

**Elk Grove Soccer Club  
Operational Guidelines**

Rev-06/22/21



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**ELK GROVE SOCCER CLUB**  
**OPERATIONAL GUIDELINES**

**REVISED**

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

## **ARTICLE I – GENERAL**

### **PREAMBLE**

The youth soccer leagues and associated programs are operated by the Elk Grove Park District. The Board of Commissioners of the Elk Grove Park District appoint volunteer Advisory Board members to assist with operational decisions and tasks for these leagues and programs, in accordance with the Letter of Understanding set forth by the Elk Grove Park District.

### **BUSINESS STATUS INFORMATION**

The Elk Grove Park District is a municipal organization within the Elk Grove Village boundaries and acts in accordance to the recreational pursuits of the community and other members to which it serves. To further distinguish the business status, neither the Advisory Boards nor the Elk Grove Park District are a registered 501c3 (tax exempt, nonprofit organization). The Elk Grove Parks Foundation, which is affiliated with but separate from the Elk Grove Park District, does carry this status. Any donations that require this status may be able to process funds received through this Foundation for the purpose of enhancing parks and recreational pursuits that are not typically supported by property taxes received by the Elk Grove Park District. In order to do this, you must contact the District liaison and the Superintendent of Recreation before soliciting the donation or promptly after being informed of this requirement.

### **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.

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### 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.

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.

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- 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.
- 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)
- Director of Equipment

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- Director of Marketing
- Director of Coaching
- Treasurer
- Secretary
- Director of Recreational Soccer

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.

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 remains 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, 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 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 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/or one (1) Director of Boys Travel each Director is responsible for all of his/her respective EGSC associated travel teams. The Director of Travel is responsible for the enforcement and abidance of Article XII.

#### 4. 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.

#### 5. Director of Equipment

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The Director of Equipment is responsible for all EGSC team equipment other than that used for fields and officials. 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.

### 6. 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.

### 7. 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,

### 8. 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. Any additional responsibilities are outlined in the DOC contract, for example team formations.

### 9. Director of Recreational Soccer

The Director of Recreational Soccer is responsible for the organization of recreational soccer including but not limited to forming teams, assigning fields, organizing clinics, setting up practices, finding coaches, etc.

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.

## **ARTICLE V – NOMINATIONS & ELECTIONS**

### **SECTION I - NOMINATIONS**

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 at the May meeting. The endorsed slate of EGSC will be indicated and will occupy the first position on the ballot.

Any member in good standing may submit their name in writing to the Secretary before the next meeting. Candidates for Office can be nominated only by this method.

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### **SECTION II – ELECTIONS**

The members present at the June 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 Active Executive Voting Board Members will vote in closed session, in which two-thirds (2/3) of the Active Executive Voting Board Members 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.

## **ARTICLE VII – MEETINGS**

### **SECTION I – REGULAR MEETINGS**

The Executive Board will meet one time a month for a minimum of 10 times a year. A minimum of 3 Executive Board members must be present to conduct business.

### **SECTION II – SPECIAL MEETINGS**

The President and at least three (3) members of the Executive Board may call a special meeting for any purpose.

### **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.

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**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 our entire Voting Executive Board.

**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.

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
- Director of Travel (or Director of Boys Travel AND Director of Girls Travel)
- Secretary
- DOC

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**

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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.

### **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

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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. If we dissolve the program, 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.

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

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

There will be two separate seasons one in the fall and one in the spring. In winter we will hold a indoor session. 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.

The refund policy will be posted on the EGSC website. All requests for refunds must be in writing and submitted to the EGPD and discussed with the executive board.

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 start of season the board will review and approve an appropriate amount. This approval will be made only for extenuating circumstances.

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

Divisions shall be composed of players based on school grade or grades as needed.

Pre-School/ Kindergarten players who are at least four years old per the dates listed below:

Spring Season – April 1

Fall Season – August 1

Indoor Season – January 1

We will try and host a 2 and 3 year old clinic for the spring and fall season.

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

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

Teams are formed according to player neighborhood dwelling area and/or school, as much as feasible. If the numbers warrant we can hold a draft starting in 4th grade.

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.

If there are not enough teams in our recreation program we reserve the right to join a nearby town to play games.

### 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 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.
  - Kindergarten and 1st - will use a size 3 ball
  - 2nd-6th grade – will use a size 4 ball
  - 7th and above – 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 included but not limited to the following:
  - 3- EGSC soccer balls (sized appropriately for age group)
  - 1-ball pump
  - 6- pennies of different colors
  - 1- 1<sup>st</sup> aid kit
  - 10- disc cones
  - 1 key to lock/unlock field equipment box and goals
- All games will be played with the official game ball.

### SECTION V – HOUSE COACHES/ ASSISTANT COACHES

The Director of House will select and assign coaches. (If there are any issues it will be discussed with the advisory board.

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All coaching/assistant coaching is voluntary.

(If a draft is needed) 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. All coaches must fill out any relevant paperwork including but not limited to criminal background forms.

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.

### **SECTION VI – HOUSE TEAM PRACTICE**

The Director of House 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 House will assign the time and place at the coaches meeting prior to each outdoor season.

EGSC suggests that house teams practice once a week.

### **SECTION VII – HOUSE GAME SCHEDULES**

The Advisory Board will determine playing session dates and division playing times and fields. The Director of House will prepare division playing schedules that will be distributed at the coaches meeting. The coaches will provide each player a game schedule. The schedules will be posted.

The Director of House 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 canceled due to poor weather and/or field conditions by EGVPD or the Advisory Board. 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 Advisory Board will then contact their division coordinators and referees, respectively.

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

- Coaches must submit such requests to the Director of House.
- Scrimmages between teams do not apply.

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

EGSC will determine which grades we will maintain standings and hold playoffs.

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Before the season, the advisory board will determine how standings are maintained and recorded.

- EGSC may hold single elimination or round robin tournaments for pre-determined grade levels. The Advisory Board will give awards for 1<sup>st</sup> and 2<sup>nd</sup> place in the tournament. All others will get a participation award.

Current standings and results for all grades will also be posted on a weekly basis during the season.

### **SECTION IX – HOUSE OFFICIALS**

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

EGSC will provide each referee a one time referee kit.

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 applicable EGSC registration fees for the fall and spring (and optional winter session) sessions. They also need to pay the uniform expense as needed.

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 Board approval. This approval will be made only for extreme extenuating circumstances.

All requests for refunds must be in writing and submitted to the EGSC.

### **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.

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### 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. Check with the residency rules for each age level. 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:

- 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 EGSC 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 coaches will be one of the minimum two person evaluation team that will consist of at least one (1) other independent evaluators. (This is a recommended approach to tryouts.) 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. Travel player grading will be done using the EGSC tryout form and agreed upon (by EGSC) grading system. 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
- Each 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 EGSC advisory board will vote.
- Once the roster size is determined, players will be placed on the team by the highest to lowest tryout scores.
- Once the roster is set, the President will evaluate the roster by using the EGVPD residency rubric.

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- President and DOC will assess the remaining players that didn't make the first team. The President and Director of Coaching will determine if a second team will be formed. Players will be selected utilizing the same process as above.
- 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 EGSC. Coaches must provide any pertinent information to the executive board regarding the player (s). The EGSC 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 President
- Coaches follow team formation guidelines to create original team roster
- Players will be contacted by their coaches.
- 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 (optional winter) and spring seasons of play
- 

## SECTION VIII – TRAVEL UNIFORMS & EQUIPMENT

All travel players, other than the goalkeeper, are required to wear the approved EGSC uniform kit.

- Shin guards must be worn for both practices and games
- Soccer cleats only, other sport cleats are not allowed.

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

- U8 use a size 3 ball
- U9 - U12 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 if/when they leave the EGSC program.

## SECTION IX – TRAVEL COACHES/ ASSISTANT COACHES

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

### 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 signed contract.
- 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

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- 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

### Compensation:

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

Details will be written in the coaching contract.

Travel teams are precluded from holding outside accounts.

Any occurrence that reflects poorly on the EGSC 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 to Coaches, Assistant Coaches, Trainers, 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 Board.

## SECTION X –TRAVEL RULES AND REGULATIONS FOR COACHES

### ● TEAM TRAINING

- 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 season for the year by the Board
- Travel teams have field priority over Recreational teams
- Travel Coaches are required to attend all practices, games, and tournaments
- Travel coach may adjust or eliminate playing time based on practice attendance and participation
- The Coach may suspend a player from a travel team if the player constantly misses practice. The coach must provide written documentation to support the claim

### ● TOURNAMENTS

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- Teams may participate in tournaments in both the fall and spring season
- Tournaments must be sanctioned by the IWSL and/or YSSL
- Teams are required to register for tournaments under the “EGSC” name as registered in the league
- Teams are required to wear their EGSC 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 prior to the beginning of the season.
- The Director of Coaching and the Board will be responsible for coordinating and registering for indoor soccer
- All teams, coaches and players representing the EGSC shall adhere to the EGSC Code of Conduct at all times

## SECTION XI – TRAVEL TEAM STANDINGS

Travel team standings will be handled by the appropriate league.

## SECTION XII – TRAVEL GAME SCHEDULES

- Travel coach must follow the IWSL or the YSSL league rules to make a game change

## SECTION XIII – TRAVEL OFFICIALS

The contracted Ref assignor will assign officials for each game, where applicable.

EGSC referees must be at a 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. 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 XIV – 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.

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### **ARTICLE XV – ADULT TEAMS**

Adult teams are expected to work directly with the Board for registration and other administrative matters. Adult teams must coordinate fields for games and practices with the Board. Rescheduling of all travel teams, including adult teams, will be done on a first-come, first-serve basis.

### **ARTICLE XVI –Recreational INDOOR POLICY & PROCEDURES**

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

The indoor season will be from January to March. All registration fees, as determined by the 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 Board.

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

Refund approval will be made only for extreme extenuating circumstances.

All requests for refunds must be in writing and submitted to the Board.

#### **SECTION II – INDOOR TEAM FORMATION (if clinics are not used)**

The Director of Indoor establishes the teams at preschool - 2nd grade according to player neighborhood dwelling area, as much as is practical.

Grades 3 and up 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 Director of Indoor 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 III – INDOOR UNIFORMS & EQUIPMENT (if clinics are not used)**

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:

- Black and Green jersey
- Club shorts – Black

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- 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 Board approval.

Coaches, in non-draft divisions, may select only one assistant coach before the team formation.

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

### **SECTION VII – INDOOR GAME SCHEDULES (if clinics not used)**

The Board will determine playing session dates and division playing times and fields. The Director of Indoor 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 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.

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

### **SECTION IX – INDOOR OFFICIALS**

The contracted Ref assignor will assign officials for each game, where applicable.

EGSC referees must be at a 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. 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.

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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)
	June 22, 2021	Kathy Potocnic	Approved by