



Elk Grove Soccer Club  
Operating Guidelines



Rev02-6/22/13

# **ELK GROVE SOCCER CLUB**

## **OPERATING GUIDELINES**



**REV. 02**

**22 JUNE 2013**



## Elk Grove Soccer Club Operating Guidelines



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Elk Grove Soccer Club Policies & Procedures  
(Affiliated with the Elk Grove Park District)**

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## **ARTICLE I – GENERAL**

### **OFFICIAL NAME**

The name of this organization shall be the Elk Grove Soccer Club, abbreviated hereinafter as “EGSC.”

### **OFFICIAL LOGO**

The official logo as displayed on the front page of the EGSC Operating Guidelines, and all others used by EGSC, are for the sole use of EGSC. All other uses of the logo must be approved by the Executive Board.

### **PURPOSE**

The purpose of EGSC shall be to develop, govern, and promote the game of soccer in Elk Grove Village.

### **Mission Statement**

Creating and developing the EGSC future community leaders through athletics. Instilling the essential life skills of sportsmanship, teamwork and leadership through the love of soccer.

## **ARTICLE II – MEMBERSHIP**

### **SECTION I - ELIGIBILITY**

A general member of the EGSC is any adult who participated in any EGSC program in the past year. Parents and/or legal guardians of minors who participated are also considered general members.

### **SECTION II - VOTING MEMBERS**

Voting members are general members who are at least eighteen (18) years of age at the time of voting.

## **ARTICLE III –CODE OF CONDUCT**

### **SECTION I - CODE OF CONDUCT -GENERAL**

The Code of Conduct exists to clarify and distinguish ethical, appropriate, and approved behavior from those practices that are detrimental to players, the game of soccer, or the EGSC.

Unsportsmanlike conduct by a player, a coach/manager, or a fan has no place in organized soccer. A coach/manager is responsible for the conduct of his/her team and spectators reasonably thought to support his/her team. Abusive or foul verbal language, or fighting, or heckling by the player(s) or the fans towards either their own team or the opposing team or the referee, is not allowed and will be dealt with severely. Such actions may be reviewed by the Rules & Conduct Committee and may result in suspension of the offending individual.



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Alcoholic beverages and the use of illegal drugs prior to or during, the game by any parent, player or coach of EGSC is strictly forbidden.

All coaches, players, and parents shall treat all the other players, other parents, other coaches, and referees with the utmost respect at all times.

Respect the facilities. Without them there would not be a place to play. Teams are responsible for cleaning up after themselves after each game.

## **SECTION II - CODE OF CONDUCT -COACHES**

The EGSC insists that coaches restrict instructions from the sidelines from other than the Head Coach and one Assistant Coach. Coaches must be as inconspicuous as possible during a game, except in setting friendly and kind attitudes towards players, opponents, spectators, etc. Coaches, substitute players, team representatives, and spectators must be restricted to their respective areas.

Coaches should always maintain a controlled and undemonstrative attitude toward a game official - no game circumstances warrant departure from this attitude. It shall be considered a violation of these guidelines for any coach or team representative to engage in verbal dissent with a team representative of the opponent or to direct such remarks at a game official. Any physical contact between any team representative and a game official is not allowed and will be dealt with severely. Such actions may result in suspension of the offending individual by the Executive Board.

Coaches shall use their influence to preempt conduct that would lead to unacceptable or unruly behavior or injury to a player or a game official. No conduct on the part of a spectator should ever interfere with or influence a game.

All coaches shall:

- Be a positive role model. Use positive encouragement to increase confidence and build self-esteem in your players and foster a respect and appreciation for the sport of soccer. Stress the importance of the team play over personal statistics and recognition. Encourage your players to develop good practice and game habits in an effort to continually improve their skills.
- Be gracious in victory and accept defeat with dignity; display emotional maturity.
- Let your words and actions demonstrate a high regard for loyalty to your association and players.
- Foster the development of good character by teaching, enforcing, advocating, and modeling high standards of ethics and sportsmanship.
- Familiarize yourself with rules of soccer and teach those rules to your players. Organize fun yet challenging practices.
- Always put the safety and well being of your players above the desire to win. Care more about your players than winning the game.

## **SECTION III - CODE OF CONDUCT -PLAYERS**

All players shall:

- Exhibit the qualities of good sportsmanship at all times. Be gracious in victory and dignified in defeat. Play for fun and enjoyment & respect the sport of soccer.
- Develop good practice and game habits in an effort to enhance your skills and maximize your abilities. Be on time and prepared for all practices and games.



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- Think and play as a member of a team and encourage other players to put team success above personal statistics and recognition.
- Demonstrate a concern for others. Never intentionally injure any player. Promote a positive team environment through positive encouragement of your teammates. Help your teammates become better players by sharing your knowledge and assisting them in improving their skills.
- Learn and abide by the rules of soccer at all times.

## **SECTION IV - CODE OF CONDUCT -PARENTS**

All parents shall:

- Use positive encouragement to increase confidence and build self-esteem in your children and foster a respect and appreciation for the sport of soccer. Stress the importance of the team play over personal statistics and recognition. Encourage your children to develop good practice and game habits in an effort to continually improve their skills.
- Be a positive role model. Be gracious in victory and accept defeat with dignity; display emotional maturity.
- Foster the development of good character by teaching, enforcing, advocating, and modeling high standards of ethics and sportsmanship.
- Encourage your children to learn the rules of soccer and abide by them at all times.
- Recognize the effort put in by volunteer coaches. Communicate with and support them in any way that you can.
- Be responsible for guests you bring.

## **ARTICLE IV – OFFICERS**

The Executive Board is responsible for administering the affairs of the EGSC in accordance with the EGSC Operating Guidelines. These affairs include, but are not limited to EGSC policies, playing rules, and allocation of funds. These elected officials include the following positions:

- President
- Vice President
- Director of Travel or
  - Director of Boys Travel
  - Director of Girls Travel
  - (herein after referred to as Director of Travel)
- Referee-In-Chief
- Director of Equipment
- Director of Indoor
- Director of Fields
- Director of Marketing
- Director of Coaching
- Ways & Means
- Treasurer
- Secretary

The Executive board may include one (1) Director of Travel OR one (1) Director of Girls Travel AND one (1) Director of Boys Travel. Hereinafter, references to Director of Travel will represent either option.



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All of the named officer positions shall serve a two (2) year term of office commencing upon election. Terms will begin upon election and continue until a successor is elected or appointed. Once a successor is elected or appointed it is expected that the previous officer remain on and/or available to train the new board member in the position that they once held for as long as is necessary to ensure a smooth transition.

The ex-officio officers of the EGSC shall be the immediate Past President and (1) Elk Grove Park District Representative. The President and ex-officio officers serve as non-voting members.

### **SECTION I – OFFICER QUALIFICATIONS**

Candidates for President, Vice President, and Director of Travel must have served as an EGSC officer for a period of no less than one (1) year before election. In the event that no candidate meets these qualifications, the Executive Board may select a candidate who has demonstrated through experience or EGSC involvement his/her qualifications.

### **SECTION II – OFFICER RESPONSIBILITIES**

**1. President**

The President presides over all EGSC meetings and oversees the orderly handling of EGSC business. The President prepares an agenda for all meetings, disposing of old business before discussing new business. The President is responsible for all EGSC activities and coordinating these activities through the appropriate officers. The President is responsible for carrying out the decisions of the Executive Board and is a non-voting, ex-officio member of all EGSC committees.

**2. Vice President**

The Vice President will assume the President's duties in the absence of the President and automatically assumes the office of President if the President leaves the EGSC for any reason. The Vice President is responsible for outdoor recreational play and coaches' education programs in conjunction with the Director of Coaching. The Vice President will serve on the Steering Committee and the Rules and Conduct Committee. The Vice President is responsible for the enforcement and abidance of Article XI.

**3. Director of Travel**

The Director of Travel is responsible for all EGSC travel teams. In the event of one (1) Director of Girls Travel and one (1) Director of Boys Travel each Director is responsible for all of his/her respective EGSC associated travel teams. The Director of Travel will serve on the Steering Committee and the Rules and Conduct Committee. The Director of Travel is responsible for the enforcement and abidance of Article XII.

**4. Referee-In-Chief**

The Referee-In-Chief is responsible for assigning qualified officials for all EGSC games. The Referee-In-Chief is responsible for updating and distributing EGSC playing rules and coordinating the teaching and testing programs for all EGSC officials. He/She is responsible for the issuance of referee equipment and chairs the Rules and Conduct Committee.

**5. Secretary**

The Secretary records and prepares meeting minutes for all EGSC meetings. He/She handles all correspondence and related affairs for EGSC. The Secretary must be present at all Executive Board meetings. The Secretary is responsible for updating and distributing the EGSC Operating Guidelines.





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The Secretary is responsible for coordinating picture day. The Secretary is also responsible for ordering EGSC awards.

**6. Director of Equipment**

The Director of Equipment is responsible for all EGSC team equipment other than that used for fields and officials. The Director of Equipment will coordinate uniform requirements with designated Vendor. He/She is responsible for distributing and collecting all equipment issued to EGSC members before, during, and after a session. After the session, the Director of Equipment will check the integrity of the equipment and order the necessary replacements prior to the next season.

**7. Director of Indoor**

The Director of Indoor is responsible for EGSC programming at any indoor Elk Grove Park District facility. The Director of Indoor is responsible for the enforcement and abidance of Article XV.

**8. Director of Fields**

The Director of Fields is the liaison between EGSC and the Elk Grove Park District in regards to maintenance of outdoor soccer fields. The Director of Fields is responsible for all indoor and outdoor field equipment including its review and replacement. The Director of fields is responsible for field assignment.

**9. Director of Marketing**

The Director of Marketing creates and publicizes newsworthy activities of the EGSC through all mediums possible. He/She is responsible for advertising which includes, but is not limited to, registrations, soccer camps, and travel tryouts. Director of Marketing will be responsible for the upkeep and content of the EGSC public website.

**10. Treasurer**

The Treasurer is responsible for overseeing the financial affairs of the EGSC. The Treasurer will prepare the annual budget, as well as receive and disburse funds as authorized by the Executive Board. The Treasurer will prepare monthly statements of EGSC's account as well as EGSC's Elk Grove Park District accounts for inspection by any general member or the Elk Grove Park District. The Treasurer will subdivide the EGSC account by the major activities of EGSC (Outdoor, Travel, and Indoor). The Treasurer will abide by any rules, policies, and/or regulations established by the Elk Grove Park District

**11. Director of Coaching (DOC)**

The Director of Coaching is responsible for the recruitment and assignment of qualified coaches in conjunction with the EGSC program. The DOC will train and monitor coaches and help them plan and implement training sessions consistent with the philosophy of the club. DOC will also design and coordinate the following: club wide training, age specific coaches clinics, skills training, coaching education program, club tryouts, and player and team progress. The Director of Coaching shall hold a "Director of Coaching License/Certification" or in the process of obtaining within a 1-year period.

In the event that the EGSC hires a consultant as the Director of Coaching and is compensated then it will not be a voting position.

**12. Ways & Means**

The Ways & Means is responsible for the planning and running the clubs annual Palooza, organizing fund raising nights with local sponsors, and coordinating all other special events. He/She is responsible





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for obtaining and distributing player of the game certificates for each of the recreational seasons and the travel seasons when resources are available.

# **ARTICLE V – NOMINATIONS & ELECTIONS**

## **SECTION I - NOMINATIONS**

The Executive Board will select a Nominating Committee at least sixty (60) days before the annual meeting. Membership will include, but will not be limited to the elected officers whose terms are not over at the next election. The President or Vice President will chair the committee depending on whose term is not expiring.

The Nominating Committee will prepare a slate of candidates willing to serve as officers and will submit this slate along with the names of all other candidates to the Executive Board for approval. The endorsed slate of EGSC will be indicated and will occupy the first position on the ballot.

Any member in good standing may submit his name in writing to the Secretary thirty (30) days before the annual meeting held the second Monday in August. Candidates for Office can be nominated only by these two methods.

## **SECTION II – ELECTIONS**

The members present at the annual meeting will elect a nominee by a simple majority. The results will be announced at the annual meeting and will be published in the next EGSC newsletter and on the EGSC website.

## **SECTION III – APPOINTMENTS/REPLACEMENT OF OFFICERS**

The Executive Board will fill any elected office other than President that becomes vacant between elections. The person selected will serve the remainder of the term of office and/or until a successor is elected.

# **ARTICLE VI – REMOVAL FROM OFFICE**

The Executive Board may remove officers only in accordance with the following procedures:

An officer must submit a formal complaint in writing to the Executive Board and a committee will be formed to investigate the complaint. The committee will report back to the Executive Board in closed session within ten (10) days or by the next regular meeting, whichever is sooner.

If the committee recommends removal, the Executive Board will vote in closed session, in which two-thirds (2/3) of the Executive Board must be present with two-thirds (2/3) majority required to effect removal. The officer in question will not count towards achieving these requirements and may not vote on this matter.

Upon removal, the officer will be banned from holding office in EGSC and will be deemed a member not in good standing for a minimum of two (2) years after removal.



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## **ARTICLE VII – MEETINGS**

### **SECTION I – REGULAR MEETINGS**

The Executive Board will meet on the second Monday of every month. A minimum of 3 Executive Board members must be present to conduct business. The board begins the meeting in private at 7pm and opens to the general membership at 7:45pm.

### **SECTION II – SPECIAL MEETINGS**

The President and at least three (3) members of the Executive Board may call a special meeting for any purpose. Special meetings must take place within fifteen (15) days upon the approval of the Executive Board.

### **SECTION III – SPECIAL MEETINGS – APPEALS**

Any Executive Board or Rules and Conduct Committee decision may be appealed to the Executive Board. The Secretary must receive this appeal in writing within ten (10) days of the decision. The Executive Board will hear the appeal at the next regular meeting or within ten (10) days, whichever is sooner. The Secretary will notify the appellant of the meeting. All appellants must appear in person and may not send a representative in their place.

## **ARTICLE VIII – STANDING COMMITTEES**

### **SECTION I - OPERATING GUIDELINES COMMITTEE**

The Operating Guidelines Committee is responsible for revisions to the Operating Guidelines. Requests for revisions must be in writing and presented to the Secretary. Within thirty (30) days of the request, the Operating Guidelines Committee will meet to review the request and present its findings to the Executive Board at the next regularly scheduled meeting.

Upon approval from the Executive Board the revised Operating Guidelines will be posted on the EGSC website.

The Operating Guidelines Committee will consist of the following Executive Board members:

- President
- Vice President
- Referee-In-Chief
- Director of Travel (or Director of Boys Travel AND Director of Girls Travel)
- Secretary - Chairperson

### **SECTION II – RULES & CONDUCT COMMITTEE**

The Rules and Conduct Committee is responsible for all disciplinary matters within the EGSC. It has the authority to suspend or revoke the membership privileges of any member or participant. Strict confidentiality is enforced.



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The committee will meet for disciplinary matters brought to the attention of the Executive Board involving any coach, parent, referee, player, and/or spectator of EGSC.

The Rules and Conduct Committee will consist of the following Executive Board members:

- President
- Vice President
- Referee-In-Chief – Chairperson
- Director of Travel (or Director of Boys Travel AND Director of Girls Travel)
- Secretary

A meeting will be held by the Rules and Conduct Committee within fifteen (15) days upon receipt of a complaint.

### **BASIC DISCIPLINARY POLICY**

The complaint must be in written form for action by The Rules and Conduct Committee. An investigation will be completed by The Rules and Conduct Committee. A vote will be taken on a course of disciplinary action.

### **INVESTIGATION**

An investigation will be conducted for any violation which includes, but is not limited to: yellow or red cards, abuse of a player, improper conduct towards a player, referee, coach, opponent, and/or spectator and failure to follow the EGSC Operating Guidelines.

Coaches and / or EGSC Board members may also be investigated for failure to attend required functions, representing soccer organizations other than the EGSC, and recruiting away EGSC players for other soccer organizations.

### **VOTE**

A majority vote of the committee is required for any disciplinary action and will be considered final.

The EGSC Secretary will record minutes of all committee hearings.

### **BASIC RIGHTS OF PLAYERS, COACHES, PARENTS OR SPECTATORS**

A player, coach, parent, or spectator will be notified when a complaint is received. An investigation will be conducted and a meeting will be held by the Rules and Conduct Committee within fifteen (15) days.

If a hearing is deemed necessary, the involved parties will be notified and a special meeting will be held within ten (10) days.

A minor must have a parent(s) or guardian present.

## **ARTICLE IX – AMENDMENTS**

### **SECTION I – INITIATION**

Any general member may propose a change in the EGSC Policies & Procedures by submitting the change in writing to the Secretary. These changes will be submitted to the Policies & Procedures Committee for review and recommendation.



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## **SECTION II – POLICIES & PROCEDURES COMMITTEE**

The Policies & Procedures Committee will review proposed changes to the EGSC Operating Guidelines. This committee will be composed of but not limited to the initiator and at least three (3) members of the Executive Board. This committee will make its recommendations to the Executive Board at the next regularly scheduled board meeting.

## **SECTION III – APPROVAL**

The Executive Board will review the change and the recommendations of the Operating Guidelines Committee within thirty (30) days of the change submission. The Executive Board will vote to submit the change to the general membership for ratification. At least two-thirds (2/3) of the Executive Board must be present with two-thirds (2/3) majority for approval.

## **SECTION IV – RATIFICATION**

Upon approval of the Executive Board, the proposed change will be put to the general membership for ratification by a simple majority vote at the next Executive Board meeting. Notice of this vote must be publicized before the scheduled vote. The general membership must be provided copies of the proposed change upon request.

# **ARTICLE X – PARLIAMENTARY AUTHORITY**

## **SECTION I – DISSOLUTION**

### Initiation

Any general member may propose dissolution of the EGSC in writing to the Secretary. This proposal will be submitted to the Executive Board for review and recommendation.

### Approval

The Executive Board will review and vote on the proposal within thirty (30) days of the submission. At least three-fourths (3/4) of the Executive Board must be present with three-fourths (3/4) majority required for approval.

### Ratification

Upon approval of the Executive Board, the proposed change will be put to the general membership for ratification by simple majority vote at a special meeting. Notice of this meeting must be published before the scheduled vote.

## **SECTION II – DISPOSITION OF ASSETS**

Upon ratification by the general membership, the Executive Board will regularly meet until all EGSC assets have been converted to cash. Upon conversion, the EGSC will donate its assets to the Elk Grove Park District for the express purpose of providing premier, well-maintained, soccer fields in the Elk Grove Park District.



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## **ARTICLE XI – RECREATIONAL / HOUSE**

### **SECTION I – HOUSE REGISTRATION & FEES**

The outdoor season will be from September through October and April through June. The indoor season will be from January to March of the following year. All registration fees, as determined by the Executive Board will be paid at the time of registration to the Elk Grove Park District. Separate registrations will be held for the fall, spring and indoor sessions. Registration will be accepted up to the close out date, as determined by the Executive Board.

Walk-up registrations will be taken at the Elk Grove Park District thereafter. The EGSC Executive Board will determine a start and end date for walk-up registrations.

The refund policy will be posted on the EGSC website. All requests for refunds must be in writing and submitted to the Director of Outdoor or Director of Indoor, as deemed appropriate and this approval will be made only for extreme extenuating circumstances. See below:

#### Withdraw/Refund Requests

Refunds will be given if a withdraw request is received prior to the close of registration. If a withdraw request is submitted after the close of registration but prior to the coaches meeting/draft, a refund of 50%, minus the \$5 park district fee, will be approved. Upon team formation and the coaches draft/meeting, no refunds will be given without Executive Board approval. This approval will be made only for extenuating circumstances such as physical disability or dwelling relocation

### **SECTION II – HOUSE AGE DIVISIONS**

Divisions shall be comprised of players based on school grade according to the following chart:

<b>Division</b>	<b>School Grade</b>
Division 3	7 <sup>th</sup> and 8 <sup>th</sup> grades
Division 4	5 <sup>th</sup> and 6 <sup>th</sup> grades
Division 5	3 <sup>rd</sup> and 4 <sup>th</sup> grades
Division 6	1 <sup>st</sup> and 2 <sup>nd</sup> grades
Division 7	Preschool & Kindergarten

Division 7 will be comprised of players entering Kindergarten and players who are at least four and half (4.5) years old per the dates listed below:

Spring Season – March 1

Fall Season – September 1

Indoor Season – January 1

Parents may be required to present birth certificates in order to register players for Division 7.

If players are found to be registered in any Division for which they are not eligible they will be moved to a new team within the appropriate Division. Repeat offenders will be required to meet with the Rules & Conduct Committee.



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### **SECTION III – HOUSE TEAM FORMATION**

The Division Coordinator in conjunction with the Vice President establishes Division 6 and 7 teams according to player neighborhood dwelling area and/or school, as much as feasible. Divisions 5, 4, and 3 are formed by draft. (Revise to say all teams will be formed by Division Coordinator, VP, etc. according to schools, neighborhoods and player skill level, to achieve an evenly distributed talent

Spring and Indoor seasons are co-ed. Fall season will be made up of single gender teams, pending registered players. Division 3 and 7 are always co-ed.

Special Requests: In order to preserve league parity and sportsmanship the EGSC will honor special requests on a case by case basis. There are no guarantees that request made will be honored.

If there are an insufficient number of coaches for the number of players within that neighborhood area, the Division Coordinator will recruit coaches. If a sufficient number of coaches are not available, then the excess players from the neighborhood area will be placed on other teams.

### **SECTION IV – HOUSE UNIFORMS & EQUIPMENT**

All players are required to wear the EGSC uniform during games. This uniform is not included in the registration fee and is comprised of the following:

- Approved reversible jersey
- Black soccer shorts
- Black soccer socks
- Shin guards must be worn for both practices and games. Black soccer socks need to cover the shin guards.
- Soccer cleats only, other sports cleats are not allowed. Flat sole sneakers are also allowed, but are not recommended.
- The goalkeeper will be required to wear the goalkeeper pinnie provided by EGSC or a goalie jersey acceptable within the Laws of the Game.
- Each player will need to bring an appropriately sized soccer ball to each practice attended for the player's use.
  - Division 6/7 –will use a size 3 ball
  - Division 4/5 – will use a size 4 ball
  - Division 3 – will use a size 5 ball
- Prior to the commencement of each playing session, the EGSC will loan equipment to each team. It is the responsibility of the team coach to return these items in their entirety as directed by the Director of Equipment at the end of each session. Equipment will include the following:
  - 3- EGSC soccer balls (sized appropriately for age group)
  - 1-ball pump
  - 2- pennies of different colors
  - 1- 1<sup>st</sup> aid kit
  - 10- disc cones
  - 1 key to lock/unlock field equipment box
  - 1 key to lock/unlock goal locks
- All games will be played with the official game ball. No substitutions are permitted.

### **SECTION V – HOUSE COACHES/ ASSISTANT COACHES**

The Division Coordinator will select and assign coaches subject to Executive Board approval.



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All coaching/assistant coaching is voluntary.

Coaches in all Divisions will be allowed one assistant coach during the season. Coaches in draft divisions may not select any assistant coaches prior to the draft, but may select one or more afterwards. However, during the game only two Coaches are allowed on the team side of the field.

Coaches in non-draft divisions may select their assistant coach before the team formation. This must be communicated prior to the creation of teams.

Coaches will be required to attend one (1) coaches meeting and handouts for practices and activities relevant to the age group being coached will be available in equipment bags distributed during the coaches meeting.

Coaches will be reimbursed for any registration fees paid for their child at the end of the season for volunteering to coach. If a person volunteers to coach for two (2) or more teams, they will be reimbursed for registration fees paid for their children for those teams during that season. Reimbursements will only be dispersed after confirmation all equipment and keys have been returned to the Director of Equipment and the player evaluation form has been completed and submitted to the Vice President.

The Executive Board strongly recommends the licensing of all recreation coaches. The EGSC will reimburse the registration costs of licensing, but will not cover expenses related to travel and lodging.

### SECTION VI – HOUSE TEAM PRACTICE

The Director of Fields will assign all teams a specific guaranteed practice time and field. Coaches with two (2) or more teams will receive priority in selecting times and fields. The Director of Fields will assign the time and place at the coaches meeting prior to each outdoor season. He/She will assign each team one half of the field.

Practices commence the week after the coaches meeting.

EGSC suggests the following maximum practice schedules:

Division 7	60 minutes twice a week
Division 6	60 minutes twice a week
Division 5	90 minutes twice a week
Division 4	90 minutes twice a week
Division 3	90 minutes twice a week

Travel soccer players may also play on house soccer teams. Travel players first priority is their attendance at their travel practices and travel games. In the event that an EGSC travel player misses house practice due to EGSC travel practice, the player will not be penalized by the coach.

### SECTION VII – HOUSE GAME SCHEDULES

The Executive Board will determine playing session dates and division playing times and fields. The Vice President and the Referee-In-Chief will prepare division playing schedules that will be distributed at the





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coaches meeting. The coaches will provide each player a game schedule. The schedules will be posted on the EGSC website.

The Vice President and Referee-In-Chief will coordinate division game schedules to allow coaches with two (2) or more recreation teams to be at their team's games and allow travel time.

EGSC plays its recreational outdoor games on Saturdays. Before games begin, they may be cancelled due to poor weather and/or field conditions by the Director of Fields or Vice President, who will then notify the Referee-In-Chief. Once games commence, referees can cancel games due to field safety or conditions. Additionally, if coaches agree that field conditions are not safe, they can approach the referees with their concerns. The Vice President and Referee-In-Chief will then contact their division coordinators and referees, respectively.

If house league games are cancelled, there will be no make-up games scheduled.

If a division 3, 4, or 5 game is cancelled, the entire division games that week are cancelled. Any games that may have been played before the division cancellation will not be counted towards the standings.

Recreational teams are required to get Executive Board approval for any games played outside of the regular schedule provided.

- Coaches must submit such requests to their Division Coordinator
- Scrimmages between teams do not apply.

## **SECTION VIII – HOUSE TEAM STANDINGS**

EGSC will not keep standings or permit playoffs in Divisions 7 and 6.

Division Coordinators will maintain official standings in divisions 3, 4 and 5. Teams will be awarded six (6) points for a win, three (3) points for a tie, zero (0) points for a loss, and one point per goal up to a three goal maximum.

- EGSC may hold single elimination or round robin tournaments in these divisions at the discretion of the Executive Board. The Executive Board will give awards in these divisions for 1<sup>st</sup> and 2<sup>nd</sup> place in the regular seasons as well as 1<sup>st</sup> and 2<sup>nd</sup> place in the tournament.

Current standings and results for all divisions will also be posted on a weekly basis during the season on the EGSC website. Standings will only be posted upon all coaches submitting weekly results.

## **SECTION IX – HOUSE OFFICIALS**

The Referee-In-Chief will assign officials for each game. In the event that no assigned official arrives for a game the game may continue with a volunteer selected and agreed upon by both coaches.

EGSC referees must be 14 years of age or older and at a minimum a USSF certified grade 8 referee. Certification must be renewed yearly. Youth referees aged 14 and 15 are required to obtain a work permit.

EGSC will provide each referee a referee shirt, a pair of black socks, a set of flags, and a set of misconduct cards. Each referee is responsible for these items and the Referee-In-Chief may require their return or replacement. Each referee will provide his/her own black shorts, shoes, whistle, and stopwatch.



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Game reports will be the responsibility of the referees. The Referee is responsible for providing the game report and obtaining signatures by both coaches at the end of the game. This game report is mandatory for all recreational league games and home travel games.

For additional information, refer to the EGSC Referee Rules.

## **ARTICLE XII – TRAVEL POLICY & PROCEDURES**

### **SECTION I – TRAVEL REGISTRATION & FEES**

Travel outdoor season runs from August through June of the following year. The travel outdoor season has two (2) sessions, fall and spring. Travel teams are formed by the EGSC for outdoor play and travel teams may choose to play at an indoor venue.

The EGSC will approve the registration fees paid by each travel player. The EGSC will set these fees at the level necessary to make the travel program self-sufficient. EGSC requires all players to pay the following expenses at the time the player is placed on the leagues roster.

- Annual EGSC registration fee
- Uniform expense as needed
- Travel team fees
- Additional training expense

The Executive Board will publish a refund deadline date on the EGSC website as well as on every registration form. After this date, no registration fee refund will be made without Executive Board approval. This approval will be made only for extreme extenuating circumstances.

All requests for refunds must be in writing and submitted to the Director of Travel.

### **SECTION II – TRAVEL AGE DIVISIONS**

Players will be eligible for travel team playing levels based on the YSSL or IWSL birth date guidelines. The birth date restrictions cannot be appealed.

EGSC travel teams start at the U08 level. Players may tryout for a higher age level if no position is available at the appropriate level. Players are restricted to one (1) age level higher. No exceptions.

### **SECTION III – TRAVEL TEAM FORMATION**

Players are eligible for selection to an EGSC travel team if the player lives in Elk Grove Village, lives in the Elk Grove Park District boundaries, and/or attends an elementary school (K-8) within Elk Grove Village. Each team may select up to 25% of their players from non Elk Grove Park District residents. At the U13 level and up, when making cuts, teams may be constructed with 50% non-residents. EGSC holds the right to form travel teams if there are a sufficient number of quality players, coaches, officials, and fields. Teams will be formed by age, gender, and talent levels in whatever combination provides the greatest benefit to the club. Multiple teams may be formed at an age/gender level designated as “A,” “B,” “C,” etcetera based on talent. Priority for travel team formation is the following:



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- Multiple teams for each age level when the appropriate requirements are met
- Single teams for each gender within each age level
- Single teams for each age level
- Single teams for multiple age levels when necessary
- All players new to EGV will tryout at their birth year

Exceptions will be made for existing players who will be challenged at a more appropriate age level up. Requests will be made by parents and/or the coach to the DOC. Parents advise the coach they are making the request but do not need permission to make the request

Female players are eligible for male gender teams provided they make the roster cuts at tryouts.

The EGSC will announce the place, date, and time of the travel tryouts in the EGSC website and/or by another announcement. Players shall be responsible for attending all required tryouts. If a player is unable to attend the required tryouts, the player may request an individual tryout at the discretion of the Director of Coaching. The request must be in writing and precede the announced tryout. The request may be denied by the Director of Coaching.

## **SECTION IV – TRAVEL TRYOUT EVALUATORS**

The travel head coach will be one of the minimum three person evaluation team that will consist of at least two (2) other independent evaluators. Travel tryouts will be two (2) days, one and one-half (1.5) hours each day. Evaluators will be compensated at a rate determined by the EGSC.

## **SECTION V – TRAVEL GRADING**

EGSC will assign a number to each eligible player at the tryout. Evaluators will grade players with a numeric system. Travel player grading will be done using the EGSC tryout form and grading system ranging anywhere from one (1) to ten (10). All evaluators will use the EGSC grading form for all age levels.

## **SECTION VI – TRAVEL TEAM SELECTION**

- Players will be placed on teams based on their final tryout score
- Director of Travel and Coach will determine the roster size. If there is a disagreement on roster size, the Director of Coaching will cast the deciding vote. In the absence of the Director of Coaching the executive board will vote
- Once the roster size is determined, players will be placed by the highest to lowest tryout scores
- Once the roster is set, the Director of Travel will evaluate the roster by using the EGVPD residency rubric
- In the event that roster does not meet EGVPD residency requirements the Director of Travel and Coach will make adjustments to the roster
- Residents with the next highest score will be added to meet the residency requirements. Director of Travel and Coach will only add the minimum players to meet the residency requirement
- Director of Travel will assess the remaining players that didn't make the first team. Director of Travel and Director of Coaching will determine if a second team will be formed. Players will be selected utilizing the same process as above



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- Results of a team's tryout will be forwarded to the team coach. The results of tryouts are not open for parent review at any time
- Coaches can appeal the final roster to the executive board. Coaches must provide any pertinent information to the executive board regarding the player (s). The executive board will evaluate the information provided to determine if a change should be made

## **SECTION VII – TRAVEL TRYOUTS**

### **Travel Tryout Process:**

- Two-day Tryout
- Director of Coaching will explain the tryout evaluation and process to the parents
- Scored and reviewed by the Director of Coaching and Travel
- Coaches follow team formation guidelines to create original team roster
- Results are posted on EGSC website
- Coaches contact parents
- Players have a reasonable period of time, generally one (1) day to accept or reject an invitation to play.
- No commitment will be made to any player prior to, or during, tryouts.
- Travel Players are selected for the following fall and spring seasons of play

## **SECTION VIII – TRAVEL ROSTER**

## **SECTION IX – TRAVEL UNIFORMS & EQUIPMENT**

All travel players, other than the goalkeeper, are required to wear the EGSC uniform during games which is comprised of the following:

- EGSC travel jersey – Uniform colors are determined by the Executive Board
- Alternate jersey – Ash or white colored t-shirt or as approved by the Executive Board
- EGSC travel shorts
- Club socks – Determined by the Executive board
- Shin guards must be worn for both practices and games
- Soccer cleats only, other sport cleats are not allowed.

The Executive Board must approve any accessories intended for team use such as bags, warm-ups, jackets, sweatshirts, t-shirts, caps, and/or any other items.

Each player will need to bring an appropriately sized soccer ball to each practice attended for the player's use.

- U12 and younger divisions will use a size 4 ball
- U13 and older Divisions will use a size 5 ball

Prior to the commencement of each playing session, the EGSC will loan equipment to each team for their sessions use. It is the responsibility of the team coach to return these items in their entirety as directed by the Director of Equipment at the end of each session.

## **SECTION X – TRAVEL COACHES/ ASSISTANT COACHES**

The Director of Coaching evaluates and nominates travel coaches and assistant coaches for full board approval.



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### **Requirements**

The following are the minimum requirements to coach:

- All coaches shall be at least twenty-one (21) years of age or older
- All coaches must complete a volunteer waiver
- All coaches must complete and pass a criminal background check
- All coaches must be in good standing with the EGSC
- All coaches must abide by YSSL/IWSL licensing requirements
- All coaches must have a minimum of two (2) years of soccer coaching experience
- In the interest of impartiality, when making roster cuts coaches children must rate in the top seventy five percent (75%) during tryout evaluations

### **Duties**

The duties of coach will include:

- Attending coaches meetings
- Communicating with players and parents
- Reporting issues with the fields and equipment to the board
- Utilize the curriculum set forth from the Director of Coaching
- Coaching games and practices
- Knowing EGSC's and EGVPD policies and procedures
- Create and manage a team budget for the year and submit to the EGVPD prior to the start of the fall season
- Trainers will be selected by the Director of Coaching in consultation with the head coach

### **Compensation:**

Coaches shall be reimbursed registration costs of licensing, but will not cover expenses related to travel and lodging

Travel team are precluded from holding outside accounts

Any occurrence that reflects poorly on the ESGC or violates the EGSC Operating Guidelines shall be brought to the attention of the Board, in which the Executive Board will assess the situation based on the policies stated herein.

All Penalties/Fees assessed through league rules by, Coaches, Assistant Coaches, Trainers, and/or Team Managers will be the responsibility of the said individual. All instances must be reported to the Director of Coaching and Director of Travel. Further disciplinary action will be at the discretion of the Executive Board.

## **Team Manager**

Each team can recruit a volunteer team manager. Team Manager will be responsible for collection of funds from team parents that are required to be deposited at the Elk Grove Park District.

### **Requirements:**

- Complete criminal background and voluntary waiver release form
- Member in good standing with the EGSC



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### **Duties:**

- Team managers are responsible for team communications between the parents and the coaches
- Handle all deposits and withdrawals for team accounts
- All team transactions must be processed through the EGVPD and the team account. No exceptions. Checks must be written to the EGVPD
- The team manager can collect individual player photos for player passes as needed by the respective league
- The team manager can be responsible for collecting copies of insurance cards and medical release forms for individual players on an annual basis

### **Compensation:**

- There is no compensation for this position

## **SECTION XI –TRAVEL RULES AND REGULATIONS FOR COACHES**

### **• TEAM TRAINING**

- Travel teams may hire an approved trainer, see section for trainer requirements
- Trainer and Travel Coaches will follow the EGSC curriculum set by the Director of Coaching. Trainers and coaches will ensure all players meet curriculum benchmarks at the conclusion of the season.

### **• PRACTICE**

- There shall be no more than two mandatory practices per week for no longer than two hours in duration each for Fall and Spring seasons
- An optional 3<sup>rd</sup> practice can be held, but players cannot be penalized for not attending.
- Field Locations and times will be assigned at the beginning of each fall season for the year by the Director of Travel and the Director of Fields
- Travel teams have field priority over Recreational teams
- Travel Coaches are required to attend all practices
- Travel coach may adjust or eliminate playing time based on practice attendance and participation
- The Executive Board may suspend a player from a travel team if the player consistently misses practice. The coach must provide written documentation to support the claim

### **• TOURNAMENTS**

- Teams may participate in tournaments in both the fall and spring season
- Tournaments must be sanctioned by the IWSL and/or YSSL
- Tournaments costs are not included in the registration fees
- Trainers are not required, but encouraged, to attend tournament games.
- Teams are required to register for tournaments under the “Force” name as registered in the league
- Teams are required to wear their Force uniforms

### **• INDOOR SOCCER**

- Teams may participate in indoor soccer.
- Indoor Soccer Facilities or league costs are not included in the regular fees and must be collected from Team Manager prior to the beginning of the season. Team manager is required to deposit funds to the Elk Grove Park District
- Travel Coaches and/or Managers will be responsible for coordinating and registering for indoor soccer
- Trainers are not required to attend indoor games





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- The EGSC must be notified of a travel team's intent to participate in indoor soccer leagues at least four (4) weeks prior to the league registration deadline
- All teams, coaches and players representing the EGSC shall adhere to the EGSC Code of Conduct at all times

### **• TRAINERS**

#### **Requirements:**

- Trainer must have a minimum of Illinois Youth League "D" coaching license and or be approved by the Director of Coaching and the Director of Travel
- All trainers must complete a back a waiver and release form
- All trainers must complete a criminal background check release form
- All trainers must be in good standing with the EGSC
- Trainers will be required to attend and train practices
- Trainers will be required to attend a minimum of three (3) games of scheduled travel games
- One trainer will not train more than four (4) teams during any season

#### **Duties:**

- All trainers must meet with the Director of Coaching/Director of Travel each season to submit and obtain approval of the seasons training plan appropriate to the age level
- All trainers will ensure that the players meet or exceed the Director of Coaching curriculum benchmarks for the appropriate age level

#### **Compensation:**

- Trainers will submit costs during the interview process for review. Submittals will reflect all costs charged to team for entire year
- Trainer costs cannot increase during the season. Any increases must be approved by the Director of Travel and the Director of Coaching
- All trainer payments will be processed through the EGVPD

## **SECTION XII – TRAVEL TEAM STANDINGS**

Travel team standings will be handled by the appropriate league or other competitions.

## **SECTION XIII – TRAVEL GAME SCHEDULES**

- Travel coach must follow the IWSL or the YSSL league rules to make a game change
- All reschedules must be approved by the Director of Travel

## **SECTION XIV – TRAVEL OFFICIALS**

The Referee-In-Chief will assign officials for each game, where applicable.

EGSC referees must be at minimum 14 years of age and at least a USSF certified grade 8 referee. Certification must be renewed yearly. Youth referees aged 14 and 15 must obtain a work permit.





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EGSC will provide each referee a referee shirt, a pair of black socks, a set of flags, and a set of misconduct cards. Each referee is responsible for these items. The Referee-In-Chief may require their return or replacement. Each referee will provide his/her own black shorts, shoes, whistle, and stopwatch.

EGSC game reports will be the responsibility of the referees. They are to be brought to every home game and signed by the EGSC coach at the end of the game. This game report is mandatory for all recreational league games and home travel games. A referee will not be paid without returning the completed game report.

### **ARTICLE XIII – PREMIER TRAVEL TEAMS**

Premier travel teams are the third tier of EGSC and have thus far been known as Arsenal. At this time there are no future plans to create teams at this tier.

### **ARTICLE XIV – ADULT TEAMS**

Adult teams are expected to work directly with the Elk Grove Park District for registration and other administrative matters without assistance from the EGSC Executive Board. Adult teams must coordinate fields for games and practices with the Director of Travel. All attempts will be made to accommodate a team's game schedule; however, the EGSC travel teams have priority over adult teams for Sunday morning regular season play. Rescheduling of all travel teams, including adult teams, will be done on a first-come, first-serve basis.

### **ARTICLE XV – INDOOR POLICY & PROCEDURES**

#### **SECTION I – INDOOR REGISTRATION & FEES**

The indoor season will be from January to March. All registration fees, as determined by the Executive Board will be paid at the time of registration to the Elk Grove Park District. Registration will be accepted up to the close out date, as determined by the Executive Board.

Only one registration will occur for the indoor session, walk-up registrations will be taken at the Elk Grove Park District. The EGSC Executive Board will determine a start and end date for walk-up registrations.

The Executive Board will publish a refund guideline date on the EGSC website as well as on every registration form. After this date, no registration fee refund will be made without Executive Board approval. This approval will be made only for extreme extenuating circumstances.

All requests for refunds must be in writing and submitted to the Director of Indoor.

#### **SECTION II – INDOOR AGE DIVISIONS**

The Director of Indoor will initially structure indoor sessions according to the division chart in Article IX Section II – Age Divisions. He/She will review the proposed structure with the Vice President before



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presenting the structure to the Executive Board for approval. The Executive Board solely may waive the division age restrictions so as the largest number of registrations may be accommodated.

### **SECTION III – INDOOR TEAM FORMATION**

The Director of Indoor establishes the teams Divisions 6 and 7 according to player neighborhood dwelling area, as much as is practical.

Division 5, 4, and 3 are formed by draft.

Teams are based on enrollment.

The indoor season will be made up of coed teams.

If there are an insufficient number of coaches for the number of players within that neighborhood area, the Division Coordinator will recruit coaches within a reasonable timeframe. If a sufficient number of coaches are not available, then the excess players from the neighborhood area will be placed on other teams.

### **SECTION IV – INDOOR UNIFORMS & EQUIPMENT**

All players are required to wear the EGSC uniform during games. This uniform is not included in the registration fee and is comprised of the following:

- Reversible jersey of two unique colors – Uniform colors are determined by the Executive Board.
- Club shorts – Black
- Club socks – Black
- Shin guards must be worn for both practices and games. Club socks need to cover the shin guards.
- Flat sole gym shoes only.
- The goalkeeper will be required to wear the goalkeeper shirt provided by EGSC to each team.
- Each player will need to bring an appropriately sized soccer ball to each practice attended for the player's use.
- All games will be played with the official game ball. No substitutions are permitted.

### **SECTION V – INDOOR COACHES/ ASSISTANT COACHES**

The Director of Indoor will select and assign coaches subject to Executive Board approval.

Coaches, in non-draft divisions, may select only one assistant coach before the team formation, but may select an unlimited number afterward.

Coaches in draft divisions may not select any assistant coaches prior to the draft, but may select an unlimited number afterward.

Only one coach per team is allowed on the team side of the field during games.

The Director of Indoor will collect the names of all assistant coaches as well as any required paperwork for insurance purposes.



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### **SECTION VII – INDOOR GAME SCHEDULES**

The Executive Board will determine playing session dates and division playing times and fields. The Director of Indoor and the Referee-In-Chief will prepare division playing schedules that will be distributed to the coaches at the coaches meeting before each playing session. The coaches will provide each player a game schedule.

The Director of Indoor and Referee-In-Chief will coordinate division game schedules to allow coaches with two (2) or more recreation teams to be at their team's games and allow travel time.

EGSC plays its scheduled recreational indoor games on Sundays at the pavilion.

If games are required to be cancelled, there will be no make-up games scheduled.

If a division 3, 4, or 5 game is cancelled, the entire division games that week are cancelled. Any games that may have been played before the division cancellation will not be counted towards the standings.

### **SECTION VIII – INDOOR TEAM STANDINGS**

EGSC will not keep standings or permit playoffs in Divisions 7 and 6.

Division Coordinators will maintain official standings in divisions 3, 4 and 5. Teams will be awarded six (6) points for a win, three (3) points for a tie, zero (0) points for a loss. In the event of a tie-breaker, the following sequence will be used in this order:

- Head to head competition
- Fewest goals allowed

EGSC may hold single elimination or round robin tournaments in these divisions at the discretion of the Executive Board. The Executive Board will give awards in these divisions for 1<sup>st</sup> and 2<sup>nd</sup> place in the regular seasons as well as 1<sup>st</sup> and 2<sup>nd</sup> place in the tournament.

### **SECTION IX – INDOOR OFFICIALS**

The Referee-In-Chief will assign officials for each game. In the event that an assigned official does not show for a game, the game may continue with an official selected and agreed upon by both coaches.

EGSC referees must be at minimum 14 years of age and at least a USSF certified grade 8 referee. Certification must be renewed yearly. Youth referees aged 14 and 15 must obtain a work permit.

EGSC will provide each referee a referee shirt, a pair of black socks, a set of flags, and a set of misconduct cards. Each referee is responsible for these items. The Referee-In-Chief may require their return or replacement. Each referee will provide his/her own black shorts, shoes, whistle, and stopwatch.

Game reports will be the responsibility of the referees. They are to be brought to every home game and signed by both coaches at the end of the game. This game report is mandatory for all recreational league games and home travel games. A referee will not be paid without returning the completed game report.

For additional information, refer to the EGSC Referee Rules.



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### PREPARATION, UPDATE AND APPROVAL PAGE

This is to confirm that this document has been comprehensively amended in accordance with the procedures required herein by Membership vote at a regular meeting.

<u>Rev</u>	<u>Date</u>	<u>Prepared By</u>	<u>Approved By</u>
--	November 2000	--	--
--	November 2003	--	--
--	November 2005	--	--
--	November 2008	--	--
--	November 2009	--	--
000	XX January 2010	Rojahn, Chris	Executive Board
01	7 June 2013	Ellen Ragusin (Secretary)	Approval Pending
02	22 June 2013	Kenneth Slattery (President)	Approved July 8 <sup>th</sup> 2013
02	May 2017	Effie Cirbo (President)	Approved 05/15/2017 (by executive board)