This Policy Manual and League Rule Book is subject to the JTAA Executive Board Bylaws and Policies.

National Standards for Youth Sports

JTAA has adopted the National Standards for Youth Sports created by the National Alliance for Youth Sports which are as follows:

- 1. Proper sports environment – Parents must consider and carefully choose the proper environment for their child, including the appropriate age and development for participation, the type of sport, the rules in the sport, the age range of the participants, and the proper level of physical and emotional stress.*
- 2. Programs based on Well-Being of Child – Parents must select youth sports programs that are developed and organized to enhance the emotional, physical, social and educational well-being of children.*
- 3. Drug, Tobacco & Alcohol-Free Environment – Parents must encourage a drug, tobacco and alcohol-free environment for their children.*
- 4. Part of Child's Life – Parents must recognize that youth sports are only a small part of a child's life.*
- 5. Training – Parents must insist that coaches be trained and certified.*
- 6. Parents' Active Role – Parents must make a serious effort to take an active role in the youth sports experience of their child providing positive support as a spectator, coach, league administrator and/or caring parent.*
- 7. Positive Role Models – Parents must be a positive role model exhibiting sportsmanlike behavior at games, practices, and home while giving positive reinforcement to their child and support to their child's coaches.*

8. *Parental Commitment – Parents must demonstrate their commitment to their child's youth sports experience by annually signing a parental code of ethics.*

9. *Safe Playing Situations – Parents must insist on safe playing facilities, healthful playing situations and proper first aid applications, should need arise.*

10. *Equal Play Opportunity – Parents, coaches, and league administrators must provide equal sports play opportunity for all youth regardless of race, creed, sex, economic status or ability.*

11. *Drug, Tobacco & Alcohol-Free Adults – Parents as coaches, fans, and league administrators must be drug, tobacco and alcohol-free at youth sports activities.*

Policy Manual

1. INTRODUCTION

This JTAA Manual is intended to inform and guide those involved in JTAA programs. This manual contains the policies and procedures adopted by the Sting Competitive Soccer Committee and used in the operation and administration of the JTAA's various programs.

1.1 Purpose of JTAA Sting Competitive Soccer Committee

The purpose of the JTAA Sting Competitive Soccer Committee is to provide to the Jupiter Tequesta community a program that carries out many of the same values of the recreational program, but provides a higher level of training and competition for those soccer athletes that desire to play at a more competitive level than recreational soccer typically provides. In accomplishing this purpose, the Committee shall:

- Make its leagues available to all girls/boys who want to try out for a team
- Set its fees as low as possible while continuing to provide a level of training that allows Sting teams to be competitive within the leagues they play in
- Maintain a balanced budget
- Provide for scholarships for any players with financial need
- Provide training for its coaches to ensure they provide a positive and fun learning experience
- Provide liability protection to its coaches and volunteers through training and certification programs
- Encourage a spirit of volunteerism among parents and players.

1.2 Description of Leagues and Purposes

The Sting Competitive teams typically play in leagues that are appropriate to the overall team ability. Team coaches, with input from the Jupiter Sting Soccer Committee, will decide on the appropriate league for that team. In addition, teams desiring will play tournaments and Regional Cup and State Cup competitions.

2. THE COMPETITIVE SOCCER COMMITTEE

2.1 Purpose

The Competitive Soccer Committee sets the policies for and oversees the operation of JTAA's Competitive soccer program.

2.2.1 Membership of Competitive Soccer Committee;

Chairperson – JTAA Soccer Program
Vice President – Competitive Soccer
Director of Competitive Soccer
Director of Training/Coaching
Director of Facilities/Refs
Secretary
Treasurer
Registrar
Sponsorship and Fundraising Chairman
Equipment and Purchasing Manager
Concessions Director
Director of Tryouts
Various ad hoc committee heads as determined by the committee

2.2.2 Annual Elections/Appointment of Committee Members

1. The chairperson of this committee shall be appointed by the president of the Executive Board and approved by 2/3 of the Board of Directors of the Executive Board. The president of the Executive Board may establish a nominating committee to nominate a committee chairperson and committee members of the sport committee.

2. All members of this sport committee will be appointed by the Sport Chairperson and must commit to serve for a minimum of two (2) years before accepting a position on this sport committee.

2.2.3 Nominations Subcommittee

Comprised of the current Competitive Soccer Committee will present a slate of candidates for positions bi-annually or as positions are vacated for consideration by the Sport Chairperson.

2.2.4 Voting/Decisions/Officer Elections/Appointments

Those individuals who fill the positions named as permanent committee positions are voting members of the committee. Ad hoc committee members that have been appointed by permanent committee members shall be voting members while serving in the position to which they have been appointed.

All matters to be decided by this sport committee shall be approved by the affirmative vote of the committee members. The committee chairperson shall have the right to veto any motion approved by the committee. In the event of a veto by the committee chairperson, the committee may overrule the veto by a 2/3 vote of the committee members present, in which event the motion shall pass. All votes shall be cast in person and no proxy shall be permitted.

The presence in person of a majority of members of a sport committee shall be necessary to constitute a quorum at all meetings of the committee members for the transaction of any and all business.

2.2.5 Attendance

Each Competitive soccer team shall designate a representative to attend monthly gatherings. This is necessary to assure proper dissemination of club business to all members.

A monetary penalty of \$50.00 per missed meeting will be assessed to each team that fails to send a representative to each monthly committee meeting. At the discretion of the committee an increasing monetary penalty may be assessed if more than one consecutive meeting has no representation from a team.

2.2.6 Dismissal

1. Committee members may not be removed from office by other sport committee members. A sport committee may recommend to the Executive Board that a committee member be removed if 2/3 of the entire committee membership has voted to remove the committee member. Any member of a sport committee may then be removed by 2/3 vote by the entire Board of Directors of the Executive Board.

2.3 Meetings

The Chairperson of JTAA Soccer shall conduct regularly scheduled meetings to assure that priorities are addressed and each league is properly administered.

Normally, the meeting will be held at the JTAA headquarters on the second Tuesday of each month. If there are conflicts due to other JTAA priorities, the Chairperson shall determine an alternate meeting date.

Agendas shall be prepared and priority determined by the Chairperson. Any officer may suggest agenda items to the Chairperson. Conduct of the meeting shall be patterned after “Robert’s Rules of Order”, unless otherwise specified herein.

Meetings shall be open to the membership. Under certain circumstances (such as the discussion of sanctions), the Chairperson may close the meeting to the membership.

2.4 Quorum

A quorum will be determined by 2/3 of the voting members of the Competitive Soccer Committee being present at any meeting.

2.5 Committee Member Positions, Duties and Responsibilities

The following Committee members shall be elected each year:

1. Chairperson
Vice President of Competitive Soccer
Director of Competitive Soccer
Secretary
Treasurer
Director of Training/Coaching
Director of Facilities/Referee Coordinator
Schedule of Umpire/Referee
Sponsorship, Fundraising should become Tournament Director
Equipment and Purchasing Manager
Registrar and Volunteer Coordinator
Concessions Director
Director of Tryouts
Communications and Volunteer Coordinator

2.

2.5.1 Chairperson

Overall responsibility for the operation/administration of the JTAA sports programs. Represents JTAA sports to the towns of Jupiter and Tequesta, various state and national sports associations. Manages the sports operating budget. Member of all sports subcommittees. Sports Director for JTAA’s Executive Board.

2.5.2 Vice President of Competitive Soccer

Assist the Chairman in any matters delegated and substitute for the Chairman whenever needed. The Vice President is responsible to ensure that all meetings are run in an orderly manner and that all rules and regulations as set forth in the Operating Manual and League Rules are adhered to at all times. As such, the Vice President serves as chairman of the Rules Subcommittee and the Disciplinary Subcommittee.

- As chairman of the Rules Subcommittee, conveys to the Committee any rule changes recommended by the Subcommittee.
- As chairman of the Discipline Subcommittee, conveys to the Committee the results of any disciplinary Subcommittee investigations or recommendations.

2.5.3 Director of Competitive Soccer

Assist the Vice President in any matters delegated and substitute for the Vice President whenever needed. The Director of Competitive Soccer is responsible to ensure that all teams are properly formed and adhere to all rules and regulations within the club and various leagues in which they compete. As such, the Director of Competitive Soccer serves as the liaison to all team coaches and managers.

2.5.4 Secretary

The primary purpose of the secretary is to record all official Sports Committee activity.

Record and transcribe the minutes of all official Sports Committee meetings – it is important to record attendance, decisions made, future required action items, who is responsible for the action item and when the item is due. The minutes should be prepared and copied. Copies of the previous meeting minutes should be distributed at or before the next meeting for reading and approval.

Notify the membership of upcoming meetings.

Maintain the organization's official record book – this includes maintaining a chronological history of the league highlighting significant events. The history may also include photographs and other important memorabilia.

Assist in the drafting and mailing of official correspondence from the Committee – All official correspondence should be on official JTAA letterhead stationary. The stationary is provided by the JTAA Executive Board.

2.5.5 Treasurer

The primary responsibility of the Treasurer is to assure all deposits are made, recorded and processed in accordance with JTAA requirements. All sports revenues including the Competitive and recreational programs must be handled and deposited through the sport's treasurer.

Specifically, the Treasurer shall:

- Receive revenues and record in a cash receipt ledger. The Treasurer shall maintain separate categories, coinciding to the budget line items, to identify each source of revenue.
- Deposit all revenues in the appropriate JTAA account and provide the JTAA bookkeeper a copy of all deposit slips with the budget category identified.
- Reconcile sports budget reports with those maintained by the JTAA treasurer.
- Required to present and provide monthly totals and annual totals to the sport's committee.
- Forward all invoices to the sport's committee e-Board liaison for approval of payment.
- Instruct the membership in the sport's committee's money handling policy.
- *Maintain individual team accounts – record deposits and withdrawals, assess penalties and credit teams for participation or lack of in club meetings and fund raisers.*

2.5.6 Director of Training/Coaching

The primary responsibility for the Training Director shall be to ensure all coaches involved in JTAA are properly certified and have been instructed in the coaching techniques and methods approved by the JTAA.

The National Youth Sports Coaches Association Certification is required for anyone coaching youth sports in JTAA. The Training Director shall ensure the NYSCA training is provided for those coaching and shall follow up to ensure all coaches are certified.

Specifically, the Training Director shall:

- Develop and maintain a list of potential coaches based upon the registration forms and applications completed during registrations.
- Ensure all coaches are notified of the required NYSCA training and are provided the schedule for that training.
- Obtain from the town the list of coaches who have successfully completed certification.
- Notify the sport's committee of any coaches who are not certified for the current season.
- Conduct a coach orientation for all coaches prior to the start of early season
- Maintain contact with the employed training organization to schedule training sessions, provide feedback from coaches, parents, and board members
- Working with other board members negotiate the contract with the training organization

The Training Director shall research and recommend appropriate skills training for sports coaches. This training shall be provided on a continuing basis to ensure the coaching instruction provided to players is consistent from season to season and from coach to coach. Specifically, the Training Director shall:

- Investigate and identify the best known technical skills and strategy techniques for presentation to coaches.
- Recommend providers of coaches training and handle the logistics for setting up such training.
- Maintain records on the Committee-provided training received by all coaches.
- Ensure all coaches have current copies of the JTAA rules and FYSA and FIFA rules.
- Ensure coaches are provided a training manual that shall contain the following information:
 - Sport's Mission Statement/Creed
 - Sport's Organization description and Committee Member phone numbers
 - NYSCA Code of Ethics
 - Disciplinary Guidelines
 - First Aid Information

2.5.7 Director of Facilities/Referee Coordinator

Responsible for the preparation of schedules for all practices and games in Competitive seasons for all divisions.

Shall be responsible for the coordination, supervision and recruiting of personnel to ref all JTAA Jupiter Sting home games.

2.5.8 Sponsorship and Fundraising Chairman and Tournament Director

Responsible for fundraising of all soccer Competitive programs, soliciting and obtaining sponsors. Specific duties include the following:

- Serve as the chairperson of the fund-raising Subcommittee.
- Presenting fundraising options to the sport's committee for approval.
- Maintain a file of contributing sponsors for the league.
- Send letter to past sponsors and potential sponsors soliciting support for the upcoming leagues or tournaments.
- If necessary, chair a subcommittee to assist in the solicitation of new sponsors.
- Communicate sponsor information to the Committee.
- Maintain receipts in accordance with the sport's money handling policy.
- Ensure sponsor plaques are provided to the sponsors after the completion of the league.
- Responsible for the implementation of the club's annual fundraiser the President's Day Cup Tournament.

2.5.9 Equipment and Purchasing Manager

Responsible for inspection, maintenance and inventory of all sport's equipment. Repairs issues, collects equipment and recommends new or additional equipment for purchase.

Responsible for all major procurements. Develops and maintains a supplier base for awards, trophies, uniforms and equipment for the league and tournaments. Solicits bids, places orders, and arranges deliveries.

2.5.10 Registrar and Volunteer Coordinator

The Registrar shall ensure registrations for JTAA sport's leagues are processed and reported in a timely manner and that fees collected are safeguarded and transferred to the Treasurer.

Specifically, the Registrar shall:

- Submit proposed dates for registration to the sport's committee for approval.
- Identify personnel who will volunteer to work Registration and shall instruct them in how to conduct registrations and what information to give out.
- *Prepare and implement training for team managers with relation to maintaining rosters, recoding injuries, etc.*
- On the day of Registration ensure enough of the following are available at the registration site:
 - Registration forms
 - Sponsorship forms
 - Coaching Application forms
 - Request forms
 - Pens, chairs, tables, receipt book and cash box
- Collect registration fees and ensure the money is turned in to the sport's treasurer promptly.
- Report the number of registrants (by age group) to the President of the sport's committee.
- Responsible for researching and filing insurance claims
- Coordinates and trains team parents on their roles within the organization. Is the primary point of contact with team parents.
- Responsible for ensuring and documenting that at least 1 parents has attended PAYS program in the current year and submit sport information to E-Board representative

2.5.11 Concessions Director

Chairman of the concession subcommittee. Responsible for all concession-related activities for the leagues and tournaments to include ordering and stocking concession items. Scheduling, training and supervising concession managers.

2.5.12 Community and Public Relations

Shall be responsible for collecting and disseminating information such as league standings, to the membership and news media and other duties and responsibilities as defined by the president. Will enlist the services of the news media to promote and enhance the program in an effort to attract more participation from within the community. Additionally, shall maintain/update the sport's web pages on the JTAA website under the direction of the JTAA Executive Board's Website Content Manager and the sport's committee president.

2.5.11 Director of Tryouts

Coordinate the annual tryouts

2.5.12 Communications and Volunteer Coordinator

- Maintain an email database of parents for the purposes of volunteer recruiting and communication
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- Assign volunteer duties at the annual tournament fundraiser and other fundraising events
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- Maintain the club website
-
- Prepare and distribute marketing materials for tournament and other fund raisers and annual tryouts
-
- Work closely with the Director of Tryouts to publicize the annual Tryouts and to recruit potential players
-
- Coordinate and implement an annual training for team parents on their role within the organization

In addition to the Committee positions, the Committee shall approve the following positions:

3. Tournament Directors

A Tournament Director shall be appointed by the President of the Soccer Committee and charged with coordinating all activities and sub-committees related to the hosting of any Competitive Soccer Tournaments hosted by JTAA Sting Soccer.

4. SUBCOMMITTEES

The Soccer Committee shall have the following standing subcommittees to be staffed by volunteers from within JTAA Competitive Soccer. All subcommittees should include at least one Soccer Committee member.

4.1 Rules

4.2 Discipline

4.3 Fund-raising

4.4 Concession

4.5 Team Parents

Each team must have a Team Mom or Team Dad (or Team Grandma, etc.). Team Parents assist the team manager in organizing and coordinating all off-field activities. The Team Parent schedules parents to work concession, and helps coordinate team participation in fund-raising activities. Team Parents are required to attend a meeting to learn and understand the duties and responsibilities of their role.

4.6 Communications

This is a telephone subcommittee that will operate only on an as-needed basis. Primary duty will be to contact parents of practice changes before players are divided into teams.

4.7 Equipment

Assists the Equipment and Purchasing Manager in the inspection, maintenance, and inventory of Competitive soccer equipment. Prepare and issue equipment for the various leagues.

**SUBCOMMITTEE CHAIRPERSONS ARE ENCOURAGED TO ATTEND
COMMITTEE MEETINGS**

5. POLICIES

5.1 Disciplinary

JTAA Executive Board Policies establish the disciplinary guidelines which must be followed by all sports.

These guidelines apply to players, coaches, league officials, and spectators. Complaints may be lodged by coaches, game officials, league officials, or Competitive Soccer Committee members, or any member of JTAA.

Written complaints will be formally investigated by the Competitive Soccer Committee in accordance with its Operating Manual. Written complaints will be immediately copied to all Committee members upon receipt.

5.2 JTAA Executive Board Disciplinary Procedure

Procedure is as follows:

1. Sports Board must review all written complaints within 10 days of receipt.
2. Based upon review, Sports Board must either:
 - a. Determine if complaint has no merit
 - b. Determine if complaint is valid
3. If in the opinion of the Sport's Board a complaint has no merit, the Board should notify the concerned individual(s) in writing explaining the procedures the Board has taken, the reasons the Board has considered the complaint without merit and the instructions on how to appeal this decision to the Executive Board. The Sport Director should also offer to discuss the Board's opinion with the concerned individual(s); however, this offer will not extend any time periods for appeal. These actions should be taken immediately after the Board renders a decision that a complaint had no merit and in normal cases the response to the individual(s) should not take longer than three (3) days following the decision.
4. If in the opinion of the Sport's Board a complaint is a valid complaint, the Sport's Director shall select a hearing committee made up of at least three (3) JTAA members that are independent of the matter and shall set a hearing to resolve the matter.
5. Hearing conduct guidelines:
 - a. The hearing should be set as soon as possible but no later than ten (10) days from the date the complaint is filed.
 - b. Affected individuals shall be notified of the hearing and invited to the hearing. Although written notice is preferable, a telephone call is sufficient however; leaving the message on an answering machine is not acceptable. The affected individuals must be spoken to directly if this mode of communication is used.
 - c. The individual in question may invite witnesses.
 - d. The individual may answer the complaint either in writing or in person at the hearing.
 - e. The hearing committee may allow additional information or speakers in its discretion.

- f. Witnesses and or additional speakers should be called one at a time to be heard by the hearing committee and the individual in question. No more than one witness or additional speaker should be allowed in the hearing room at a time. Witnesses and speakers should be asked not to talk to each other about the hearing or the concern in question while waiting to be called.
 - g. The hearing committee should record key facts from the hearing in minutes and these minutes should also include date, time, and those in attendance. Absent extraordinary circumstances, these minutes are to be forwarded within 48 hours to the Sport's Board along with the committee's findings and recommendations.
6. Within 48 hours from receipt of the committee's findings and recommendations, the Sport's Board will approve the committee's recommendations or make their own decision based on the hearing committee's findings regarding sanctions in accordance with JTAA's minimum disciplinary guidelines. Additionally, the sport must comply with the affiliate organization's disciplinary policy that is applicable (i.e. FYSA and NYSCA)
7. Once the sanction has been determined, a letter to all affected parties shall be hand delivered or mailed within one (1) week of determination. The letter should be copied to the JTAA Executive Board Secretary and must contain the following:
- a. Synopsis of specific complaint
 - b. Result of hearing (include date, time, attendance of hearing)
 - c. Sanction issued by sport
 - d. Instructions on how to appeal to Executive Board
- If mailed, the letter is to be sent by both regular and certified U.S. mail with returned receipt to the JTAA, P.O. Box 3024, Tequesta 33469 and a copy is to be kept on file by the Executive Board's secretary and in the Sport's Board's minutes. Care should be taken to ensure that this notification is performed in a prompt manner, as the recipient's time to appeal to the Executive Board starts upon receipt of notification.

NOTE: This procedure should be administered considering that time is critical. Also, sports boards, hearing committee members, witnesses, and executive board members should strive to observe confidentiality in the process when involved in disciplinary matters. Care should be exercised at all times to minimize embarrassment to all individuals involved in these matters. Information regarding such matters should be limited solely to those involved in the process. It is the policy of the Jupiter Tequesta Athletic Association not to comment publicly on internal disciplinary matters. Members who violate or disregard this policy will be subject to termination.

5.2.1 JTAA Executive Board Coaches Suspension Policy (All Sports)

INTRALEAGUE SUSPENSION:

Step One: Written notification of suspension, including date of decision, must be given to coach immediately (hand delivered or certified US mail). Notification must contain outline of the grounds. Notification must contain time and date of next regularly scheduled Executive Board meeting and inform coach of his right to appeal the decision.

Step Two: Coach may appeal to Executive Board at its next regularly scheduled Board meeting. If meeting is to occur earlier than seven (7) days or later than twenty one (21) days from date of decision, coach may request a Special Executive Board meeting which may be set by Executive Board's discretion. The coach's Notice of Appeal must be hand delivered to any Executive Board member and copies to Sports Director within four (4) days of decision with a copy mailed to JTAA President. Coach and representative of sport will have opportunity to address Executive Board. Executive Board has discretion to limit time allocated to each side, limit number of witnesses, or place any other restrictions it deems desirable. If no timely appeal is filed, right to appeal is waived.

Step Three: After appeal, Executive Board will deliberate in closed session. Executive Board will notify sport and coach within seven (7) days by regular mail. The decision of the Executive Board will be final.

INTERLEAGUE SUSPENSION:

Step One: Written notification of recommendation to suspend a coach from coaching in all sports, including date of recommendation, must be given to JTAA President and coach immediately (hand delivered or certified US mail) but not later than two (2) weeks after the close of that sport's season. Copy must be mailed to secretary of the Executive Board through the JTAA P.O. Box 3024, Tequesta, FL 33469.

Written recommendation must contain outline of the grounds, time and date of the next regularly scheduled meeting of the Executive Board and a notice to the coach of his/her right to appear and be heard concerning the recommendation.

Step Two: Executive Board will decide issue at its next regularly scheduled Board meeting. If the next regularly scheduled meeting is scheduled to occur within seven (7) calendar days of the date of recommendation, the coach may request that the recommendation be postponed. Coach and representative of sport may be heard. Executive Board has absolute discretion to limit the amount of time allocated to each side, to limit the number of witnesses and to place any other restrictions it deems desirable.

Step Three: Executive Board after hearing the recommendation, as well as any other information it deems appropriate, will adjourn into closed session for deliberations. The Board will notify the sport and the coach of its ruling, in writing within seven (7) calendar days after by regular US mail. The decision of the Executive Board will be final.

5.3 Refund

Requests for refunds must be made in writing to the Competitive Soccer Committee stating the reasons the refund is being requested. The Committee shall address refunds on a case-by-case basis.

5.3 Competitive Policies

5.3.1 General Policy

An objective of the JTAA is to develop good citizens as well as good athletes. Although the Competitive Program is a more competitive program, with an increased emphasis on winning, the emphasis shall not be on “win at all cost.” Managers, coaches, players and parents that demonstrate “win at all cost” behavior are not wanted in JTAA, even in the Competitive Program.

The code of behavior adopted for our Recreation Programs also applies to Competitive. In accordance with this code, all managers, coaches and officials shall

- Maintain discipline at all times
- Not use profane or vulgar language in the presence of players
- Not smoke, chew tobacco or use other forms of tobacco on the playing field during practice or games. Coaches should not smoke or use tobacco products in the presence of participants at any time before, during or after any official or unofficial team function. This specifically would exclude smoking on the playing field or within the athletic park or facility during games or practices.
- Not permit drinking of alcoholic beverages during practice or games. Coaches should not drink alcoholic beverages or allow others within his or her scope of control – parents, players, supporters – to do so in the presence of participants at any time before, during or after any official or unofficial team function. This specifically would exclude consuming alcoholic beverages while on the playing field or within the athletic park or facility during games or practices. This would also exclude consumption of alcoholic beverages at any time in which the players are under the coaches’ control or care.
- Not permit a spectator to harass any player on any team for any reason.

Competitive managers and coaches shall report to the respective sport board any violation of the Creed or General Regulations by a manager, coach, player, or anyone officially connected with the Association.

All sports boards operating Competitive programs shall develop and maintain policies regarding the operation and administration of its Competitive program. These policies, and any subsequent revisions, shall be governed by the overall JTAA policy and shall be submitted to the JTAA Executive Board for approval.

5.3.2 Player Eligibility

Jupiter and Tequesta residents and the unincorporated areas are welcome to try-out for all Competitive Soccer Teams. If there are insufficient numbers of players for any team, players from outside the area may be invited to play. In any event, all teams shall maintain a ratio of 80:20 Jupiter/Tequesta: Outside Area players. Any deviation from this must have approval from the E-Board.

Players are encouraged to play on the age appropriate team. If a player and his or her parents would like the player to play one age level up they need to have the child try-out for that team. If the coach and the trainers agree that the child is both physically and developmentally capable of playing up the coach and or parents should request approval from the committee. The committee must consider how the placement will affect the player as well as any team that will lose the player in question.

5.3.3 Team Assignments

Coaches and team managers will be involved in evaluating and placing players on any particular team. The Head Coaches decision as to player selection is final. In the event there are enough players and coaches to form more than one team in any age division; there shall be a decision as to level of talent and a Division 1 and Division 2 team may be formed.

5.3.4 Late Registrants

All late registrants will be evaluated by the Competitive managers. Managers may pick up additional players after the team is posted but may not cut players already on the roster.

5.3.5 Team Selection

No team, league or sport shall consist of more than 20% of players from outside of JTAA geographical boundaries, unless approved by the Executive Board.

5.3.6 Season Guidelines

Typically U-9 through U14 Teams come together on or around August 15 to start practice. Regular Season runs from early November through February and tournament season is in March (Regional Cup) or April/May (State Cup).

High School Age Teams (U15 – U19) play early season from September through October and come back together for tournament season in March – May.

5.3.7 Coach/Manager Responsibilities

Competitive Coach/Managers shall be responsible for the following:

- Conducting tryouts and selection of team.
- Preparing timely and correct paperwork for the Registrar prior to playing any season.
- Preparing a budget for the Competitive Soccer Board for the season.
- Coordinating practice schedules with the Director of Facilities.
- Ensuring that all player parents have completed PAYS program.

5.3.8 Practice Policies

Competitive teams may practice as often as the Coach/Manager deems necessary within the following guidelines.

- No Sunday practices before 1:00 p.m.
- All teams must take at least one day off per week from practice, games or competitive.
- Recreation League activities, including practices, games and team activities shall take priority over Competitive practices.

5.3.9 Practice Sites

All practices must be held on JTAA approved fields only. Sports Boards are responsible for coordinating field usage between Rec and Competitive and with the Executive Board.

5.3.10 Manager, Coach, Player and Spectator Conduct

The JTAA Executive Board disciplinary guidelines apply to the Competitive Program. These guidelines cover players, coaches, league officials, and spectators and are especially important when JTAA teams travel to other venues. Players, coaches and parents must remember that they are representing the Jupiter Tequesta community and should exhibit good behavior and sportsmanship at all times. The Sport Board in accordance with its standard disciplinary policy shall investigate complaints regarding inappropriate behavior.

5.3.11 Competitive Finance Policy

The Sport Competitive Policy will detail the expenses that will be covered for its Competitive teams. As a general rule, JTAA funds may be used to pay actual reasonable and customary expenses associated with the players and rostered coaches travel (this does not include team managers who are rostered). Customary expenses include the following:

- Tournament Registration Fees
- Any additional tournament fees assessed to players or coaches (gate admission or balls for example)
- Motel rooms for players and coaches as specified by the Sport Board if all players are included
- Miscellaneous Expenses (amount to be determined by the Sport Board each season) to cover incidentals such as ice, Gatorade and reasonable miscellaneous expenses for the players (pizza, ice cream, etc.)

Expenses that should not be paid for with JTAA funds include:

- Entertainment and amusement expenses
- Parent's Meals
- Parent's Travel
- Gas for Coaches or Parents
- Tolls Alcoholic Beverages of any kind for anyone

The Sport Board shall submit an overall Competitive budget to the JTAA Executive Board for approval prior to collecting or disbursing any funds. The budget shall include any planned fundraising activities. Both the Sport Board and the Executive Board must specifically approve all fundraising.

Any additional fundraising or expenditures not approved in the budget must be submitted to the Executive Board for approval. The Executive Board shall approve additional fundraising or expenditures on a case-by-case base after reviewing its potential impact on JTAA tax exempt status, the appearance to those donating money to the program, and consistency among the sports.

Team accounts are maintained by the treasurer and a team's balance will carry over from one season to the next. Should a team dissolve any balance in team's account will go to the club. If more than 50% of the players join another age group and no age group remains at the original level the funds from the disbanded team may transfer to the newly formed team. The committee shall decide how to disburse the balance between the team and the club.

5.3.12 Competitive Hotel Policy

When assigning rooms for overnight stays, the manager shall make sure arrangements are made for players not accompanied by parents. Under no circumstances shall a manager or coach share a room with an unaccompanied player without written consent from the player's parent/guardian.

5.4 Coaches Selection

In making its decision as to the managers and coaches, the Committee shall consider the following:

1. Best interest of the players.
2. The ability to reflect the ideals of JTAA Competitive soccer.
3. Years of experience in managing or coaching teams in JTAA soccer or other sports.
4. Involvement or participation in our training program.
5. Overall involvement in the Competitive Soccer program.

The Vice President of the Competitive Soccer Committee shall submit all the names of all approved coaches to the Chairperson JTAA Soccer Program for approval prior to the start of the season.

A list of coaches must be submitted for approval to the Chairperson JTAA Soccer Program prior to commencement of practice.

It is recommended that no league director coach within the league he/she directs. National Youth Sports Coaches Association (NYSCA) certification is required for all coaches prior to practice and games.

5.5 Awards

1. No coach, individual, or sponsor may give awards to any player or team.
2. Awards will be given to each player in the learning leagues. There will be no individual player's awards in any level of a JTAA sport, nor will any individual or business contribute awards of any kind.

5.6 Budget

An annual budget must be submitted to the Executive Board for approval prior to registration. No budget expenditures over \$500.00 may be made without prior approval from the Executive Board.

This sport shall incorporate a return to the JTAA general fund of a minimum of 5% of projected revenues.

5.7 Registration, Sponsorship and Fund Raising

All registration and sponsorship fees and fund raising activities must be approved by the Executive Board.

All fund raising requests must be submitted to the Executive Board for approval. All funds raised are to be deposited on a daily basis to the JTAA checking account. All deposit slips are to be coded properly for the sport to receive credit.

5.8 Concession

Until further notice, Pepsi has the exclusive pouring rights of all products at all JTAA locations and events. Therefore, only Pepsi products may be purchased.

5.9 Poaching

There is to be NO improper contact between the prospective team and the player/parents of currently registered and/or rostered players. Any coach or member of a team having contact with a player after a player is registered and/or rostered, without first obtaining written permission from that player's coach, will be construed as having had improper contact with a player, and such action can result in a charge of poaching.

Improper contact is defined as any communication with a player other than the most casual, cordial communication necessary such as congratulations at the end of a match or similar such conversations. This contact specifically includes, but is not limited to, players participating in practices, training sessions, scrimmages or other soccer-related functions.

Improper contact shall also include, but is not limited to, meetings with players/parents, attendance at team social functions when the player is not registered to that team, etc.

Any such improper contact, no matter how generated, is prohibited without prior written notification and written consent of the player's current head coach, the club director of coaching and/or players, or the Agent of Record of the club to which the player is currently registered and/or rostered. A coach/volunteer or member of a team having contact with a player is charged with the knowledge of that player's registration and/or roster status and shall be held accountable for any unauthorized contact with any player currently not rostered to his team, regardless of how that contact is initiated or by whom.

Sanctions for Players

<i>Infraction</i>	<i>Directed Towards</i>	<i>Consequence</i>
Foul or abusive language	Another player A coach or spectator An umpire or official	Ejection from game or practice Ejection from game or practice Ejection from game and a 1 game suspension
Serious foul play	Another player (no injury) Another player resulting in an injury	Ejection from game Ejection from game and a 2 game minimum suspension
Threatening gesture and/or language	A player, coach, official or spectator	Ejection from game and a 2 game suspension
Kicking, striking, or bodily assault	A player, coach, official or spectator	Ejection from game and a 4 game suspension
2nd offense, same season		Suspension for balance of season
3rd offense, same season or within 1 year		Suspension from all JTAA sports for one year.

Sanctions for Coaches and League Officials

<i>Infraction</i>	<i>Directed Towards</i>	<i>Consequence</i>
Foul or abusive language	A player, coach or spectator An umpire or official	Ejection from game and a 1 game suspension Ejection from game and a 1 game suspension
Threatening gesture and/or language	A player, coach, official or spectator	Ejection from game and a 2 game suspension
Striking or bodily assault	A player, coach, official or spectator	Ejection from game and a 1 year suspension from _____
2nd offense, any sport, within 1 year		Lifetime suspension from all JTAA sports

Sanctions for Spectators

<i>Infraction</i>	<i>Directed Towards</i>	<i>Consequence</i>
Interference with the conduct of the game	Resulting in stoppage of play	Warning
2nd offense, same game		Ejection from the field or park
Foul or abusive language	A player, coach, referee or official	Ejection from the field or park
Threatening gesture and/or language	A player, coach, official or spectator	Ejection from the field or park and a 1 week suspension from attendance or participation
Striking in any threatening fashion	A player, coach, official or spectator	Ejection from field or park, a 1-year suspension, and possible removal of child from JTAA
2 nd offense		Lifetime suspension from all JTAA sports

These sanctions are the minimum guidelines specified by JTAA. The Competitive Soccer Committee may, if circumstances warrant, impose