



Titusville Soccer Club, Inc.

Handbook & Bylaws

Revised June 2024

www.titusvillesoccer.com

**TITUSVILLE SOCCER CLUB, Inc.
Post Office Box 683
Titusville, FL 32781
(321) 385-7788**

ORGANIZATIONAL STRUCTURE

The Titusville Soccer Club, Inc. (TSC), within the Brevard Youth Soccer League (BYSL), is affiliated with the Florida Youth Soccer Association (FYSA), which in turn is affiliated with the United States Soccer Federation (USSF). The FYSA philosophy best matches the reason TSC was founded.

I. PURPOSE OF TSC

Simply put, the purpose is to provide a youth soccer program which is both recreational and competitive and which teaches the fundamental skills required in soccer. It is TSC's position that the game is for the kids, and parents and coaches should let them play it!

II. ORGANIZATIONAL OVERVIEW

A. Board of Directors

The top official of TSC is the President. The President is the chief representative and Agent of Record of the TSC Board, and as such, has the final voice of commitments by TSC. The TSC Board of Directors determines the rules and regulations by which TSC will function. All such rules must be in accordance with, FYSA, BYSL, and TSC rules as determined by the TSC Board.

The Board of Directors assists the President. The entire board meets regularly to discuss items pertaining to TSC; how it is to be organized, rules and guidelines, schedules, budget, etc.

B. Selection of Board Members

At the scheduled October Board of Directors meeting, nominations will be accepted for the TSC President and the Executive Board members (except for the Vice President who is appointed by the President). Election of President and the Executive Board will be held in November under the direction of the elections committee.

To be eligible for nomination for an Executive Board position, an individual must have been a member of the TSC Board for the preceding twelve (12) months (or currently hold the position) and have attended at least three-quarters (3/4) of the monthly meetings during that time. To be eligible for President, an individual must have been a member of the TSC Executive Board for the preceding twenty-four (24) months (or currently hold the position) and have attended at least three-quarters (3/4) of the monthly meetings during that time.

If no candidates meet these eligibility requirements, then other nominations will be considered from the Board and/or club membership. In the event a properly nominated eligible candidate is unopposed, the TSC Board of Directors, by motion from the floor, may accept the nomination in lieu of the normal election process. The new board will take office the following January. The President appoints all other board members for one year on or before the scheduled January Board of Directors meeting.

Any person serving on the board must be at least 18 years of age except for the President who must be 21. The Executive Board must approve the election or appointment of a second member of a household to any Board position (no more than two members of a household may serve on the Board). Only one member per household may vote.

Any appointed member of the board can be subject to dismissal from their office by the request of the President. Any elected member of the board can be subject to dismissal from his/her office by a 2/3 vote of the Board of Directors. Should any member of the board resign or be removed from his/her office, a replacement shall be appointed to serve on the board by the President for the remainder of the term. Should the President be removed from his/her office, the Vice President shall assume the role of President.

Elections Committee

The President appoints one supervisor of elections and three board members to serve on the committee. The committee is responsible for confirming the list of eligible voters and making sure votes are properly cast and tallied at the November board meeting. Eligible voters must attend the meeting in person to cast a vote. No individual will have more than one vote per position regardless of various roles held within TSC (for example, if a Head Coach is also an active board member that person will have a single vote to cast).

The position of President, Treasurer, and Registrar must be filled by three different individuals. However, these positions may simultaneously hold other board positions.

The following members of TSC will make up the group of eligible voters for the following positions:

President, Registrar, and Secretary:

1. One (1) vote by each current Board member (a Board member may vote for himself/herself).
2. One (1) vote by each Recreational Head Coach that has coached at least two seasons (fall or spring counts as one season) at TSC in the preceding two (2) years, one of which must have been within the past seasonal year. The current fall of the seasonal year will count toward this requirement.
3. One (1) vote by each Competitive Head Coach that has coached at least the previous fall and spring (seasonal year).

Recreation Director:

1. One (1) vote by each current Board member (a Board member may vote for himself/herself).
2. One (1) vote by each Recreational Head Coach that has coached at least two seasons (fall or spring counts as one season) at TSC in the preceding two (2) years, one of which must have been within the past seasonal year. The current fall of the seasonal year will count toward this requirement.

Competition Director:

1. One (1) vote by each current Board member (a Board member may vote for himself/herself).
2. One (1) vote by each Competitive Head Coach that has coached at least the previous fall and spring (seasonal year).

Treasurer:

1. This position is elected by the Board of Directors.

Quorum

Fifty percent (50%) of the Executive Board will constitute a quorum. The board governs by a majority vote of those present. The President has the option to veto a vote, unless the majority is 2/3 or greater, or if the entire Executive Board (excluding the President) opposes the veto. Board members receive one vote per person, not per position.

Any recommendations of changes to the Handbook / By-laws should be presented to the Executive Board for approval by a simple majority and then shall be voted upon for final approval at the following Board of Directors meeting. Any final approval for the Handbook / By-laws of TSC require a 2/3 majority vote or greater at the board meeting.

Board Members

The Executive Board shall be composed of the President, Vice President, Treasurer, Registrar, Secretary, Recreation Director, and Competition Director. The Executive Board shall rule on all disciplinary questions, game-related questions, any proposed Handbook/ By-law changes, BYSL and GCF related matters, and other questions which arise during the playing season.

The Executive Board shall have the authority to act on behalf of the entire board if it is not practical to assemble the full board to consider an item due to the time/criticality. Any such action(s) must be reported to the board at the next meeting of the board and a written record shall be given to the Secretary. The President shall have the authority to declare that such action is warranted. The Executive Board shall meet at the request of the President. Executive Board meetings may be closed to the public.

The TSC Board is composed of the following:

1. **President:** The President is the chief representative and Agent of Record of TSC and is responsible for ensuring all local rules, decisions, etc. are within the TSC, BYSL, and GCF rules and guidelines. With the exception of the Executive Board, the President appoints the Board of Directors including the Vice President. The President will appoint a person to be the BYSL representative.
2. **Vice President:** The Vice President's responsibility is to assist the President in club matters, safety, and game scheduling (which may be delegated to another member). Handles all reporting of accidents and/or claims as a result of soccer related injuries. This officer administers the USSF accident reimbursement plan for TSC. The Vice President will assume the role of President for the remaining term if the President vacates the office for any reason. The Vice President is responsible for keeping standings for the recreation program and may delegate this role to the Rec Director.
3. **Registrar:** The Registrar is responsible for planning of registrations and implementing those plans. This officer shall ensure all players are properly registered with TSC, handles all administrative duties concerning players, registration, transferring and team registrations. The Registrar is responsible for overseeing Risk Management requirements of FYSA.
4. **Secretary:** The Secretary is responsible for taking accurate and complete recordings of decisions, votes, etc. at all board meetings. Request for copies of minutes should be addressed to the Secretary. The Secretary is responsible for mailing or distributing through electronic means all TSC correspondence. The Secretary is responsible for the TSC Website and coordination of all postings and content.
5. **Recreation Director:** The Recreation Director coordinates the Age Group Coordinators efforts to achieve the club's established goals. The director promotes the recreational program, supports Age Group Coordinators, and develops field and concession duty schedules with the Field Director and Concessions Director. This director is responsible for overseeing the use of FYSA bucks.
6. **Competition Director:** The Competition Program Director promotes the competition program, supports competition team coaches, assures the proper documentation of all moneys made and expended by the competition teams, and heads any authorized competition program meetings.
7. **Treasurer:** The Treasurer is to maintain a financial statement, issue checks and pay club expenses. The Treasurer will make available an income and expense report at each board meeting. The Treasurer will provide signed conflict of interest statements annually.
8. **Equipment Director:** The Equipment Director shall be responsible for purchasing and will maintain an inventory control record of all equipment owned by TSC (such as balls, nets, flags, uniforms, etc.). This officer shall check equipment out to coaches and other personnel as required. Persons receiving equipment shall be required to sign for it and shall be responsible for returning such equipment no later than one week after the end of the season.
9. **Field Director:** The Field Director is responsible for field and clubhouse maintenance. The Field Director shall make marking equipment available to persons responsible for game field marking by 5:00pm on Friday unless another time is mutually agreed upon. This director or their designates shall make goal nets, corner flags and other equipment which is required for games available at the game field at least 30 minutes prior to the games time. It is not the director's job to mark fields or put up nets! They are responsible only for making the equipment available.
10. **Publicity Director/Newsletter Editor:** The Publicity Director shall be responsible for producing and distributing the weekly newsletter during the season. The director shall be responsible for publicizing registrations, fundraisers, exhibition games, ceremonies, etc.

- 11. Concession Director:** The Concession Director will coordinate the concession stand activities. The director will maintain accurate accounting of concession funds. The director will make available an income and expense report at each board meeting. The receipts will be immediately deposited into the TSC accounts.
- 12. Sponsor Director:** Establish communication with sponsors to secure team sponsors and ensure they are kept informed of TSC activities and plans. Responsible for distributing team plaques to those who sponsor competition or recreation teams. Responsible for maintenance of signs at TSC. Collect data from registrations and send letters to businesses throughout the community. Provide information collected to equipment director, fundraiser director, and Treasurer for sponsor information to be printed on uniforms, for photographer (fall) to have plaques made for distribution, and for disbursement of any funds due to the Competitive teams.
- 13. Fund Raiser Director:** This officer is responsible for fundraisers (e.g. photos, candy, etc.) to provide TSC with funds to aid in the management of TSC activities and enhancements for the field and club funds.
- 14. Age Group Coordinators:** Establishes coaches, assistant coaches and team formation. He/she is responsible for the registration of coaches and assistant coaches and administering the completed forms to the registrar for processing. Handles team assignment complaints, problems arising from weekly games and practices, coach's complaints, handles all players request to play up and attends all operations committee meetings.

Meetings

The Board of Directors shall meet once a month in a public meeting. Parents and other persons interested in TSC are encouraged to attend the board meetings and observe. Active participation will be allowed only upon written request to the President at least 48 hours prior to the meeting. The meeting shall follow a prescheduled agenda to include: minutes of the previous meeting, Treasurer's report, BYSL report, old and new business. Anyone wishing to add an agenda item must notify the President in advance (no later than 48 hours before the scheduled meeting).

The TSC Secretary (or a designed alternate) shall record the proceedings of all board meetings. Such minutes will be available to club members upon request for a specific set of minutes and payment of a fee to cover the cost of making a copy.

III. RECREATIONAL PLAYERS & SEASONS

A. PLAYERS

TSC accepts registration request from boys and girls 4-18 years of age (inclusive), based on registrants' age by year (per FYSA rule).

B. SEASON – FALL

The fall season generally runs from August until November, as regulated by FYSA and other leagues TSC is part of.

C. SEASON – SPRING

The spring season generally runs from March until May, as regulated by FYSA and other leagues TSC is part of.

IV. TEAM ASSIGNMENTS

- A. The Age Groups Coordinators shall be responsible for assignment of registrants to recreational teams. The Age Group Coordinator will only review special requests when a true hardship exists.
- B. Team names shall bear no resemblance to a religion or nationality.
- C. Any TSC team wanting to play in another local league, or entering tournaments outside the State of Florida, must get prior approval from the President or Vice President.
- D. Girl's teams and divisions will be separately formed when possible. In the event insufficient registrations prevent the formation of such a division or separate team, the following operations apply:
 - 1. A girl may opt to play co-ed in her own age group.
 - 2. She may obtain a full refund if there is no girl's team for her age group.
- E. Playing UP (above a player's normal age group): It is FYSA's policy that all players compete at a level they are capable of both physically and developmentally. A player may move up more than one normal age group with approval of the Division Director, Registrar, and President if the request is in compliance with FYSA Rule 211.3 – "Playing Up" and space is available.
- F. Recreation Team Assignments: Recreational teams will be formed by selecting players in accordance with the TSC Recreational Team Formation Guidelines.
 - 1. U10 and below- coaches may request either a team parent or an assistant coach (requests are not guaranteed).
 - 2. U12 and above coaches may request an additional assistant, and a team parent for a total of 3 players (requests are not guaranteed).
- G. Competition Team Assignments: Competition players are selected by the respective Comp team coach with input from the Comp Director upon completion of competition tryouts.

V. REGISTRATION

- A. All players on teams within TSC are required to submit an accurate and properly completed youth amateur registration electronically to the Registrar.
 - 1. Each first-time registrant or non-verified player must electronically upload a copy of a state certified birth certificate or passport to be a verified player.
 - 2. Any player (competition or recreational) may be called upon to prove his/her legal status to the Board of Directors. A U.S. Birth Certificate, Passport, Certification of Naturalization, or Alien Registration identification shall be deemed proof of age.
 - 3. Players must indicate their full first and last names on all registration material as it appears on the Birth Certificate. Parent or guardian consent is required.
 - 4. All individuals serving as coach or assistant coach are required to complete and submit a coach's registration form and be background checked and fingerprinted if required by the Brevard Parks & Recreation Department.
- B. Players who attain the limiting age of any age group **by December 31st** of Seasonal Year will be eligible to play in that age group for all of that seasonal year.

- C. Falsification of player registration forms, team rosters, or other records of this Club shall be subject to disciplinary action, up to and including disbarment of the individual(s) involved. A plea of ignorance to these constitution by-laws, rules and regulations is not deemed a sufficient defense.
- D. Request for refund or registration fee must be made in writing to the Registrar. Request should specify the name of the applicant, the reason for the request and to whom a refund check should be written and mailed. The Registrar shall have sole authority to cause a refund to be issued. Amount of refund will be determined at this time. A partial refund shall be made after the registrants' application has been processed by TSC and sent to FYSA. No refund will be given on request received after the first game of the season.
- E. Payment of the registration fee provides an accident reimbursement plan (ARP) through FYSA. ARP is an add-on coverage that may cover medical expenses incurred as a result of a soccer related injury that is not covered by the participants insurance and is subject to a plan deductible.
- F. Competitive player registration shall be paid to cover the entire season year (fall/spring) and is non-refundable.

VI. RULES OF PLAY

Except where modified herein, rules of play shall be FIFA "Laws of the Game," along with any modification or specifically published rules or regulations of the club.

The rules and regulations contained herein shall govern general competition among teams, clubs and leagues. The intent and purpose of such regulations is to assure that general rules of play, player equipment, regulations, disciplinary actions imposed, etc., are applied uniformly and consistently within and among TSC teams and that of other area organizations.

Any regulation not referred to in the TSC Handbook will be governed by BYSL by-laws or the league in which a team is playing (i.e. GCF).

VII. CLUB/LEAGUE RULES

- A. The number of teams in TSC age groups will be determined by the number of registered players in each age group.
- B. It shall be mandatory to play a regularly scheduled game, unless a valid reason for rescheduling exists, both coaches agree, and Referee Assignor and Scheduler approve the rescheduling in advance. Comp teams must follow the rules of the League or Tournament the game is scheduled through.
- C. In case of in-house or BYSL postponed games, the President, Vice President, or Rec Director shall have full power to reschedule games. The President, Vice President, or Rec Director may direct the coaches to reschedule the game and notify the Field Director and Ref Assignor for rescheduling.
- D. Coaches, players, board members, or spectators shall not enter the field of play unless requested by the referee.
- E. Coaches will be provided with the following information:
 - 1. The minimum players required to play the game. Should any team size fall below this number at the beginning or during the game, the game must be ended.

2. The primary number of players to start the game. If a team cannot field this number of players, in the spirit of the game, it is strongly recommended that the teams start with the same number of players (this applies to Rec Division games).

The Club may use any method at its disposal at any time before and during the season to provide this information to the coaches. If there is any confusion as to the allowed number of players to be on the field at any time during the game, the Site Director (a delegated board member at the game site) shall be consulted and will resolve any discrepancies. Coaches should recognize that TSC's philosophy encourages fair play and sportsmanlike conduct. A forfeit will be awarded against the team that cannot field the minimum number of players.

- F. Both teams are responsible to assure that teams, coaches, and spectators conduct themselves in a proper and respectful manner.
- G. Any team delaying the start of a scheduled game more than 15 minutes shall forfeit the game.
- H. Referees will notify club and league officials of games results. In the event of forfeited games, the referees must complete and sign the game card/referee report, citing the reason for the forfeit and is to forward it to the properly designated league authority within the time limits stipulated by the league (48 hours).
- I. The Site Director/referee's judgment with regard to the physical condition of the field, inclement weather and occurrences relating to the conduct of the games and to those prerogatives or judgments inherently granted to the referee by the "Law of the Game" as published by FIFA shall not be challenged.
- J. Only violations of TSC Rules and Regulations or the misapplication of the "Laws of the Game" shall be subject to protest. Judgment calls by the referee are not subject to protest. Coaches wanting to protest a game must notify the opposing coach and the referee at the conclusion of the game and the President in writing within 72 hours accompanied with a check for \$100.00 made out to TSC. The \$100.00 fee will be returned providing THE PROTEST COMMITTEE rules in favor of the protesting team. The protest committee will be composed of the TSC Executive Board.
- K. At the conclusion of the first half, the game will be considered a complete game if the referee terminates the game because of inclement weather or disciplinary action. The score at the time of termination will be the final game's score. Due to inclement weather, the referee may suspend play for up to 15 minutes at which time he will resume play or terminate the game. If the game is terminated prior to the end of the first half, the game will be rescheduled with the score reverting to 0/0 with full duration of game to play (total restart).
- L. Prior to any team committing to play in non-BYSL activities (league play or tournaments), the Registrar must approve team rosters.
- M. Flagrant abuse of offside rule to seek advantage will be called in U8 division.
- N. **7 GOAL DIFFERENTIAL RULE** – This applies to in-house recreational play only. For the age groups U10 & above, when one team is leading by 7 goals, they have to withdraw a player while this differential exists. Should that team score again, they then must withdraw another, etc. Should the other team score, then the leading team may bring back one player for each goal that reduces the deficit. For U8 & below, should a team fall behind by 7 goals, the reverse is applicable, as they can add a player for each goal conceded. The key for coaches is to ensure restraint and exercise common sense and fair play.

VIII. PLAYER UNIFORM AND EQUIPMENT

- A. Where color on competing teams is identical or similar, the designated home team must effect a change to colors distinct from their opponents.
- B. The uniform jersey of a goalkeeper must be distinctly different in color from the basic colors of either competing teams or the referee.

- C. Player uniform numbers are to be affixed on the back of the uniform shirt; no two players from the same team may have identical uniform numbers while both are playing on the field at the same time.
- D. Players wearing orthopedic casts or metal brace shall not be eligible to participate in the game.
- E. All players up to and including age groups under 19 will be required to wear protective shin guards (to be worn beneath their game socks) at all times while actively participating in a game or practice. Such shin guards shall be of the type and style of protective athletic equipment specifically designed to protect the player's lower leg. Reference FIFA Laws of the Game for required equipment.
- F. Additional clothing may be worn under the game jersey during cold or inclement weather at the referee's discretion.
- G. Each player must be in "full" uniform to compete in regular season games. A full uniform is defined to be shirt (unaltered), shorts, socks, shin guards and shoes.
- H. No modifications to the uniforms will be made except for adding player's name or the team sponsor's name on the back of the jersey and the team's name on the right front breast. A club wide competitive jersey sponsor may have larger lettering placed on the "Comp" jerseys with approval of the Executive Board.
- I. No jewelry, plastic bands, barrettes, or beads of any kind shall be worn on the field of play.
- J. Additional "slider" shorts will be allowed underneath the uniform shorts and must not go below the knee.
- K. Competition team's uniform policy:

1. Uniform Requirements:

TSC has club-wide uniform requirements for all competitive teams. All teams must adhere to these requirements to be eligible to compete in any official league sanctioned match or tournament. The use of any alternate uniform is strictly prohibited. This facilitates uniform movement between the teams. Teams must consult with the TSC Equipment Director before placing orders; i.e. proper sizing, sponsor information, etc. Purchasing uniforms is the responsibility of teams / players (if the club orders and pays for the uniforms the team is responsible for reimbursement / payment to TSC).

2. Uniform Selection:

- a. Uniform brand, style and color will be selected at a competitive coach's meeting held after coach selection. The order deadline will be determined at this meeting and all teams must consult with the TSC Equipment Director for proper sizing and sponsor information prior to the order deadline.
- b. Each member of the TSC Executive Board and each competitive head coach shall have one vote. In no case shall a person have more than one vote. *Example 1: If a TSC Executive Board member is also a competitive head coach, he/she is only granted one vote. Example #2: If a competitive head coach has more than one team, he/she is only granted one vote.*
- c. The TSC Equipment Director will provide a minimum of three brand name companies for the selection process.

3. Uniform Color and Guidelines:

- a. Color: Purple is the primary color. Secondary colors are white, black and gold. These secondary colors can be used in any combinations with purple or none of the combinations, resulting in a solid purple color.
- b. The club logo must be attached or printed on each uniform in one of the following manners: On the center front of the jersey or in the area of the left breast pocket.
- c. Team name and sponsor may be attached as outlined in **Section VIII H.**
- d. Uniform numbering shall be at the discretion of the Comp Director and Head Coach.

IX. TRANSFERS

A. Transfers of players between team assignments will require the following:

1. Approval of both coaches of the teams involved – with proper paperwork.
2. Approval of the Recreational Director for recreational players and the Competition Director for competition players.
3. Approval of player and parents.
4. Competition players will be assessed a \$25.00 transfer fee by FYSA.
5. External transfer fees will be paid by the player being transferred (not by FYSA). All other transfer fees will be paid by the player being transferred (not by TSC).
6. No more than one player may be transferred from each recreational team to a competition team.
7. The Executive Board will resolve any disagreement with regards to transfers.

X. PRACTICE

A. RECREATION TEAMS

No recreational team may practice more than twice a week, with each practice being no longer than 1.5 times their normal game duration (i.e. a U16 team with a standard game time of 80 minutes may practice for 120 minutes). Practice games will be considered a practice. Field use for practice, scrimmages, and make-up games must be coordinated through the Club Scheduler and Rec Director.

B. COMPETITION TEAMS

No competition team may practice more than three times per week, with each practice being no longer than 1.5 times their normal game duration (i.e. a U16 team with a standard game time of 80 minutes may practice for 120 minutes). Practices may be held at TSC, providing the Executive Board deems the fields to be in condition to support practice. Scheduling to be arranged with the Club Scheduler.

XI. GAME DURATIONS

The length of games, ball size and dimensions and overtime periods for each age group shall be as follows:

Age Group	Length of Game (halves)	Ball Size/Cir. (approx.)	Weight (oz) (approx.)
U19	Two, 45 min.	#5 27/28"	14-16
U16	Two, 40 min.	#5 27/28"	14-16
U14	Two, 35 min.	#5 27/28"	14-16
U12	Two, 30 min.	#4 25/26"	11-13
U10	Two, 25 min.	#4 25/26"	11-13

U8	Two, 24 min.	#3 23/24"	8-10
U6	Two, 20 min.	#3 23/24"	8-10
U5	Two, 16 min.	#3 23/24"	8-10

No overtime for regular season play.

XII. PLAYERS PASS REQUIREMENTS

- A.** All competitive players shall have their player pass presented to the referee prior to the start of a game. Late arrivals must present their player pass to the referee before entering the game.
- B.** Player passes are to be returned by the referee to the team's coach at the conclusion of the game, except that belonging to a player who was ejected (red carded).
- C.** A referee retaining the player pass of an ejected player must mail or otherwise deliver the player pass and a written Incident Report to the President or the District Commissioner/Assistant District Commissioner (for competition or traveling players) within 48 hours following the game.
- D.** Should a player participate in a game and is not properly registered, his/her team shall automatically forfeit the contest to the opposing team and may be subject to disciplinary action by the league and/or Board of Directors of TSC, depending upon the circumstances of the violation.
- E.** All permanent competition passes, and tournament passes must be laminated (unless noted otherwise by the sponsoring league or tournament).
- F.** All passes, competition and recreational, must be turned into the Registrar at the end of the season.

XIII. SUBSTITUTION (RECREATIONAL TEAMS)

A. PARTICIPATION

Except as noted, all registered recreational players in attendance at TSC games must participate. Coaches will play all players at least half of each game.

1. Quarter stoppage is made when the ball is out of play, such as during a throw in, corner kick, goal kick and following a goal.
2. Respective coaches of each team may substitute as many players or none during such interruptions (with the permission of the referee and at the referee's discretion).
3. Players substituting must report to the referee.
4. A coach may play a recreational player less than half the game due to disciplinary action with prior approval from the Recreation Director, President or Site Director (a delegated board member at the game site); the coach should also notify the opposing coach (if at game site), and referee prior to the start of the game. The coach shall inform the player's parent(s) prior to taking disciplinary action (unless it occurs during the course of a game, in which case the parent shall be informed within 24 hours).
5. Recreation teams U12 and above play halves with free substitution (following FYSA and BYSL rules).

B. SUBSTITUTION AT INJURY

1. If a player is injured, the coach may provide a substitution for the player.

C. GAME CARDS

Signed game cards must be completed by referee and turned into the clubhouse after each game.

D. LATE ARRIVAL

Late arriving players shall be substituted as follows:

1. If the player arrives during the first quarter, the player must play a minimum of two of the remaining quarters.
2. If the player arrives during the second or third quarter, the player must play a minimum of one quarter.

XIV. SUBSTITUTION COMPETITIVE TEAMS:

- A. All registered players in attendance at TSC Competition team games must participate at least 25%, but TSC recommends 50% playing time. Players may be substituted only during the stoppage of the game. The number of substitutions shall be unlimited (unless noted otherwise per league or tournament rules).

In tournament play, each registered player "MUST PLAY", however, it is at the coach's discretion how much playing time a player will receive.

- B. Substitutions are permitted in accordance with FYSA policy and the rules of whichever governing body has sanctioned the match.
- C. If coach enters playing field to attend to injured player, that player must leave the field and re-enter games at regular substitution times, unless allowed otherwise by the referee.

XV. COACHES/ASSISTANT COACHES

The TSC Executive Board will approve competition team coaches. It is highly recommended that all competition team head coaches have a minimum of an in-person USSF Grassroots coaching license (TSC will reimburse head coaches if pre-approval is received). Preference will be given to coaches based on their licensing and coaching experience.

1. Competition coaches interested in forming or coaching a team must submit applications by April 15th (or by another date set by the Comp Director if reasonable notice is provided) to the President or the Competition Director.
2. All competition Head Coaches for U10, U11, and U12 must possess a minimum of a USSF Grassroots On-line License, or commit to obtaining within six (6) months.
3. All competition Head Coaches for U13 and up must possess a minimum of a USSF Grassroots In Person License and the Online Grassroots Course, or commit to obtaining within six (6) months.
4. With pre-approval from TSC, the club will reimburse an approved head coach for the registration cost to obtain a USSF D License if the coach agrees to remain coaching with TSC for a full seasonal year upon receipt of the license (miscellaneous personal expenses incurred during the process of licensure will not be reimbursed by TSC).
5. Coaches who cannot form a team upon initial approval, for whatever reason, should inform the Competition Director or President, in writing, that they are relinquishing their approval to coach the team. Anyone interested in reorganizing a team, which has not been fully formed, must submit a request, in writing to the Competition Director or President for approval by the Executive Board.

Any Executive Board member applying for a competition coach position will abstain from voting and discussion during his/her position. An Executive Board member must abstain from voting and discussion if his/her spouse is applying for a competition coach position.

The Age Group Coordinators, subject to approval by the Rec Director and Executive Board, will appoint recreation coaches. All recreation head coaches in U12 and up are required to complete the US Soccer Grassroots online course (which will be reimbursed by TSC upon proof of completion and proof of payment).

Coaching from the sidelines, the purpose of which is to provide direction to one's own team on positioning and points of strategy, is conditionally permitted.

- A. Coaches may coach from only one side of the field, the same side the players are on.
- B. Coaches must remain between the halfway line and their penalty box area.
- C. Coaches may not utilize mechanical devices, such as voice amplifiers.
- D. Coaches may provide limited direction to their players in a manner that is intended to be instructional and informative as to player positioning or team strategy.
- E. Coaches, spectators, players and player substitutes shall not use profanity or make insulting or otherwise derogatory remarks or gestures directed to their own team, the opposing team, the referee or spectators.
- F. Coaches, players or player substitutes violating the above rules will be subject to ejection, as well as to further disciplinary action deemed appropriate by the Board of Directors of TSC.
- G. Coaches, players and team parent will be on opposite side of field as spectators.
- H. The person who takes on the responsibility of coaching a soccer team is a special kind of person with special qualities. A good coach is many things; he/she is a parent, teacher, friend, disciplinarian and psychologist to the players. When the coach accepts the responsibility to coach the team, he/she accepts a responsibility to the players, their parents, the club and the sport. As the TSC subscribes to the principle of teaching by example, it insists the coaches, referees and other officials conduct themselves in such a manner as to set an example that, if followed, would enable every player and parent to be a credit to the game.

XVI. RISK MANAGEMENT

- A. TSC adheres to FYSA policy 105.3.3 regarding Risk Management AND the requirements of Brevard County Parks & Recreation (if required) for all TSC volunteers.
- B. TSC will incur the cost of Risk Management for up to two (2) individuals in the recreation program for U10 and below, up to four (4) individuals for the recreation program for U12 and up and up to four (4) individuals for all competitive teams.

XVII. REFEREE DUTIES

- A. The referee shall require that both teams enter all the appropriate information on the referee report form/roster card prior to the start of a game.
- B. The referee shall verify the identity of each player by his/her player pass and shall collect the passes of those players who intend to participate.
- C. The referee shall allow participation on only those players whose name appears on the referee report form or roster card for which he/she has collected a player pass.

- D. The referee shall check and make certain that each player's equipment is in proper order.
- E. Upon completion of the game, the comp/travel referee must sign his referee report form and game card and mail to the BYSL disciplinary committee within 24 hours (holidays excluded) along with the player pass of any ejected player. Recreational referees shall turn in completed games cards to the clubhouse at the end of each game.
- F. In situations where a player has been ejected, the referee shall include a summary on the roster card and incident report detailing the circumstances leading to the player's ejection from the game.

XVIII. BEHAVIOR

Coach's Code

- 1. Soccer is a game to be played for enjoyment.
- 2. The laws of soccer should be regarded as mutual agreements, the spirit or letter of which, no one should try to evade or break.
- 3. Visiting teams and spectators are honored guests.
- 4. No advantages except those of superior skill should be sought.
- 5. Officials and opponents should be treated and regarded as honest in intention.
- 6. Official decisions shall be accepted without looking angry, no matter how unfair they may seem.
- 7. Winning is desirable, but winning at any cost defeats the purpose of the game.
- 8. Losing can be a triumph when the team has given its best.

Player's Code

- 1. Play the game for the game's sake.
- 2. Be generous when you win.
- 3. Be gracious when you lose.
- 4. Be fair always, no matter what the cost.
- 5. Obey the laws of the game.
- 6. Work for the good of your team.
- 7. Accept the decisions of the official with good grace.
- 8. Believe in the honesty of your opponents.
- 9. Conduct yourself with honor and dignity.
- 10. Honestly and wholeheartedly applaud the efforts of your teammates and your opponents.

This club shall provide opportunities for:

- a. Fun, enjoyment and many other recreational satisfactions.
- b. Achievement, recognition and the pursuit of excellence relative to the skill potential, personal competitive goals and physical/psychological needs of the participants.
- c. The development of physical, mental, social and emotional fitness.

11. The type of game that the club will not support or tolerate is:

- a. That which brings the game into disrepute.
- b. That which results in physical and mental violence.
- c. That which is morally indefensible.

Parent's Code

- 1. Parents should remember:
 - a. Children have more need of example than criticism.

- b. Make athletic participation for your child and others a positive experience
 - c. Attempt to relieve the pressure of competition, not increase it. A child is easily affected by outside influences.
 - d. Be tolerant of your child's coach and to officials. The coach and official are volunteers giving of personal time and money to provide a recreational activity for your child. They are providing a valuable community service, often without reward other than the personal satisfaction of having served the community.
 - e. Be tolerant of the opponents because without them, your child could not participate.
 - f. Applaud good plays by your team and by members of the opposing team.
2. Between the exuberance of the winner and the disappointment of the loser, we find a person called a referee. All of them follow the same creed to watch every move of every player and to call the game to the best of their ability.
- a. Do not openly question their judgment and never their honesty! He/she is a symbol of fair play, integrity and sportsmanship.
 - b. Accept the results of each game. Encourage the child to:
 - (1) Be gracious in victory.
 - (2) Turn defeat to victory by working toward improvement.
3. Parental evaluation carries a great deal of weight with your child. The attitude shown by parents at games toward their children, the opposing team, the officials and the coach influence the child's values and behavior in sports. Criticism, disrespect for officials and opponents by over anxious or over protective parents bent on immediate success rather than long-range benefits undermines the purpose of sports and brings into the game stresses beyond those of competition. When the player cannot cope effectively with such stresses, it contributes to behavior not in keeping with the spirit of the game.

Complaint Procedure

1. Any person may make a complaint that they believe a coach violated the Coach's Code of Ethics. The complaint must be in writing. It must be sworn. It must be based on personal observation. It must set forth facts observed which would constitute a violation of the Coach's Code of Conduct. It must be delivered to the President of the Titusville Soccer Club or to any member of the Executive Board (President, Vice President, Registrar, Secretary, Treasurer, Comp Director, Rec Director). The President will examine the written complaint to see if it complies with these requirements and if it does, the President will forward the complaint by registered mail return receipt requested to the coach mentioned in the complaint. The coach is required to respond to the complaint in writing to the written complaint within 15 days of the receipt of the complaint. The response must be provided and furnished to the President and if no response is forthcoming the Executive Board may suspend the Coach from any further coaching in and for the Titusville Soccer Club until a response is received. Upon receipt of the response, the President will examine the written complaint and the written response to determine if the complaint and response demonstrate probable cause to believe that the Coach's Code of Conduct has been violated. If the President determines there is no probable cause, he or she will inform the complainant and the coach in writing. If the President determines that there is probable cause, he or she will direct three members of the Executive Board to hear the complaint.
2. The three members of the Executive Board ordered to hear the complaint will provide notice to the complainant and coach to appear for the hearing. At the hearing the written complaint and written response will be provided to the three members of the Executive Board by the President. At the hearing, the board members may ask questions of both complainant and coach and any witnesses appearing at the hearing. The coach personally or their legal counsel may examine all witnesses and present evidence. After the hearing the assigned board members will meet in private to make a decision. A violation of the Coach's Code of Ethics must be established by clear and convincing evidence. A written decision with reasons based solely on the evidence shall be rendered no later than fifteen (15) days after the

hearing; and it will be forwarded by certified or registered mail or personal delivery to complainant and coach.

3. If the three board members by majority vote determine that there is clear and convincing evidence of a violation of the Coach's Code of Ethics, then it shall consider sanctions. Sanctions will include a permanent revocation of the privilege of the coach coaching for the club or a suspension from coaching for a period of time with or without conditions as determined necessary.
4. There is no right to appeal the three-member board decision.
5. Definitions:
 - a. Clear and Convincing

The evidence produces in the triers of fact a firm belief or conviction, without hesitancy, as to the truth of the charges.
 - b. Probable Cause

A reasonable ground of suspicion supported by circumstances sufficiently strong in themselves to warrant a cautious man or woman to believe the coach violated the Coach's Code of Ethics.
6. The President will maintain a record of all complaints, responses, and opinions regarding the complaints that were founded. If complaints were not substantiated, they will remain confidential and not subject to inspection.

XIX. FINANCES

TSC is a non-profit 501(c)3 organization, which relies on operating capital coming from registration fees, sponsor fees and fund raising. Financial year is from January 1 through December 31.

Three Board members in addition to the President, appointed by the President, are authorized to write checks for TSC. All non-budgeted (or non-recurring) expenditures in excess of \$500.00 require board approval.

A. REGISTRATION FEES

1. Every attempt is made to keep the cost of playing soccer to a minimum fee for players. The board meets annually at the beginning of the new calendar year and sets the fees based on projected expenditures. These fees are subject to change upon board approval. Fees collected are the player's contribution to operating expenses solely for USSF-BYSL fees, insurance, uniforms and club facilities.
2. Competition players will be assessed an additional fee for extra shirt and socks, the amount to be determined by the uniform costs (after selection).

B. SPONSORSHIP FEES

TSC is proud of its relationship with its sponsors. Every effort is made to get sponsor's names in front of the TSC families and community. Sponsorship fees will be reviewed and adjusted by the Board of Directors at its discretion.

Fees collected will be used for local operating expenses, field maintenance, equipment, scholarships, related events, and awards.

C. FUNDRAISERS

1. TSC as a practice attempts to operate on moneys raised through registration fees and sponsors. Major projects arise from time to time, which require special fundraising activities. Parents should vigorously support the limited fundraisers TSC will announce from time to time.
2. Fees for tournaments or events not part of the regular season will be the responsibility of each team as approved by the TSC Board. TSC approval is required for teams wishing to enter tournaments.
3. TSC is allowed to fundraise as a non-profit organization because it is registered with the Florida Department of Agriculture and Consumer Services and agrees to follow reporting requirements each year. Upon agreement to adhere to the Fundraising requirements, teams are allowed (and encouraged) to use TSC's name and logo to help with fundraising efforts.
4. Funds raised are permitted to be used for team equipment, team related events, team training, player scholarships, tournament fees and/or associated referee fees.
5. The team Coach is responsible for accounting for all funds raised and all expenditures made on behalf of the team. A financial statement with this information must be turned into TSC each quarter or upon request (receipts and other documentation to show expenditures are required). An equipment log for any items with a cost of \$25 or more shall be maintained and provided with the financial statement. It is understood that some items will be damaged, and/or consumed in the course of a season. Please document the condition of any damaged or out of service items.
6. At the end of the Seasonal year, unused funds and equipment purchased with fundraising money will remain with that team. When a team is dissolved (for any reason) any remaining funds and equipment that were purchased with fundraising money will be turned over to TSC for distributed to remaining teams at the direction of the Executive Board.

D. FEES and FINES

All fines deriving from non-participation in tournament commitments are the responsibility of the coach. All fines deriving from being a "no-show" at a scheduled game is also the sole responsibility of the coach.

NOTE:

Non-compliance with any of the above Handbook rules may result in possible sanctions or discipline for teams, coaches, volunteers, members, etc. The TSC Executive Board will hold a formal review and hearing to determine if any violations or infractions have occurred. The TSC Executive Board will follow guidance from BYSL and FYSA policies in making a ruling but will have the authority to enact disciplinary actions as it determines for the benefit of TSC.